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 TAN highlights indicate conforming/editorial changes



DISTRICT ADMINISTRATIVE RULE

JBC(1)-R Homeless Students

7/1/18 x/x/24

1 RATIONALE/OBJECTIVE:

2

3 The Cobb County School District (District) seeks to ensure that each homeless student has equal
 4 access to the same, free, appropriate public education, including a public preschool education, as
 5 provided to other District students.
 6

7

8 RULE:

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10 A. IDENTIFICATION OF HOMELESS STUDENTS:

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- 12 1. The McKinney-Vento Homeless Assistance Act (Act), 42 U.S.C. § 11431 *et. seq.*, defines
 13 homeless students as those who lack a fixed, regular and adequate nighttime residence.
 14 This includes:

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16 a. **Children and youth who:**

17

- 18 (1) Share the housing of other persons due to the loss of housing, economic hardship,
 19 or a similar reason;
 20 (2) Live in motels, hotels, trailer parks, or camping grounds due to the lack of
 21 alternative adequate accommodations;
 22 (3) Live in emergency or transitional shelters; or
 23 (4) Are abandoned in hospitals.

24

- 25 b. Children and youth who have a primary nighttime residence that is a public or private
 26 place not designed for or ordinarily used as a regular sleeping accommodation for
 27 human beings;

28

- 29 c. Children and youth who live in cars, parks, public spaces, abandoned buildings,
 30 substandard housing, bus or train stations, or similar settings; or

31

- 32 d. Migratory children who qualify as homeless because they are living in circumstances
 33 outlined in items a, b, or c above.

34

- 35 2. In addition, a student who is not in the physical custody of a parent/guardian and is living
 36 in one of the situations listed above may be considered an unaccompanied youth.

37

- 38 3. The principal or designee shall have the parent/guardian/unaccompanied youth complete
 39 Form JBC(1)-1 (Student Residency Statement) ~~and fax to the~~ **or verbally provide**
 40 **information to a designated school staff member who will submit a referral. The**
 41 Homeless Education Program office staff ~~to~~ **will** determine homeless eligibility according to
 42 the above definition.

43

- 44 a. Eligibility is determined for the current school year only and renewal for the following
 year is not automatic.

45

- 46 b. The parent/guardian/unaccompanied youth ~~must~~ **should** re-submit a new Student
 47 Residency Statement (Form JBC(1)-1) each school year (after July 1) **or verbally**
 48 **provide information to a designated school staff member who will submit a**
 49 **new referral.** The Homeless Education Program office staff will determine homeless
 50 re-eligibility for any subsequent school year.

51

- 52 4. The school shall provide the parent/guardian/unaccompanied youth a copy of Form
 53 JBC(1)-5 (Information on the McKinney-Vento Homeless Assistance Act).

54

55 B. ENROLLMENT/WITHDRAWAL OF HOMELESS STUDENTS:

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1. An identified homeless student should be enrolled immediately even if the student lacks records normally required for enrollment.
2. If a homeless unaccompanied youth arrives at school, the student shall be enrolled immediately and the school social worker (SSW) notified. The SSW shall contact the unaccompanied youth and complete the enrollment process. Students must meet the District's age eligibility criteria for enrollment.
3. Homeless students qualify for free breakfast and lunch (~~Form JBC(1)-6 [Procedure for Free Lunch]~~).
4. When homeless students enroll without records (i.e., transcripts/grade reports, birth certificate, immunizations/health records) the Principal or designee shall:
 - a. Contact the former school to request the student's records and discuss immunization information and tentative placement;
 - b. Create a cumulative record if it is determined that the records are not available;
 - c. Refer the student to public health and provide follow-up to ensure that the student obtains necessary screenings, immunization or other required health records, if there are no immunization or other required health records; and
 - d. Contact the ~~homeless liaison~~ **Homeless Education Program (HEP) staff** for additional assistance.
5. Parents/guardians must provide the school with a current phone number and address.
6. **Withdrawal:**
Homeless students often leave school without officially withdrawing. If the school is contacted by another district for a homeless student's records, requested information shall be provided and school records sent within 15 days to the receiving school district.

C. ACADEMIC CREDIT:

In accordance with federal and state policy, a student's homeless status shall not be a barrier to receiving appropriate credit for full or partial coursework satisfactorily completed while attending a prior school. Additional information regarding students receiving appropriate credit may be found in Administrative Rule IHA-R (Grading Systems).

D. SCHOOL ENROLLMENT:

1. According to the homeless child's or youth's best interests, the student may:
 - a. Enroll in the school serving the attendance zone where the student resides; or
 - b. Continue enrollment in the school of origin, when feasible. The school of origin is the school the student attended when permanently housed, the school in which the student was last enrolled, including preschool, or the designated receiving school at the next grade level for all feeder schools.
2. When determining which school the child will attend, the District will base the decision upon the student's best interest. Student-centered factors related to the child's or youth's best interest will be considered, including the impact of mobility on achievement, education, health, and safety of homeless children and youth, giving priority to the request of parent/guardian/unaccompanied youth. In the case of an unaccompanied youth, the ~~homeless liaison~~ **HEP staff** will assist in the placement and enrollment decisions, giving priority to the youth's views (~~Form JBC(1)-2 [School of Origin Request Form]~~).
3. A homeless student who attends his/her school of origin in accordance with paragraph D.1. above may:
 - a. Attend that school for the duration of homelessness;
 - b. Stay in the school for the remainder of the academic year if the student becomes permanently housed during the academic year; or
 - c. Attend their school for the duration of homelessness if the student becomes homeless between or during academic years.

E. TRANSPORTATION:

Transportation will be provided to and from the school of origin if requested by the parent/guardian where required by federal law at 42 U.S.C. § 11432(g)(1)(J)(iii). In the case

of an unaccompanied youth, the transportation request will be made by the ~~homeless liaison~~
HEP staff (Form JBC(1)-3 [~~Procedure for Transportation to School of Origin~~]).

F. DISPUTE RESOLUTION:

1. If a dispute arises over eligibility, school selection or enrollment in school, the parent/guardian shall be provided with a written explanation of the District's decision, including the right to appeal. In the case of an unaccompanied youth, the ~~homeless liaison~~
HEP staff will provide written notification to such youth including the right to appeal (Form JBC(1)-4 [Written Notification and Dispute Resolution Form]).
2. If a parent/guardian/unaccompanied youth disputes the District's decision:
 - a. The student shall be immediately admitted to the requested school, pending resolution of the dispute, including all available appeals;
 - b. The dispute shall be referred to the District's ~~homeless liaison~~ **HEP staff** who will consult with the ~~director of the District's Title I program~~ **Director of Federal Programs, Title I/HEP**, for resolution within 7 business days of receipt of the Dispute Resolution Form;
 - c. If the matter is not resolved at that level, the Superintendent or designee shall issue the District's decision within 10 business days of second dispute by parent/guardian.
 - d. If the matter is not resolved at that level, the parent/guardian may contact the Georgia Department of Education Grants Program ~~Consultant~~ **Manager**.

G. ROLE OF THE ~~HOMELESS-LIAISON~~ HEP STAFF:

The role of the District's ~~homeless liaison~~ **HEP staff** is to provide that:

1. Homeless students, families, and unaccompanied youth:
 - a. Are **appropriately** identified ~~by school personnel~~;
 - b. Enroll in and have an equal opportunity to succeed in school;
 - c. Have access to and receive educational services for which they are eligible;
 - d. Are referred to the SSW, if other support resources are needed.
2. Parents/guardians of homeless students are made aware of educational and related opportunities available to their children and are provided with a meaningful opportunity to participate in their children's education;
3. Public notices of the educational rights of homeless students are disseminated in schools and locations frequented by parents or guardians of such children and youths including such places as family shelters;
4. Enrollment disputes are mediated in accordance with the Act;
5. Parents/guardians and unaccompanied youth are informed of the transportation services provided by the District, including transportation to the school of origin, when required;
6. Students who do not have immunization or medical records are assisted;
7. Collaborate and coordinate with the Georgia Department of Education Grants Program Consultants and community and school personnel responsible for providing education and related support services to homeless children and youth;
8. School personnel providing services to homeless children and youth receive professional development and support; and
9. Unaccompanied youth:
 - a. Are enrolled in school;
 - b. Have opportunities to meet the same challenging state academic standards as established for other children and youth; and
 - c. Are informed of their status as independent students under the Higher Education Act of 1965 and that the youths may obtain assistance from the local educational agency liaison to receive verification of such status for purposes of FAFSA.

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159		
160	Legal Reference	
161	O.C.G.A. 20-2-150	Eligibility for enrollment
162	O.C.G.A. 20-2-293	Student attending school in system other than system of student's residence
163	O.C.G.A. 20-2-690.1	Mandatory education for children between 6 and 16
164	O.C.G.A. 20-2-694	Administration/enforcement of attendance reqts.
165	Rule 160-5-1-.28	Student Enrollment and Withdrawal
166	42 USC 11431	McKinney-Vento Homeless Assistance Act

GREEN highlights indicate content recommended by Policy and Planning

ORANGE highlights indicate content recommended by ParkerPoe

TAN highlights indicate conforming/editorial changes



DISTRICT ADMINISTRATIVE RULE

JBCD-R Transfers

~~10/11/22~~ x/x/24

1 RATIONALE/OBJECTIVE:

2
3 The Cobb County School District (District) provides limited opportunities for Cobb County students
4 to attend schools outside the attendance zone in which they live. These opportunities result from
5 a student's attendance at a magnet school, family moves that occur during the school year,
6 ~~House Bill (HB) 251, Senate Bill (SB) 10, House Bill (HB) 224,~~ student legal issues, or extreme
7 medical/emotional situations.
8

9 RULE:

10 A. SCHOOL CHOICE TRANSFERS:

11 1. General Provisions:

12 **For all school choice transfers, the following provisions apply:**

- 13 a. **Students who receive a school choice transfer may attend the approved**
14 **school through the highest grade of the particular approved school prior to re-**
15 **applying;**
- 16 b. **Transportation must be provided by the parent/guardian;**
- 17 c. **If the student receives Special Education services, the school selected must**
18 **have the Special Education services required by the current Individual**
19 **Education Plan (IEP);**
- 20 d. **Students granted a school choice transfer must maintain acceptable**
21 **attendance, behavior, and grades as determined at the discretion of school**
22 **administration;**
- 23 e. **The parent/guardian is expected to maintain a cordial and cooperative**
24 **working relationship with school personnel;**
- 25 f. **Failure to comply with any provision of this paragraph shall authorize the**
26 **principal to immediately withdraw such student;**
- 27 g. **A student who is withdrawn from an approved transfer school may not be**
28 **eligible to obtain a new transfer to the same school; and**
- 29 h. ~~g.~~ **If the student transfers at the high school level, he/she must meet Georgia**
30 **High School Association requirements to participate in competitive**
31 **interscholastic activities.**

32 1. HB 224:

33 Military service member parents/guardians of a school aged child who live on a military
34 base or off-base housing located within the District may apply for a transfer in accordance
35 with Georgia's Quality Basic Education Act. HB 224 transfers will be included in the
36 process for HB 251 transfers (see item 3 below) including, but not limited to, application,
37 lottery, and transfer expectations.
38

39 2. Siblings Transfers:

- 40 a. Siblings **Parents/Guardians of a child enrolled or eligible for enrollment in a**
41 **District school in grades K-12 who is a sibling** of students **a student living in**
42 **the same household that is** already attending a school through an approved transfer
43 may **apply for the child to** attend the same school **as the sibling.**

44 (1) This provision attempts to address siblings **being** enrolled in different schools at
45 the same time due to ~~an~~ **a previously** approved transfer.

46 (2) The younger sibling must be a student in the same school at some time during the
47 tenure of the older sibling.

48 (3) This provision does not apply to or impact student placement via an IEP team
49 decision, which is determined in accordance with federal law.

50 b. A sibling is defined as a brother, sister, step-brother, or step-sister living in the same
51 household and who otherwise meets the requirements for enrollment.

52 c. Parents/guardians wishing to apply for a sibling school choice transfer must do so
53 during the annual application period.

54 3. **Limited School Choice (HB 251) Transfers:**

55 a. Parents/Guardians of a ~~student enrolled~~ **child enrolled or eligible for enrollment** in
56 a District school **in grades K-12** may apply for an HB 251 transfer in accordance with
57 Georgia's Quality Basic Education Act.* **a school choice transfer**. In accordance with
58 State Board of Education procedures, these transfers **Transfer applications** will be
59 available during an announced application period annually. The application procedures,
60 forms, and dates will be posted on the District's website ~~during the second semester~~
61 ~~each school year~~. Information regarding space availability at individual schools will be
62 included in the posted information. Parents/guardians will be notified regarding the
63 approval of an HB 251 transfer requests by July 15 each year. (O.C.G.A. § 20-2-2131)

64 b. Space availability will be determined by permanent classroom space, classroom usage,
65 and student enrollment. *NOTE: HB 251 **Limited school choice** transfers do not
66 apply to charter schools or newly opened schools (for a period of four years after the
67 school opens).

68 c. ~~b.~~ Parents/guardians wishing to apply for ~~an HB 251~~ **a school choice** transfer must
69 complete a transfer application during the annual application period. Up to three
70 schools may be requested on the application.

71 d. ~~c.~~ In the event that the number of applications exceeds the available capacity at a
72 particular school, the District will conduct a random lottery.

73 e. ~~d.~~ Policy and Planning staff will conduct the random lottery with priority given to fifth
74 and eighth-grade students who have applied for a transfer within the same feeder
75 pattern of the school they are currently attending.

76 f. ~~e.~~ No additional staff will be hired to accommodate a transfer.

77 g. ~~f.~~ If space is still available at a particular school following the lottery process, a second-
78 round lottery will be held for those students who have indicated a second choice. If
79 space is available following the second round, a third-round lottery will be held for
80 those students who have indicated a third choice.

81 h. ~~g.~~ Students not chosen in the random lottery for their first-choice school will be placed
82 on a waiting list based on the outcome of the first-choice lottery.

83 4. **General Provisions:**

84 For all school choice transfers, the following provisions apply::

85 a. ~~Students who receive a school choice transfer may attend the school through the~~
86 ~~highest grade of the particular school prior to re-applying;~~

87 b. ~~Transportation must be provided by the parent/guardian;~~

88 c. ~~If the student receives Special Education services, the school selected must have the~~
89 ~~Special Education services required by the current Individual Education Plan (IEP);~~

90 d. ~~Students granted a school choice transfer must maintain acceptable attendance,~~
91 ~~behavior, and grades as determined at the discretion of school administration;~~

92 e. ~~The parent/guardian is expected to maintain a cordial and cooperative working~~
93 ~~relationship with school personnel;~~

94 f. ~~Failure to comply with any provision of this paragraph shall authorize the principal to~~
95 ~~immediately withdraw such student; and~~

96 g. ~~If the student transfers at the high school level, he/she must meet Georgia High School~~
97 ~~Association requirements to participate in competitive interscholastic activities; and~~

98 **Military Student Transfers (HB224):**

99 **Military service member parents/guardians of a school aged child who live on a**
100 **military base or off-base military housing located within the District may apply**
101 **for a transfer in accordance with Georgia's Quality Basic Education Act O.C.G.A §**
102 **20-2-295. HB-224 Military student transfers will be included in the process for**
103 **limited school choice (HB 251) transfers (see item 3 below above) including, but**

not limited to, application, lottery, and transfer expectations as referenced above.

5. **Acceptance of a school choice transfer of an Approved Transfer:**

- a. Once a school choice transfer is approved, the parent/guardian must acknowledge acceptance of the transfer by the established deadline.
- b. Failure to accept an approved transfer by the established deadline will result in the school choice transfer being nullified and forfeiting of the student's seat.
 - (1) A waiting list generated during the lottery process will be used to fill any available seats that are vacated.
 - (2) Any student so chosen from the waiting list will be notified prior to the start of the school year.

B. HARDSHIP TRANSFERS:

Parents/Guardians of students requesting a hardship transfer from the District school to which they are zoned must submit a hardship transfer application to the Policy and Planning office. A decision regarding the transfer request will be made by a hardship transfer committee, and all decisions are final. Parents/guardians should receive a response to the transfer request within thirty (30) days of receipt of the request.

1. Hardship transfers may be considered for the following reasons:

- a. Legal – The student is subject to a court order that would prevent him/her from attending the school to which he/she is zoned to attend;
- b. Medical – The student's **has written documentation from a** physician, psychiatrist, or physiologist ~~should provide written documentation and~~ **indicating the** specific medical reasons (physical and/or psychological) that would prohibit a student from attending the school to which he/she is zoned to attend;
- c. Child Care – If each of the parent(s)/guardian(s) in the home work and their work makes it necessary for their elementary student to stay with a private sitter or in a day care center in another attendance zone, the parent/guardian may request a transfer to a school closer to the day care facility;
- d. Other issues that would prohibit a student from attending the school to which he/she is zoned to attend, to be evaluated at District discretion on a case-by-case basis.

2. Unique hardships depend on individual family situations. ~~Issues~~ **However, issues** such as grievances arising from parent-school conflicts, peer group associations, discipline, attendance problems, ~~and or~~ a general dissatisfaction with a particular school are not considered hardships.

3. For all Hardship transfers, the following provisions apply:

- a. A student may receive only one hardship transfer during a school year;
- b. Transfers are considered for individual students, not family groups;
- c. Transportation must be provided by the parent/guardian;
- d. If the student transfers at the high school level, he/she must meet Georgia High School Association requirements to participate in competitive interscholastic activities;
- e. Students granted hardship transfers must maintain acceptable attendance, behavior, and grades as determined at the discretion of school administration;
- f. The parent/guardian is expected to maintain a cordial and cooperative working relationship with school personnel; and
- g. Failure to comply with any provision of this paragraph shall authorize the principal to immediately withdraw such student.

4. If false information is provided, or the circumstance under which a **hardship** transfer was granted change, transfers may be revoked.

C. CONTINUATION OF ENROLLMENT TRANSFERS:

1. **Senior Provision:**

- a. **A bona fide high school senior who ceases to be a resident of the District may apply to complete the school his/her senior year. The following provisions must apply:**

- (1) **The move is verified as having occurred after the student completed his/her junior year in that school with verification established by dated documents of the new address;**

- (2) The student lives within commuting distance of the school;
 - (3) The parent/guardian submits a completed continuation of enrollment transfer request application;
 - (4) Transportation for students approved to complete the senior year must be provided by the parent/guardian;
 - (5) The senior must maintain acceptable attendance, behavior, and grades in order for the application to be approved and to remain in effect for that school year;
 - (6) The parent/guardian is expected to maintain a cordial and cooperative working relationship with school personnel;
 - (7) Failure to comply with the provisions of this paragraph shall authorize the principal to immediately withdraw such student; and
 - (8) The student must meet Georgia High School Association requirements to participate in competitive interscholastic activities.
- b. The approval of the transfer request is at the discretion of the principal. Decisions are based on individual student factors such as attendance, behavior, and academic progress as well as logistical factors such as building capacity and student enrollment.

2. **Move Out of District:**

- a. The District does not accept tuition students. However, any student who ceases to be a resident of the District after attending a District school may apply to complete the current semester in that school by completing a continuation of enrollment transfer request application. The following provisions apply:
- (1) The parent/guardian must promptly report to the principal or designee any change in circumstances by which the student is no longer a resident of the District;
 - (2) Transportation for students approved to complete the semester must be provided by the parent/guardian;
 - (3) Acceptable attendance, behavior, and grades are required in order for the student to be approved and remain on transfer;
 - (4) The parent/guardian is expected to maintain a cordial and cooperative working relationship with school personnel;
 - (5) Failure to comply with any provisions of this paragraph shall authorize the principal to immediately withdraw such student; and
 - (6) If the student transfers at the high school level, he/she must meet Georgia High School Association requirements to participate in competitive interscholastic activities.
- b. The approval of the transfer request is at the discretion of the principal. Decisions are based on individual student factors such as attendance, behavior, and academic progress as well as logistical factors such as building capacity and student enrollment.

2. **Move Within the District:**

- a. Should the parent/guardian of a student enrolled in the District move from one attendance zone to another within the District, the parent/guardian may apply for their student to remain enrolled in his/her current school. The following provisions apply:
- (1) Transportation for students approved to continue enrollment must be provided by the parent/guardian;
 - (2) Acceptable attendance, behavior, and grades are required in order for the student to be approved and remain on transfer;
 - (3) The parent/guardian is expected to maintain a cordial and cooperative working relationship with school personnel;
 - (4) Failure to comply with any provisions of this paragraph shall authorize the principal to immediately withdraw such student; and
 - (5) If the student transfers at the high school level, he/she must meet Georgia High School Association requirements to participate in competitive interscholastic activities.

- 221 b. Both the approval of the transfer request and the duration of the approval are
222 at the discretion of the principal. Decisions are based on individual student
223 factors such as attendance, behavior, and academic progress as well as
224 logistical factors such as building capacity and student enrollment.
225

226 **D. CHILDREN OF EMPLOYEE TRASFERS:**

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

231 **1. General Provisions:**

- 232 a. The employee must complete submit a Child(ren) of Employee transfer
233 application during the designated application period.
234 (1) A new application must be submitted any time the student is changing
235 schools or changing levels (e.g., elementary to middle, or middle to high).
236 (2) Applications submitted after the designated annual deadline will only be
237 accepted for a qualifying employment event (e.g., change of work location,
238 new employment, etc.). The choice of schools for late applications may be
239 limited based on available space at individual schools.
240 b. If the student transfers at the high school level, he/she must meet Georgia
241 High School Association requirements to participate in competitive
242 interscholastic activities.
243 c. If an employee retires from the District, the provisions of this rule will
244 continue, as long as the student is enrolled in a District school.
245 d. If an eligible employee is granted a leave of absence, the student may remain
246 at the school approved through this rule until the end of the approved leave.
247 e. If the eligible employee resigns or is terminated from the District, the
248 provisions of this rule will end. At that time, the student will be governed by
249 all policies affecting Cobb County students who are not children of eligible
250 employees.
251 f. An eligible employee's student may return at any time to the school in the
252 attendance zone in which he/she is a resident.
253 g. With the exception of students who attend school where their
254 parents/guardians are full-time teachers, professionals or other employees,
255 Students approved for a children of employee transfer must maintain
256 acceptable attendance, behavior, and grades are required in order for the
257 request to be approved and for the student to remain on transfer as
258 determined at the discretion of school administration. The parent/guardian is
259 also expected to maintain a cordial and cooperative working relationship with
260 school personnel. Failure to comply with these provisions may result in the
261 withdrawal of such student. For a student attending a school where a
262 parent/guardian is a full-time teacher, professional, or other employee, the
263 requirements of O.C.G.A. § 20-2-293 shall apply.

264 **2. Transportation:**

265 The employee may:

- 266 a. Provide transportation for his/her student to attend the approved school; or
267 b. Submit JBCD-9 (Request for Children of Employee Transportation) requesting
268 to and receive written approval from the director of transportation or
269 designee to board a bus at an approved bus stop for the approved school.
270 (1) The following limitations will apply:
271 (a) The student will be granted permission to board the bus when the
272 ridership capacity is confirmed in writing from the director of
273 transportation or designee;
274 (b) The District must determine if the bus has available seat space for the
275 student (additional buses will not be assigned nor additional stops
276 created on the route to accommodate students living outside the
277 attendance zone of the school they attend);
278 (c) It is the responsibility of the employee to safely convey the student to
279 and from the bus stop they have selected. Therefore, a bus route shall

280 **not be extended nor shall a bus stop be relocated to meet students**
281 **living outside the attendance zone of the school they attend.**

282 (2) **In the event there are not sufficient seats for the children of employees**
283 **living outside the attendance zone of the school they attend, students will**
284 **be selected for seats that are available by random lottery.**

285 (3) **Transportation privileges may be withdrawn from students living outside**
286 **the attendance zone of the school they attend in the following**
287 **circumstances:**

288 (a) **The student commits code of conduct violations (see Administrative**
289 **Rule JCDA-R);**

290 (b) **The parent/guardian disrupts or interferes with the operation of the**
291 **bus (see Administrative Rule ED-R [Student Transportation]); or**

292 (c) **The number of students who live in the attendance zone of the school**
293 **the bus serves increases over the course of the year to the point there**
294 **are no longer seats available for students of employees who live**
295 **outside the attendance zone of the school they attend.**
296

297 **E. ~~C. SPECIAL NEEDS SCHOLARSHIP TRANSFERS:~~**

298 Special Needs Scholarship Transfers (also known as SB 10 transfers) are available each year
299 during a period established by the Georgia State Board of Education. Information regarding
300 these transfers including procedures and qualifications will be posted on the District's Website
301 annually, prior to the beginning of the school year.

302 **1. ~~Eligibility:~~**

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

306 **2. ~~Statewide Assessments:~~**

307 Students with disabilities who attend an approved private school pursuant to a scholarship
308 obtained through SB 10 may elect to take statewide assessments as described in O.C.G.A.
309 §20-2-281 through the State Department of Education. Further information may be
310 obtained online at public.doe.k12.ga.us/sb10.aspx.

311 **~~D. CONTINUATION OF ENROLLMENT:~~**

312 **1. ~~Senior Provision:~~**

313 a. ~~A bona fide high school senior who ceases to be a resident of the District may apply to~~
314 ~~complete the school year. The following provisions must apply:~~

315 (1) ~~The move is verified as having occurred after the student completed his/her junior~~
316 ~~year in that school with verification established by dated documents of the new~~
317 ~~address;~~

318 (2) ~~The student lives within commuting distance;~~

319 (3) ~~The parent/guardian submits a completed continuation of enrollment transfer~~
320 ~~request application;~~

321 (4) ~~Transportation for students approved to complete the senior year must be provided~~
322 ~~by the parent/guardian;~~

323 (5) ~~The senior must maintain acceptable attendance, behavior, and grades in order for~~
324 ~~the application to be approved and to remain in effect for that school year;~~

325 (6) ~~The parent/guardian is expected to maintain a cordial and cooperative working~~
326 ~~relationship with school personnel;~~

327 (7) ~~Failure to comply with the provisions of this paragraph shall authorize the principal~~
328 ~~to immediately withdraw such student; and~~

329 (8) ~~The student must meet Georgia High School Association requirements to participate~~
330 ~~in competitive interscholastic activities.~~

331 b. ~~The approval of the transfer request is at the discretion of the principal. Decisions are~~
332 ~~based on individual student factors such as attendance, behavior, and academic~~
333 ~~progress as well as logistical factors such as building capacity and student enrollment.~~

334 **2. ~~Move Out of District:~~**

335 a. ~~The District does not accept tuition students. However, any student who ceases to be a~~
336 ~~resident of the District after attending a District school may apply to complete the~~
337

338 current semester in that school by completing a continuation of enrollment transfer
339 request application. The following provisions apply:

- 340 (1) The parent/guardian must promptly report to the principal or designee any change
341 in circumstances by which the student is no longer a resident of the District;
- 342 (2) Transportation for students approved to complete the semester must be provided
343 by the parent/guardian;
- 344 (3) Acceptable attendance, behavior, and grades are required in order for the student
345 to be approved and remain on transfer;
- 346 (4) The parent/guardian is expected to maintain a cordial and cooperative working
347 relationship with school personnel;
- 348 (5) Failure to comply with any provisions of this paragraph shall authorize the principal
349 to immediately withdraw such student; and
- 350 (6) If the student transfers at the high school level, he/she must meet Georgia High
351 School Association requirements to participate in competitive interscholastic
352 activities.

353 b. The approval of the transfer request is at the discretion of the principal. Decisions are
354 based on individual student factors such as attendance, behavior, and academic
355 progress as well as logistical factors such as building capacity and student enrollment.

356 3. **Move Within the District:**

357 a. Should the parent/guardian of a student enrolled in the District move from one
358 attendance zone to another within the District, the parent/guardian may apply for their
359 student to remain enrolled in his/her current school. The following provisions apply:

- 360 (1) Transportation for students approved to continue enrollment must be provided by
361 the parent/guardian;
- 362 (2) Acceptable attendance, behavior, and grades are required in order for the student
363 to be approved and remain on transfer;
- 364 (3) The parent/guardian is expected to maintain a cordial and cooperative working
365 relationship with school personnel;
- 366 (4) Failure to comply with any provisions of this paragraph shall authorize the principal
367 to immediately withdraw such student; and
- 368 (5) If the student transfers at the high school level, he/she must meet Georgia High
369 School Association requirements to participate in competitive interscholastic
370 activities.

371 c. Both the approval of the transfer request and the duration of the approval are at the
372 discretion of the principal. Decisions are based on individual student factors such as
373 attendance, behavior, and academic progress as well as logistical factors such as
374 building capacity and student enrollment.

376 F. **STUDENTS WHO BECOME A VICTIM OF A VIOLENT CRIME:**

377 1. Any student who is the victim of a violent criminal offense that occurs on the property of a
378 school in which the student is enrolled, while attending a school sponsored event that
379 occurs on the property of the school, or while attending an event under the jurisdiction of
380 the school shall be permitted to attend a school that has not been designated as an unsafe
381 school pursuant to State Board Rule 160-4-8-.16, including a charter school. Students
382 Parents/Guardians requesting such a transfer **for their child** should complete Form
383 JBCD-6 (Victim of Violent Crime Request) and attach all relevant documentation **submit a**
384 **hardship transfer request in accordance with Paragraph B above.**

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

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

391 a. ~~1.~~ A violent criminal offense has been committed against the student, which includes
392 the following offenses:

- 393 (1) ~~a.~~ Aggravated battery (O.C.G.A. § 16-5-24),
- 394 (2) ~~b.~~ Aggravated child molestation (O.C.G.A. § 16-6-4),
- 395 (3) ~~c.~~ Aggravated sexual battery (O.C.G.A. § 16-6-22.2),
- 396 (4) ~~d.~~ Aggravated sodomy (O.C.G.A. § 16-6-2),

- 397 (5) e. Armed robbery (O.C.G.A. § 16-8-41),
- 398 (6) f. First degree arson (O.C.G.A. § 16-7-60),
- 399 (1) g. Felony weapons charge (O.C.G.A. § 16-11-127.1),
- 400 (2) h. Kidnapping (O.C.G.A. § 16-5-40),
- 401 (3) i. Murder (O.C.G.A. § 16-5-1),
- 402 (4) j. Rape (O.C.G.A. § 16-6-1),
- 403 (5) k. Voluntary manslaughter (O.C.G.A. § 16-5-2), or
- 404 (6) l. Terroristic threats (O.C.G.A. § 16-11-37), AND

405 b. The perpetrator of the violent criminal offense has been found to be in violation of the
406 appropriate Student Code of Conduct (Administrative Rule JCDA-R) by virtue of an
407 official tribunal/disciplinary hearing held by the District; through a waiver of the
408 disciplinary hearing process; or through an action of the Cobb County Board of
409 Education.

410 4. The transfer shall occur within ten school days of the commission of the violent criminal
411 offense, and to the extent possible, shall allow victims to transfer to a school that is
412 making adequate yearly progress and has not been identified as being in school needs
413 improvement, corrective action, or restructuring. (See State Board of Education Rule 160-
414 4-8-.16, Unsafe School Choice Option, for more information)

415
416 **F. SPECIAL NEEDS SCHOLARSHIP TRANSFERS:**

417 **Special Needs Scholarship Transfers (also known as SB10 transfers) are available**
418 **each year during a period established by the Georgia State Board of Education.**
419 **Information regarding these transfers including procedures and qualifications will**
420 **be posted on the District's Website annually, prior to the beginning of the school**
421 **year. 1. Eligibility: A student with a disability may apply for a scholarship to an**
422 **approved private school pursuant to SB10 by applying directly to the State**
423 **Department of Education. An application for such scholarship is available at**
424 **www.doe.k12.ga.us.**

425 **2. Statewide Assessments:**

426 ~~Students with disabilities who attend an approved private school pursuant to a scholarship~~
427 ~~obtained through SB10 may elect to take statewide assessments as described in O.C.G.A.~~
428 ~~§20-2-281 through the State Department of Education. Further information may be~~
429 ~~obtained online at public.doe.k12.ga.us/sb10.aspx.~~

430
431 **G. F. INTERDISTRICT REASSIGNMENT:**

432 A student whose place of residence is in another school district may be reassigned to a school
433 in the Cobb County School District, or a student whose place of residence is in the Cobb
434 County School District may be reassigned to a school in another school district, per O.C.G.A. §
435 20-2-294, and State Board Rule 160-5-4-.09.

436 1. **Conditions:**

437 All the following conditions must be met:

- 438 a. The school in another school district is closer to the student's place of residence than
439 the school to which the student has been assigned;
- 440 b. The actual transportation time or distance on a bus one way to the school where the
441 student has been assigned is determined to be excessive in terms of travel time or
442 distance. Excessive travel time and distance are defined as:
 - 443 (1) The actual transportation time one-way (on a school bus) to the school where the
444 student has been assigned takes forty-five (45) minutes longer than the
445 transportation time (on a school bus) to the closer school where the student wants
446 to be reassigned; or
 - 447 (2) The actual transportation distance one-way (via the school bus route) to the school
448 where the student has been assigned is at least fifteen (15) miles farther than the
449 distance to the closer school where the student wants to be reassigned;
- 450 c. The school to which the student is requesting reassignment is offering an instructional
451 program comparable to that offered in the school where the student was originally
452 assigned;
- 453 d. The school in the other school system to which the student is requesting reassignment
454 has available permanent classroom space;
- 455 e. Both boards of education agree to the reassignment; and

- 456 f. If a reassignment is granted, the parent/guardian transports the student.
457
458 2. **Application for Reassignment:**
459 a. The parent/guardian of a student eligible to request reassignment shall submit a
460 written request each year to the board of education for the school where the student
461 wishes to be reassigned and to the Cobb County Board of Education (Board) no later
462 than seven (7) calendar days following the publication of attendance zones:
463 (1) The District shall publish its attendance zones no later than ~~August~~ July 1 each
464 school year;
465 (2) Applications to the Board shall be filed in the Office of the Superintendent;
466 b. If granted, the duration of the reassignment shall be for no more than one (1) school
467 year;
468 c. The request for reassignment must be submitted each year within the required time
469 period;
470 d. The District shall respond in writing to the requesting parent/guardian within thirty
471 (30) days of receipt of the request for reassignment.
- 472 3. **Appeal:**
473 a. If the request is denied, the parent/guardian may appeal the decision(s);
474 b. Such appeal shall comply with the procedures of O.C.G.A. § 20-2-1160 and State
475 Board of Education Rule 160-1-3-.04, School Law Tribunals and Appeals.

G. CHILD(REN) OF EMPLOYEES:

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

3. General Provisions:

- 481 a. The employee must complete a Child(ren) of Employee transfer application.
482 (1) A new application must be submitted any time the student is changing schools or
483 changing levels (e.g., elementary to middle, or middle to high).
484 (2) Applications may be limited based on available space at individual schools.
485 b. If the student transfers at the high school level, he/she must meet Georgia High School
486 Association requirements to participate in competitive interscholastic activities.
487 c. If an employee retires from the District, the provisions of this rule will continue, as long
488 as the student is enrolled in a District school.
489 d. If an eligible employee is granted a leave of absence, the student may remain at the
490 school approved through this rule until the end of the approved leave.
491 e. If the eligible employee resigns or is terminated from the District, the provisions of this
492 rule will end. At that time, the student will be governed by all policies affecting Cobb
493 County students who are not children of eligible employees.
494 f. An eligible employee's student may return at any time to the school in the attendance
495 zone in which he/she is a resident.
496 g. With the exception of students who attend school where their parents/guardians are
497 full-time teachers, professionals or other employees, acceptable attendance, behavior,
498 and grades are required in order for the request to be approved and for the student to
499 remain on transfer. The parent/guardian is also expected to maintain a cordial and
500 cooperative working relationship with school personnel. Failure to comply with these
501 provisions may result in the withdrawal of such student. For a student attending a
502 school where a parent/guardian is a full-time teacher, professional, or other employee,
503 the requirements of O.C.G.A. § 20-2-293 shall apply.

4. Transportation:

The employee may:

- 506 c. Provide transportation for his/her student to attend the approved school;
507 d. Submit JBCD-9 (Request for Children of Employee Transportation) requesting to and
508 receive written approval from the director of transportation or designee to board a bus
509 at an approved bus stop for the approved school.
510 (1) The following limitations will apply:
511 (a) The student will be granted permission to board the bus when the ridership
512 capacity is confirmed in writing from the director of transportation or designee;
513 (b) The District must determine if the bus has available seat space for the student
514 (additional buses will not be assigned nor additional stops created on the route

515 to accommodate students living outside the attendance zone of the school they
 516 attend);
 517 (c) It is the responsibility of the employee to safely convey the student to and from
 518 the bus stop they have selected. Therefore, a bus route shall not be extended
 519 nor shall a bus stop be relocated to meet students living outside the attendance
 520 zone of the school they attend.
 521 (2) In the event there are not sufficient seats for the children of employees living
 522 outside the attendance zone of the school they attend, students will be selected for
 523 seats that are available by random lottery.
 524 (3) Transportation privileges may be withdrawn from students living outside the
 525 attendance zone of the school they attend in the following circumstances:
 526 (a) The student commits code of conduct violations (see Administrative Rule JCDA-
 527 R);
 528 (b) The parent/guardian disrupts or interferes with the operation of the bus (see
 529 Administrative Rule ED-R [Student Transportation]); or
 530 (c) The number of students who live in the attendance zone of the school the bus
 531 serves increases over the course of the year to the point there are no longer
 532 seats available for students of employees who live outside the attendance zone
 533 of the school they attend.

534
 535
 536 Adopted: 7/26/79
 537 Revised: 7/22/82; 4/13/83; 6/28/84; 8/8/84; 5/23/91; 5/28/92; 7/9/97; 5/27/99; 9/18/00; 4/26/02
 538 Reclassified an Administrative Rule: 9/1/04
 539 Revised: 10/28/04; 8/10/05; 8/25/05; 5/26/06; 5/9/07; 11/11/09; 6/8/11; 1/18/12; 4/11/12; 6/13/12; 10/10/12
 540 Revised and re-coded: 1/7/13 (Previously coded as Administrative Rules JCAC and JFABC)
 541 Revised: 7/1/13; 10/8/14; 12/10/14; 7/25/16; 9/14/17; 2/11/19; 11/10/21; **x/x/24**

542	Legal Reference	
544	<u>O.C.G.A. 20-2-80</u>	<u>Request for increased flexibility</u>
545	O.C.G.A. 20-2-294	Permanent classrooms; student commuting distance; reassignment; cost of transportation
546	O.C.G.A. 20-2-2130	Public School Choice - Definitions
547	O.C.G.A. 20-2-2131	Public School Choice
548	O.C.G.A. 20-17-2	Interstate Compact on Educational Opportunity for Military Children
549	O.C.G.A. 20-2-133	Free public instruction; exceptions; eligibility; transfer and utilization; funding
550	O.C.G.A. 20-2-293	Student attending school in system other than system of student's residence
551	O.C.G.A. 20-2-670	Reqs. for transferring students beyond 6th grade
552	O.C.G.A. 20-2-671	Transfer students who have committed felony acts; disclosure of act
553	O.C.G.A. 20-2-690.1	Mandatory education for children between 6 and 16
554	Rule 160-4-8-.16	Unsafe School Choice Option (USCO)
555	Rule 160-4-8-.17	Case Management Consultation for Agency Placed Transfer Students
556	Rule 160-5-1-.15	Acceptance of Transfer Credit and/or Grades
557	Rule 160-5-1-.28	Student Enrollment and Withdrawal
558	Rule 160-5-4-.09	Limited Public School Choice

JBCB-R Non-Traditional Students

x/x/24

1 RATIONALE/OBJECTIVE:

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RATIONALE/OBJECTIVE:

It is the belief of the Cobb County School District (District) that the quality of education provided by the District should be available to all eligible students, including public students enrolled in other systems, home study students, and private school students (collectively, non-traditional students), whether for a single course or on a full-time basis, to the extent permitted by state and federal law.

RULE:**PART I – VIRTUAL SCHOOL PROGRAMS****A. General Provisions:**

1. The Cobb Virtual Academy (CVA) provides opportunities and options for currently enrolled District students as well as non-traditional students to engage in online courses to enhance their learning experiences.
2. "CVA student" shall, for purposes of this rule, denote a non-traditional student who has been accepted to participate in one or more online courses through CVA.
3. CVA students may take courses upon payment of course fees provided that the program participation does not impact course availability for a resident student.
4. Acceptance of a CVA student shall be determined solely by designated District administrative personnel.
5. It shall be the responsibility of any CVA student accepted to participate in a course to meet all academic and behavioral standards of the District. Any violation of the student discipline and conduct codes may result in revocation of the CVA student's privilege to remain enrolled in CCSD or other disciplinary actions, as appropriate.
6. To participate, a CVA student must have access to an Internet-connected computer.
7. If a CVA student that resides outside of Cobb County has an existing IEP or Section 504 plan and provides this to the District, the District will implement the accommodations to the extent they translate to the virtual education setting.

B. Course Fees:**1. Payment:**

- a. Fee payments shall be made in accordance with CVA rules and must be paid prior to the start of a course.
- b. Nonpayment of fees will result in the student being immediately withdrawn from the course.

2. Refunds:

- a. Course fees shall not be refunded after the start of the course.
- b. Refund requests will be reviewed and determined on an individual basis.
- c. Refund criteria will be waived when it is in conflict with federal or state law.

C. Application:

1. Non-traditional students applying for a CVA class will be required to provide all information requested in the designated CVA registration portal.
2. All course requests must be approved by a designated administrator at the student's enrolled school or homeschool authority.
3. The application procedures, forms, and dates will be posted on the CVA website prior to the beginning of each term.

- 51 **D. Criteria for Acceptance:**
52 1. Students must successfully complete all application procedures and obtain approval from a
53 designated administrator at the student's enrolled school or homeschool authority.
54 2. Registration information must be updated and verified each term (Fall, Spring, Summer).
55

- 56 **E. Denial/Revocation:**
57 1. For CVA students, the privilege of participating in CVA may be revoked at any time by the
58 Superintendent or designee, without convening a disciplinary hearing or the right to appeal
59 to the Board if the student violates the District's student code of conduct, is considered
60 truant under the District's attendance rules, supplies false, or misleading information in
61 the enrollment application process, or any other reason deemed appropriate to the extent
62 allowed by state and federal law.
63 2. In the event of a revocation, fees will not be refunded.
64 3. The decision of the Superintendent or designee with regard to the eligibility of a CVA
65 student for participation under the terms of this rule shall be final. There will be no right
66 of appeal to the Board.
67 4. A CVA student whose acceptance is revoked will not be eligible for future enrollment under
68 this rule.
69

- 70 **F. National Collegiate Athletics Association:**
71 Parents/guardians are responsible for ensuring that any courses taken meet NCAA
72 requirements as applicable.
73

74
75 **PART II – JROTC AND DEXTER MOSELY ENROLLMENT FOR HOME STUDY STUDENTS**
76

- 77 **A. General Provisions:**
78 1. "Resident home study student" shall, for purposes of this rule, denote a student who is a
79 resident of the District, is eligible for enrollment in a District school, and is enrolled in a
80 home study program in accordance with Georgia Department of Education rules and
81 O.C.G.A § 20-2-690.
82 2. "Resident school" means the District school in which a resident home study student would
83 be enrolled based on his or her residence.
84 3. "Qualifying course" means a course taken through CVA, ~~Georgia Virtual Academy~~, or Dual
85 Enrollment (see Administrative Rule IDCH-R) facilitated through the resident school. An
86 in-person qualifying course is limited to JROTC in accordance with 10 U.S. Code § 2031.
87 4. A resident home study student may be accepted as student in the resident school only.
88 5. A student who withdraws from a public school to participate in a home study program shall
89 be ineligible for enrollment for 12 months from the date of the declaration of intent to
90 utilize a home study program provided to the Georgia Department of Education as
91 provided under paragraph (2) of subsection (c) of O.C.G.A. § 20-2-690.
92 6. In order to be accepted, a resident home study student shall meet all academic,
93 disciplinary, attendance, and behavioral standards of the District.
94 7. It shall be the responsibility of any resident home study student accepted as a student in
95 the District to meet all academic and behavioral standards of the District.
96 8. Any violation of the student discipline and conduct codes may result in revocation of the
97 resident home study student's privilege to remain enrolled in CCSD or other disciplinary
98 actions, as appropriate.
99 9. The District does not provide transportation for resident home study students. Parents
100 must assume responsibility for transporting resident home study student to and from
101 school.
102

- 103 **B. Application:**
104 1. Resident home study students will be required to provide the same enrollment
105 documentation as resident students.
106 2. Resident home study request forms must be submitted to the resident school principal and
107 the District's Director of Athletics (as the Superintendent's designee).
108 3. All required documents must be by July 1 for enrollment for first semester and by
109 December 1 for enrollment for second semester.

- 110 4. The application procedures, forms, and dates will be posted on the District’s website
111 during the second semester each school year.
112 5. Parents/guardians will be notified regarding the approval of a resident home study
113 enrollment request by July 15 for enrollment for first semester and by December 15 for
114 enrollment for second semester.
115

116 **C. Criteria for Acceptance:**

- 117 1. Middle school applicants may only be accepted for enrollment under O.C.G.A. § 20-2-
118 319.6 (SB42) for one qualifying course each semester.
119 2. High school applicants may be accepted for enrollment under O.C.G.A. § 20-2-319.6
120 (SB42) or 10 U.S. Code § 2031 for one qualifying course each semester.
121 3. Specific course assignment is not guaranteed and will be based on availability.
122 4. Upon enrollment verification by the resident school, the student will have an opportunity to
123 enroll in a qualifying course.
124 5. No resident home study student shall be enrolled in a District school outside of the
125 parameters of this rule.
126 6. Applicants must re-apply for enrollment each year.
127

128 **D. Denial/Revocation:**

- 129 1. For non-resident students, the privilege of attending a school in the District may be
130 revoked at any time by the Superintendent or designee, without convening a disciplinary
131 hearing or the right to appeal to the Board if the student violates the District’s student
132 code of conduct, is considered truant under the District’s attendance rules, supplies false,
133 or misleading information in the enrollment application process, or any other reason
134 deemed appropriate to the extent permitted by federal and state law.
135 2. In the event of a revocation, tuition will not be refunded.
136 3. The decision of the Superintendent or designee with regard to the eligibility of a non-
137 resident student for attendance under the terms of this rule shall be final. There will be no
138 right of appeal to the Board.
139 4. A non-resident student whose eligibility is revoked will not be eligible for future enrollment
140 under this rule.
141

142 **E. Georgia High School Association:**

143 Non-resident high school students are subject to Georgia High School Association regulations.
144
145

146
147 Adopted: x/x/24
148

149 **Legal Reference:**

150 O.C.G.A. 20-2-133	Free public instruction; exceptions; eligibility; procedure and requirements when child in custody of or in a placement or facility of a state agency.
151	
152 O.C.G.A. 20-2-319.3	Online clearing-house of interactive distance learning courses.
153 O.C.G.A. 20-2-319.5	Enrolling home study and private school students in college and career courses.
154 O.C.G.A. 20-2-319.6	Home study student participation in resident school system extracurricular and interscholastic activities; short title; definitions; requirements for participation; impact of student withdrawal; reporting requirements.
155	
156	
157 O.C.G.A. 20-2-690	Educational entities; requirements for private schools and home study programs; learning pod protection.
158	

GREEN highlights indicate content recommended by Transportation and Risk Management

ORANGE highlights indicate content recommended by ParkerPoe

TAN highlights indicate conforming/editorial changes



DISTRICT ADMINISTRATIVE RULE

EBBG-R Risk Management

~~10/15/20~~ x/x/24

1 RATIONALE/OBJECTIVE:

2
3 The Cobb County School District (District) promotes a safety education and accident prevention
4 program ~~for the purpose of providing~~ **to provide** a high degree of safety for **its** students and
5 employees of the District. The District's program shall ~~be in compliance~~ **comply** with the
6 requirements of the Georgia Education Code, State Safety Orders, Life Safety Codes of Georgia,
7 and other local and state rules and regulations concerning safety and fire prevention.

8 9 RULE:

10 11 A. GENERAL PROVISIONS:

- 12 1. The District strives to provide a safe environment ~~in for the~~ instructional and special
13 activities programs.
- 14 2. ~~It is the responsibility of every~~ **Every** District administrative head ~~to carry out~~ **is**
15 **responsible for implementing** all safety policies set forth in the Emergency Procedures
16 Manual. This will include the delegation of, **including delegating** duties to appropriate
17 staff personnel.
- 18 3. The District has other requirements for employees driving District-owned/leased vehicles,
19 **which are** found in Administrative Rule GARA-R (Employee Health Examination/Driving
20 Record) **and Administrative Rule GCRA(1)-R (Drug Screening)**.

21 22 B. ACCIDENTS:

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

24 1. DEFINITIONS:

- 25 a. ~~Incident~~ - Any minor occurrence involving a district-owned/leased vehicle in which it
26 is determined by the Transportation Department that the driver failed to do everything
27 he/she reasonably could have done to prevent the occurrence, if and that the
28 occurrence:
 - 29 (1) Results in no bodily injuries; and
 - 30 (2) Causes \$1,000 or less monetary damages total to vehicle(s) and/or property.
- 31 b. ~~Non-Chargeable Incident~~ - Any minor occurrence involving a District-
32 owned/leased vehicle and/or District property in which it is determined by the
33 Transportation Department designee that the occurrence:
 - 34 (3) Results in no bodily injuries; and
 - 35 (4) Causes non-existent or less than \$1,000 **\$100** in **total** monetary damages **total** (to
36 vehicle(s) and/or District property).
- 37 c. ~~Preventable Accident~~ - Any occurrence involving a District-owned/leased vehicle in
38 which it is determined by the Transportation Department designee **determines** that
39 the driver/operator in question failed to do everything he/she reasonably could have
40 done to prevent the occurrence, ~~and that the occurrence:~~
 - 41 (1) Results in no bodily injuries; and
 - 42 (2) Causes over \$1,000 in monetary damages total to vehicle(s) or other property.
- 43 d. ~~Non-Preventable Accident~~ - Any occurrence involving a District-owned/leased
44 vehicle in which it is determined by the Transportation Department designee
45 **determines** that the driver/operator in question did everything he/she reasonably
46 could have done to prevent the occurrence.

47 2. **ADMINISTRATION AND PROCEDURE:**

- 48 a. Any employee who is involved in an accident/incident while operating a District-
- 49 owned/leased vehicle for any reason shall **immediately** report the accident/incident to
- 50 his/her ~~immediate~~ supervisor and dispatch ~~immediately~~ regardless **of** whether any
- 51 bodily injury or property damage occurred. Should the employee fail to report the
- 52 accident/incident as required above, he/she may be suspended without pay or be
- 53 terminated at the discretion of the Administration and the Board of Education (Board).
- 54 b. Attendance at a prescribed traffic school ~~and/or~~ remedial training administered by the
- 55 Transportation Department Safety & Training Coordinator ~~and/or~~ designee ~~and/or~~ other
- 56 ~~corrective measures described in Section 3 below~~ shall be required of employees of the
- 57 District whose primary function or job requirements include the operation of a District-
- 58 owned/leased vehicle **and who are involved in an accident/incident while**
- 59 **operating a District-owned/leased vehicle. Other corrective measures**
- 60 **described in Section 3 below may also be required.**
- 61 c. The Transportation Department, **in conjunction with a representative from Risk**
- 62 **Management** shall determine if an accident was ~~an Incident, a~~ Non-Chargeable
- 63 Incident Preventable Accident, or Non-Preventable Accident. ~~Drivers~~ **District**
- 64 **employees** charged with a Preventable Accident will be offered an appeal before the
- 65 Accident Review Committee consisting of the Safety & Training Coordinator or
- 66 designee, **a designee from the** District Police Department designee, and three (3)
- 67 employees from the Transportation Department. **A The Director of Transportation**
- 68 **or designee, or a** representative from Risk Management may be present to ~~assist in~~
- 69 ~~presenting the case~~ **facilitate the review hearing** but is not a voting member. A
- 70 majority vote by the Accident Review Committee shall be required to reclassify ~~an~~
- 71 ~~Incident or a~~ Preventable Accident **to a Non-Preventable Accident.**
- 72 d. Criteria for determining that an accident was ~~an Incident, a~~ Non-Chargeable Incident,
- 73 Preventable Accident, or Non-Preventable Accident may include, but is not limited to,
- 74 ~~driver's~~ **employee's** statement, law enforcement records, insurance records,
- 75 statements of witnesses, video footage, and estimates of damage, as may be
- 76 appropriate.
- 77 e. The **Senior** Executive Director of Transportation or designee should supervise and
- 78 coordinate employee compliance with this regulation. Traffic School attendees shall
- 79 provide proof of attendance at the traffic school as prescribed by the **Senior** Executive
- 80 Director of Transportation.
- 81 f. ~~Incidents/Preventable Accidents shall be recorded from date of first occurrence and~~
- 82 ~~shall accumulate for purposes of employee discipline from the most recent Incident or~~
- 83 ~~Preventable Accident counting back five years.~~ **For the progressive discipline**
- 84 **outlined in this Rule, Non-Chargeable Incidents and Preventable Accidents**
- 85 **will be recorded for five years starting from the first occurrence. When the**
- 86 **Non-Chargeable Incident, Non-Preventable Accident, or Preventable Accident**
- 87 **date reaches five years and one day, it will be removed from the employee's**
- 88 **record. Progressive discipline will be rolled back one level should there be a**
- 89 **future Non-Chargeable or Preventable Accident within the relevant five year**
- 90 **period.**

91 3. **DISCIPLINE:**

- 92 a. An employee who is involved in either an ~~Incident,~~ **Non-Chargeable Incident or a**
- 93 ~~Preventable Accident, or Non-Preventable accident~~ shall be subject to the following
- 94 disciplinary action(s):
- 95 (1) **Incidents:**
- 96 (a) **First Incident** — Documented conference with the Transportation Department
- 97 to include a Conference Summary.
- 98 (b) **Second Incident** — Documented conference with the Transportation
- 99 Department to include Conference Summary. Additional re-training may be
- 100 recommended.
- 101 (c) **Third and each Subsequent Incident(s)** — Will be treated as a first
- 102 Preventable Accident.
- 103 (2) **Non-Chargeable Incident – A Non-Chargeable Incident** will not be
- 104 included in the progressive discipline unless deemed necessary by the **Director of**

105 Transportation Department **or** designee due to an accumulation of said incidents or
106 accidents at which time **the incident(s)** can be considered and **will may** be
107 subject to **the** disciplinary actions **set forth in B.3.a.(1) above**. A Documented
108 Conference with the Transportation Department will be required to include a
109 Conference Summary.

110 (2) ~~(3)~~ **Preventable Accidents:**

111 (a) **First Preventable Accident** – A **The supervisor will issue a** Letter of
112 Warning **will be sent on for** all Preventable Accidents, and **the** employees shall
113 be required to attend the Driver Retraining course prescribed and scheduled by
114 the District Transportation Department on his/her own time. **The District**
115 **maintains the right to impose further discipline, as appropriate, for any**
116 **First Preventable Accident that is egregious or severe, or, in the**
117 **District's sole discretion, warrants further discipline.**

118 (b) **Second Preventable Accident** – A **The supervisor will issue a** Letter of
119 Direction **will be sent and the** employees shall be required to attend the Driver
120 Retraining course prescribed and scheduled by the District Transportation
121 Department on his/her own time. **The District maintains the right to**
122 **impose further discipline, as appropriate, for any Second Preventable**
123 **Accident that is egregious or severe, or, in the District's sole discretion,**
124 **warrants further discipline.**

125 (c) **Third Preventable Accident** – A **The employee accident file will be**
126 **referred to Employee Relations for a Disciplinary Conference**
127 **disciplinary review and a** Letter of Direction will be sent and employees shall
128 be suspended one (1) day without pay **issued. The employee shall be**
129 **suspended, including one (1) day without pay and** Employees shall be
130 required to attend the Driver Retraining Course II prescribed and scheduled by
131 the District Transportation Department on his/her own time. **The District**
132 **maintains the right to impose further discipline, as appropriate, for any**
133 **Third Preventable Accident that is egregious or severe, or, in the**
134 **District's sole discretion, warrants further discipline.**

135 (d) **Fourth Preventable Accident** – A **The employee accident file will be**
136 **referred to Employee Relations for a Disciplinary Conference**
137 **disciplinary review and a** Letter of Direction will be sent **issued.** and
138 Employees **The employee** shall be suspended three (3) days without pay and
139 **shall be** attend the prescribed Driver Training Module recommended scheduled
140 by Transportation **on his/her own time. The District maintains the right**
141 **to impose further discipline, as appropriate, for any Third Preventable**
142 **Accident that is egregious or severe, or, in the District's sole discretion,**
143 **warrants further discipline.**

144 (3) ~~(4)~~ **Each subsequent Fifth Preventable Accident** – A recommendation will **shall**
145 be made to Human Resources for **further discipline, up to and including**
146 termination of employment.

147 b. **The District may substitute and/or add the following corrective measures in**
148 **lieu of or in addition to the discipline specified in Section 3.a above based on**
149 **the severity of the occurrence.**

150 (1) Prescribe a traffic school different from those identified **by the Transportation**
151 **Department.**

152 (2) Suspend **Administrative Leave** with pay until **the** investigation is completed.

153 ~~(3)~~ Suspend **Suspension** without pay.

154 (3) ~~(4)~~ Terminate **Termination of** employment with the school system.

155 (4) ~~(5)~~ Reassign **Reassignment** to a non-driving position with **the school system**
156 **District.**

157 (5) ~~(6)~~ Loss of privilege of **Losing Loss of** driving **privileges of** Board owned/leased
158 vehicles.

159 (6) ~~(7)~~ Invoke any combination of the above.

160 c. Employees covered by the Fair Dismissal Act **with any due process rights under**
161 **policy or state law** will be afforded their rights **under the Fair Dismissal Act** prior

162 ~~before~~ to any disciplinary action being ~~is~~ imposed **in accordance with law and**
163 **policy.**

164
165 **C. CITATION OF EMPLOYEE FOR TRAFFIC VIOLATION:**

- 166 1. Any employee who is cited for a traffic violation by a law enforcement agency
167 while operating a District-owned/leased vehicle or while operating a personal vehicle for
168 District purposes for any reason shall report the citation to his/her immediate supervisor
169 and the Employee Relations office as soon as possible, and no later than the beginning of
170 the next business day (Administrative Rule GAGC-R [Employee Ethics]).
171 2. ~~Should~~ **If** the employee ~~fails~~ to report the citation the next business day as required
172 above, he/she may be ~~suspended~~ **disciplined, including a suspension** without pay or
173 ~~be terminated~~ **termination** at the discretion of the Administration and the Board of
174 Education (Board).
175 3. Should the employee enter a plea of guilty, a plea of nolo contendere or be adjudicated
176 guilty by a court regarding the traffic violation charge, or there is other evidence available
177 that the employee committed a traffic violation, the employee may be suspended without
178 pay or terminated at the discretion of the Administration and the Board.
179 4. If an employee's primary function job requirements specify a valid driver's license, and
180 he/she enters a plea of nolo contendere or is found guilty of a traffic violation involving the
181 revocation or suspension of the employee's driver's license, even if the violation occurred
182 in a vehicle other than a District owned/leased vehicle, the employee may be terminated.
183 The employee must report the suspension or revocation to his/her supervisor immediately,
184 and in no event later than the **beginning of the** next business day following such
185 suspension or revocation.

186
187 **D. DRIVING UNDER THE INFLUENCE:**

- 188 1. District employees who:
189 a. are required to drive a District owned/leased vehicle as part of their job primary
190 function or job requirements, or
191 b. drive a personal vehicle for District purposes,
192 must report any charge of driving under the influence of alcohol or drugs (O.C.G.A. § 40-
193 6-391) to his/her immediate supervisor and the Employee Relations office **at no later**
194 **than** the beginning of the next working day regardless of whether the conduct which gave
195 rise to the charge occurred in a personal or District owned/leased vehicle.
196 2. District employees who are not required to drive a District-owned/leased vehicle as part of
197 their job requirements who receive a citation for driving under the influence while driving a
198 District-owned/leased vehicle must report this to his/her immediate supervisor and the
199 Employee Relations office at the beginning of the next business day. The employee may be
200 reassigned to a non-driving position, and/or may lose the privilege of driving a District-
201 owned/leased vehicle. Employees who drive District transportation, maintenance,
202 warehouse or purchasing vehicles and who are reassigned into a non-driving position will
203 be paid at the new position's prevailing rate ~~of pay~~.
204 3. Employees who enter a plea of nolo contendere or are found guilty of driving under the
205 influence of alcohol (DUI) or drugs as prohibited by O.C.G.A. § 40-6-391 while driving a
206 District owned/leased vehicle will be recommended for termination.

207
208
209 **E. SELF-REPORTING:**

210 ~~Any employee~~ **All employees** who operates a District vehicle **is** **are** required to notify **his/her**
211 **their** immediate supervisor and the Employee Relations office regarding arrests and/or
212 driver's license/traffic citations as outlined in Administrative Rule GAGC-R (Employee Ethics).
213

214 **F. COORDINATION:**

215 Penalties outlined in this Rule are in addition to other remedies available to the Board or
216 District through applicable law or other Administrative Rules, **and Penalties** shall be imposed
217 unless the imposition of such penalties would be deemed a violation of state or federal laws or
218 regulations.
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222 Reclassified an Administrative Rule: 9/1/04
223 Revised: 9/22/05; 9/12/07; 1/9/08; 1/14/11; 1/18/12; 7/19/12
224 Revised and recoded: 8/23/12 (Previously coded as Administrative Rule EI)
225 Revised: 7/31/14; 4/22/16; 10/15/20; x/x/24

GREEN highlight indicates content recommended by Human Resources

ORANGE highlight indicates content recommended by ParkerPoe

TAN highlight indicates conforming/editorial changes



DISTRICT ADMINISTRATIVE RULE

GAAA-R Equal Opportunity Employment

~~7/1/18~~ x/x/24

RATIONALE/OBJECTIVE:

The Cobb County School District (District) is an equal opportunity employer and does not unlawfully consider any legally-protected status in its employment actions regarding applicants and employees. The District will not tolerate harassment, discrimination or retaliation against any employee or applicant based upon legally-protected status. The District is committed to hiring, promoting, and retaining the best-qualified persons for all positions; and will provide equal access, opportunity, and respectful treatment in all aspects of the employment process.

RULE:

A. GENERAL PROVISIONS:

1. It is the District's Rule that all personnel whose responsibilities include recruitment, hiring and selection, compensation, retention, promotion, training and development opportunities, work assignments, performance management, discipline, reduction in force, discharge, or non-renewal will regularly assure that equal employment opportunities are being afforded.
2. The District will select employees according to the requirements of the job. Selection or rejection will be based on the ability of the individual to perform the essential functions of a job, consistent with valid safety requirements. Employment decisions will be free from unlawful consideration based on race, color, religion, national origin, ~~religion~~, sex, age, genetic information, service in the ~~uniform services~~ **military**, disability, any other legally protected status, or retaliation.
3. Requests for accommodation based on an individual's religion or disability should be forwarded to the Human Resources Division for consideration.
4. Employment advertisements and recruitment information shall contain assurances of equal employment opportunity and shall comply with federal and state laws regarding discrimination and harassment.
5. The District is committed to equal employment opportunity in all personnel actions and seeks to provide a harmonious and respectful work environment for all employees. In furtherance of this commitment the District will, from time to time but at least every three years, conduct diversity and equal employment opportunity trainings which will be open to all employees.
6. All employees, including new hires, and applicants will have access to this Rule which shall also be posted on the District's website.
7. Administrators and department heads are responsible for ensuring that the federal equal employment opportunity postings are displayed at every District facility.
8. Employees or applicants who wish to report of discrimination, harassment, or retaliation should promptly contact the Employee Relations office in the Human Resources Division to make a report. If the report concerns an individual in the Human Resources Division, the report may be made to the Superintendent's Office; if the report concerns the Superintendent, the report may be made to the Chair of the Board of Education. The procedures in District Administrative Rule GAEB-R shall apply to reports of discrimination, harassment, and retaliation.
9. This Rule is not intended to be read as an expansion of any existing federal or state law.

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B. APPLICATIONS FOR EMPLOYMENT:

1. All applicants with an active, complete application will be given consideration for employment. Each application will be maintained on active file for one (1) year from the date of its receipt by Human Resources Division.
2. Applications on file for more than one (1) year shall not be considered and such applicants shall not be eligible for employment unless a new application is tendered.
3. No applicant may be considered for any position, including promotion, without a current and complete application in the active file, regardless of past employment status with the District.

C. EMPLOYMENT PRACTICES:

To the extent possible, all applicants deemed equally qualified will receive equal treatment and consideration.

1. All employees involved in the hiring process will endeavor to apply employment practices consistently and with uniformity, including practices relating to assessment of applications and interviewing.
2. ~~The hiring manager at each worksite or school should provide written notice of its employment decisions to all interviewed applicants as soon as practicable.~~ **All applicants will be notified once a decision has been made.**
3. All employees will be compensated equally on the basis of job classification, experience, training and ability.
4. Promotions of employees will be on the basis of qualifications and work record.
5. Appropriate vacancy lists will be available at all worksites. Position requirements and skills should be available at all worksites.

D. DISCIPLINARY ACTION:

Unlawful discrimination, harassment, or retaliation is grounds for disciplinary action, up to and including termination (Administrative Rule GBK-R [Discipline, Suspension, and Dismissal of Staff]).

Adopted: 1976
Revised: 9/23/82; 5/26/83; 8/8/84
Reclassified an Administrative Rule: 9/1/04
Revised: 8/9/95; 8/14/98; 1/13/99; 2/22/01; 11/14/07; 1/13/10; 3/10/10
Revised and recoded: 7/19/12 (Previously coded as Administrative Rule GBA)
Revised: 3/11/15; 7/1/18; ~~x/x/24~~

Legal Reference

O.C.G.A. 34-6A-2	Equal Employment for persons with disabilities-Definitions
O.C.G.A. 34-6A-3	Inquiries by employer as to existence of disability; employment decisions based on disability
O.C.G.A. 34-6A-4	Prohibited discriminatory activities
O.C.G.A. 34-6A-5	Retaliation by employers against employees; labor organization members
O.C.G.A. 34-6A-6	Actions against persons engaged in unfair employment practices; remedies, court costs, and attorney's fees
O.C.G.A. 45-19-29	Fair Employment Practices Act of 1978-Unlawful practices generally
O.C.G.A. 45-19-31	Unlawful practices in advertisement of employment
O.C.G.A. 45-1-4	Whistleblower
O.C.G.A. 20-2-211.1	Clearance certificates issued by the Professional Standards Commission relating to fingerprint and criminal background checks
O.C.G.A. 20-2-211	Annual contract; disqualifying acts; fingerprinting; criminal record checks
O.C.G.A. 30-1-1	"Deaf person" defined
O.C.G.A. 34-1-2	Age discrimination in employment prohibited
O.C.G.A. 34-5-1	Discriminatory wage practices based on sex; (comp worth)
34 CFR 104.7	Section 504 - Designation of responsible employee and adoption of grievance procedures
34 CFR 100.7(c)	Title VI - Conduct of investigations
29 CFR 1691.5	Agency processing of complaints of employment discrimination - ADA
34 CFR 106.8	Title IX - Designation of responsible employee and adoption of grievance procedures for sex discrimination
42 USC 2000d	1964 Civil Rights Act
20 USC 1703	Denial of equal educational opportunity prohibited
29 USC 631	Age limits
29 USC 623	Age Discrimination Act of 1967
42 USC 12101	Americans with Disabilities Act of 1990
29 USC 705	Rehabilitation Act of 1972
20 USC 1681	Title IX of the Education Amendments of 1972

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ORANGE highlights indicate content recommended by ParkerPoe

TAN highlights indicate conforming/editorial changes



DISTRICT ADMINISTRATIVE RULE

GARA-R Employee Health Examination/Driving Record

~~7/19/12~~ x/x/24

GBSA Referece: GARA (Employee Health Examination)

1 **RATIONALE/OBJECTIVE:**

2
3 The Cobb County School District (District) reserves the right to require employees and applicants
4 for employment to demonstrate their ability to perform essential, job-related functions.
5

6 **RULE:**

7 8 **A. HEALTH EXAMINATIONS:**

9 1. **General Provisions:**

10 a. **Potential Employees:**

11 (1) The District reserves the right to require a post-offer physical examination and/or
12 agility test of a potential employee, and may condition the offer of employment on
13 the results of such examination or test;

14 (2) **Bus Drivers:**

15 The District will require a post-offer physical examination for all potential
16 employees for a school bus driver or bus monitor position. This physical
17 examination will be in conformity with any examination required by the Georgia
18 Department of Education (GDOE), the Georgia Department of Driver Service (DDS)
19 and applicable federal law.

20 (3) **Commercial Driver's License (CDL):**

21 The District will require a post-offer physical examination for all potential
22 employees whose job duties require a CDL. This physical examination will be in
23 conformity with the general requirements of the physical examination of school bus
24 drivers and compatible with the job duties of the position for which the CDL is
25 required.

26 b. **Current Employees:**

27 (1) The District reserves the right to require a physical and/or psychological
28 examination of any current employee which pertains to the employee's continuing
29 competence and fitness to perform assigned duties. The District will assume the
30 financial responsibility for these required examinations but will not be responsible
31 for cost of the treatment.

32 (2) If a current employee does not pass the requirements of the physical or
33 psychological examination, his/her supervisor or principal should contact
34 appropriate personnel in Human Resources to confer on a case-by-case basis.

35 2. **Specific Requirements:**

36 **Annual Physical Examination:**

37 Employees in the following employment classifications and whose job description require a
38 commercial driver's license (CDL) as a term of their employment are required to undergo
39 annual physicals at a District designated medical facility:

- 40 a. Fleet Maintenance;
 - 41 b. Food and Nutrition;
 - 42 c. Maintenance;
 - 43 d. Transportation; and
 - 44 e. Warehouse.
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B. LICENSE REQUIREMENTS/DRIVING RECORDS:

1. The District shall require the following:
 - a. **Transportation:**
 - (1) **Minimum Licensure:**
Commercial Driver’s License (CDL) Class B and S&P endorsement;
 - (2) **Driving Record Checks:**
Twice-a-year driving record checks;
 - b. **Fleet Maintenance/Food and Nutrition Services/Maintenance/Warehouse (where required):**
 - (1) **Minimum Licensure:**
CDL Class B License;
 - (2) **Driving Record Checks:**
Twice **Once**-a-year driving record checks;
 - c. **Others:**
 - (1) **CDL Licenses:**
The District shall conduct a minimum of once-a year driving record checks on each employee not included above who holds a commercial driver’s license (CDL) as a requirement of their job classification;
 - (2) **Non-CDL Licenses:**
The District may require a driving record check on any employee who operates a District vehicle.
2. If the record check produces negative results, employee’s supervisor and appropriate personnel in Human Resources shall confer on a case-by-case basis to determine employment decisions.

C. ~~BUS DRIVER/MONITOR EMPLOYMENT AND OPERATION OF BUSES~~ OTHER REQUIREMENTS:

1. The following shall be observed in the initial and continued employment of **bus** drivers ~~and operation of buses~~:
 - a. ~~1.~~ **Employment of School Bus Drivers:**
 - (1) ~~a.~~ **School bus drivers shall be:**
 - (a) ~~(1)~~ Recommended for employment by Human Resources; and
 - (b) ~~(2)~~ Approved and trained by Transportation.
 - b. ~~2.~~ **Physical Examinations:**
~~a.~~ Each school bus driver must have a physical examination in accordance with the approved examination prescribed by Georgia Board of Education Rule 160-5-3-.08.
 - c. ~~b.~~ **Physical Agility Test:**
Physical Agility Tests (PAT) will be conducted as part of the post-offer physical examination for new hires and for current employees returning from workers compensation or long-term leave (Administrative Rule EGAA-R [Workers’ Compensation]; (Administrative Rule GARH-R [Leaves and Absences])).
 - d. ~~3.~~ **Applicant Requirements:**
Applicants for employment as a school bus driver must:
 - (1) ~~a.~~ Be at least 21 years of age;
 - (2) ~~b.~~ **Drug/Alcohol Mandatory Testing:**
Complete a drug/alcohol screening test at the beginning of employment. Thereafter all current and new hires are subject to random alcohol/drug testing throughout the year (Administrative Rule GCRA(1)-R [Drug Screening]) in accordance with Georgia Board of Education Rule 160-5-3-.15 **and O.C.G.A. § 20-2-1121.**
 - (3) ~~c.~~ Satisfactorily meet the requirements of Georgia Board of Education Rule 160-5-3-.08 including:
 - (a) ~~(1)~~ Successful completion of District’s bus driver training program; and
 - (b) ~~(2)~~ Secure and maintain, at their own expense, the driver’s license required for bus drivers (Also see licensure provisions of Administrative Rule ~~EE~~ **EBBG-R** (Risk Management)).
 - e. ~~4.~~ If a potential employee does not pass the requirements of the physical agility test or the physical examination, the potential employee’s supervisor and appropriate personnel in Human Resources shall confer on a case-by-case basis to determine employment decisions.

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2. **The following shall be observed in the initial and continued employment of all other employees whose job description requires a CDL as a term of their employment:**
- a. **Physical Examinations:**
Each such employee must have a physical examination in accordance with District rules.
 - b. **Physical Agility Test:**
Physical Agility Tests (PAT) will be conducted as part of the post-offer physical examination for new hires and for current employees returning from workers compensation or long-term leave (Administrative Rule EGAA-R [Workers' Compensation]; (Administrative Rule GARH-R [Leaves and Absences]).
 - c. **Applicant Requirements:**
Applicants for employment must:
 - (1) **Complete a drug/alcohol screening test at the beginning of employment. Thereafter all current and new hires are subject to random alcohol/drug testing throughout the year (Administrative Rule GCRA(1)-R [Drug Screening]).**
 - (2) **Secure and maintain, at their own expense, the driver's license required as a term of their employment.**
 - d. **If a potential employee does not pass the requirements of the physical agility test or the physical examination, the potential employee's supervisor and appropriate personnel in Human Resources shall confer on a case-by-case basis to determine employment decisions.**

Adopted: 6/15/66
Revised: 5/8/74
Reviewed: 7/74; 8/13/75; 8/10/77
Revised: 5/10/78; 7/78; 9/23/82; 5/26/83; 8/8/84; 2/13/86; 6/19/86; 1/10/90; 6/27/91; 7/8/92; 3/28/96
Reclassified an Administrative Rule: 9/1/04
Revised: 2/10/10; 1/18/12
Revised and recoded: 7/19/12 (Previously coded as Administrative Rule GBAC)
Revised: x/x/24

Legal Reference	
Rule 160-1-3-.03	Infectious Diseases
29 CFR 1630.13	Prohibited medical examinations and inquiries
29 CFR 1630.14	Permitted medical examinations and inquiries
29 CFR 825.310	Fitness for duty certification

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DISTRICT ADMINISTRATIVE RULE

GARC-R Employee Recruitment

~~3/11/15~~ x/x/24

1 RATIONALE/OBJECTIVE:

2
3 The Cobb County School District (District) believes that an active recruitment program is essential
4 to attract the most competent and qualified personnel to work in Cobb County schools. ~~The~~
5 ~~Superintendent or designee shall develop regulations.~~ The purpose of recruitment is to assist all
6 units of administration under the jurisdiction of the Cobb County Board of Education (Board) with
7 the recruitment of personnel.
8

9 RULE:

10 A. GENERAL PROVISIONS:

- 11 1. The District is an Equal Opportunity Employer and does not consider legally
12 protected status in its employment actions.
- 13 2. The Superintendent or his designee shall determine the personnel needs of the
14 school system and locate highly qualified candidates for consideration of
15 employment.
- 16 3. The District will provide equal access, opportunity, and respectful treatment in all
17 aspects of the hiring process.

18 B. RECRUITMENT:

19 Recruitment of personnel shall be subject to the following:

- 20 1. Job announcements shall be advertised in accordance with federal and Georgia law as well
21 as Board policy. The Human Resources Department maintains a website listing job
22 vacancies and procedures for hiring.
- 23 2. Job announcements for specific positions shall contain the date of the announcement,
24 the name of the contact person or office, address and/or telephone number, method of
25 making application (letter of inquiry or telephone call), degree or degrees considered for
26 position(s), type of Georgia certification needed, special qualifications, if any, and deadline
27 date for making application, if applicable.
- 28 3. Job announcements shall be sent to Recruitment Services, State Department of
29 Education. Posting of vacancies with Recruitment Services may be handled one of the
30 following ways:
 - 31 a. A job announcement similar to the one sent to the colleges and universities may be
32 sent to Recruitment Services. To speed up the posting of vacancies, the District may
33 telephone Recruitment Services, and the person answering the call will complete a
34 form containing the information needed to post the vacancy(ies).
 - 35 b. Job announcements will be posted as required by state law may also be placed on
36 the Internet and may also be placed on local, state, and national job search sites.
- 37 4. Copies of specific job announcements sent to colleges and universities and Teacher
38 Recruitment should be kept on file in the Human Resources Division. The names of
39 recipients should be included on the job announcement kept on file.
- 40 5. The Human Resources Division may also announce in the legal organ of the county and
41 to colleges and universities in other states vacant positions through a partnership
42 with colleges and universities nationwide to promote teacher placement,
43 including student teachers.

47 4. ~~6. The Human Resources Division may maintain involvement of an **An** active recruitment~~
48 ~~team of current certificated **District** personnel to contribute ideas and resources to assist~~
49 ~~in recruiting~~ **will assist in recruiting at colleges, universities, and other strategic**
50 **locations throughout the year.** This team may request and utilize outside resources as
51 needed.

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54 Effective: 1/28/88

55 Revised: 6/27/91; 1/13/99; 2/22/01

56 Reclassified an Administrative Rule: 9/1/04

57 Revised: 11/14/07

58 Revised and recoded: 7/19/12 (Previously coded as Administrative Rule GCE)

59 Revised: 3/11/15; ~~x/x/24~~

60

61 Legal Reference

62 O.C.G.A. 20-2-211

Annual contract; disqualifying acts; fingerprinting; criminal record checks

63 ~~O.C.G.A. 35-03-0035~~

~~Dissemination of criminal history records~~

64 ~~O.C.G.A. 49-05-0110~~

~~Criminal background checks; definitions~~

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TAN highlights indicate conforming/editorial changes



DISTRICT ADMINISTRATIVE RULE

GARH-R Leaves and Absences

~~7/1/24~~ x/x/24

RATIONALE/OBJECTIVE:

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

GENERAL PROVISIONS:

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

I. AVAILABLE LEAVE

A. SICK LEAVE:

1. Accrual and Use of Sick Leave:

- a. Sick Leave is accrued at 1¼ days per working month, provided that at least half the scheduled workdays of the month are worked.
- b. New employees who do not transfer any Sick Leave time to the District will be advanced five (5) days of leave. Due to this advance, the new employee earns no additional leave until the end of the fourth month of service.
- c. Any new employee who has previously worked at another Georgia school district may transfer up to 45 days of unused Sick Leave to the District with verified documentation from the previous district. Such documentation must be provided within the first 90 days of employment with the District.
- d. Terminated employees do not earn Sick Leave for the final month unless they work all the scheduled days of the month.
- e. The maximum accrual is 120 days of Sick Leave.
- f. Employees are not paid for unused Sick Leave when they separate from employment.
- g. Unused Sick Leave will lapse when an employee separates from employment with the District unless the employee is re-employed within 12 months. However, if the employee's work schedule was less than 12 months, s/he will regain the Sick Leave if s/he returns to employment by the beginning of the work calendar following 12 months. (
- h. Employees must take Sick Leave in ¼-day increments.
- 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

- 47 the employee's supervisor as soon as the absence is anticipated, or as soon as
48 practical in the case of an unforeseen emergency.
- 49 j. During FMLA approved leave, employees will use accrued leave and Paid Parental
50 Leave, when applicable, in order to be paid for absences. The remaining FMLA weeks
51 will be unpaid.
- 52 k. Employees who have additional available Sick Leave upon expiration of FMLA leave
53 may remain out using Sick Leave until all such leave has been exhausted, with
54 supporting physician documentation.

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

- 56 a. Personal illness is defined as an illness or injury of the employee or exposure of the
57 employee to a contagious disease which would endanger other people if the employee
58 were on the job.
- 59 b. Family illness is defined as an illness or injury of any member of the employee's
60 immediate family.
- 61 c. For purposes of this section, "immediate family" includes the employee's spouse, child,
62 grandchild, grandparent, parent, the in-law and step equivalents of same, or any
63 dependents as shown in the employee's most recent tax return.
- 64 **d. Provisions:**
- 65 (1) The employee is responsible for notifying the principal/supervisor immediately and
66 for each successive day of absence as required by the principal/supervisor.
- 67 (2) Employees whose jobs require a substitute must take appropriate action to secure
68 a substitute through the District's automated contact system.
- 69 (3) For absences which continue beyond ten (10) or more consecutive workdays it is
70 the employee's responsibility to contact Human Resources/Benefits for further
71 direction and/or approval.
- 72 (4) Employees are expected to return to work on the first workday after the physician
73 determines that no medical disability exists.

74 **3. Required Documentation for the Use of Sick Leave:**

75 The District may require a physician's statement attesting that the employee was absent
76 due to illness if the employee is absent:

- 77 a. Five (5) or more consecutive work days within a school year;
78 b. Seven (7) or more non-consecutive workdays within a school year; or
79 c. On a series of workdays that appear to occur in a pattern, such as a series of Monday
80 and/or Friday absences; or
81 d. Other such circumstances as the District believes necessitates a physician's statement.

82
83 When non-FMLA leave is taken, the District reserves the right to designate a physician, at
84 the District's expense, to confirm the reason for an absence. The employee will have the
85 right to participate in the selection of this physician to the extent that the employee can
86 choose from a list of District approved physicians given to the employee. In the event of
87 unusual circumstances, the employee may utilize the services of a mutually agreed upon
88 physician approved by Human Resources.

89 **4. Donation of Sick Leave to Spouse:**

90 Under specific circumstances, a District employee may donate up to ten (10) Sick Leave
91 days to his/her spouse when that spouse is also a District employee. No other donations
92 of Sick Leave are allowed by the District.

- 93 a. Both spouses must be District employees and both must participate in the Catastrophic
94 Illness Leave Bank.
- 95 b. The receiving spouse must have exhausted all available leave options before being
96 eligible for the donation from his/her spouse.
- 97 c. The receiving spouse must be able to provide medical certification or other appropriate
98 documentation of the need if required.

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

100 Employees absent due to an injury resulting from physical violence by a student while the
101 employee is engaged in the performance of his/her duties shall not be charged with Sick
102 Leave for the first seven (7) workdays of absence resulting from a single injury.

103
104 **B. PERSONAL LEAVE:**

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

144 C. PARENTAL LEAVE:

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

148 1. **Family and Medical Leave Act for Child Bonding:**

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

- 153 a. Use of Accrued Leave/Paid Parental Leave (PPL):
154 Delivering, non-delivering, adoptive, and foster parents must use accrued leave and
155 Paid Parental Leave (PPL) in order to be paid for absences related to
156 parental/adoption/foster care. The remaining FMLA weeks will be unpaid.
- 157 b. As provided by law, the District requires that FMLA leave for child bonding be taken in
158 a continuous block. If a delivering, non-delivering, adoptive, or foster parent chooses
159 not to utilize the entire FMLA child bonding leave in a 12-week continuous block, s/he
160 forfeits any remaining FMLA leave for child bonding. S/he does not forfeit any
161 remaining FMLA leave for another qualifying event.
- 162 c. When both spouses are employed by the school system, the combined total amount of
163 leave that may be taken because of the birth, adoption or foster care placement of a
164 child and bonding with the child may not exceed 12 weeks during a 12-month period.

165 This restriction does not apply to leaves of absence occasioned by either spouse's own
166 serious health condition or that of their child.

167 **2. Paid Parental Leave:**

- 168 a. Eligible full-time employees of the District are eligible to request PPL in accordance
169 with O.C.G.A. § 45-20-17 and applicable guidelines implemented by the District for the
170 following qualifying events:
171 (1) The birth of a child;
172 (2) The placement of a minor child for adoption; and
173 (3) The placement of a minor child for foster care.
- 174 b. PPL shall run concurrently with any other leave provided under federal law. However,
175 employees who meet eligibility requirements may qualify for PPL regardless of whether
176 the employee is eligible for paid or unpaid leave under the FMLA.
- 177 c. Employees who are eligible for PPL but not other leave provided under federal law may
178 take PPL intermittently. If the employee is eligible for PPL and other leave provided
179 under federal law, PPL must be taken concurrently with such leave.
- 180 d. The maximum amount of PPL that may be taken by any eligible employee during any
181 rolling 365-day period is 240 hours, regardless of the number of qualifying events that
182 occur within such period.
- 183 e. Documentation shall be required to establish the existence of a qualifying event in
184 accordance with applicable guidelines implemented by the District.
- 185 f. No portion of any such leave that remains 365 days after the qualifying life event shall
186 carry over for future use.
- 187 g. Unused PPL shall have no cash value upon separation of employment.
- 188 h. Requests for PPL shall be made to Human Resources/Benefits.

189
190 **D. BEREAVEMENT LEAVE:**

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

- 193 1. For purposes of this section, "family member" includes the employee's spouse, children,
194 mother, father, brother, sister, grandmother, grandfather, grandchildren, the in-law and
195 step equivalents of same, and also any other relative living in the household of the
196 employee for whom the employee is legally responsible.
- 197 2. While the District is sensitive to these situations, employees are requested to take no more
198 time off than is necessary for travel, funeral services, and related activities.
- 199 3. If more than five (5) days of absence is necessary due to the death of a family member –
200 such as for extended travel or estate duties – extended bereavement may be requested
201 for up to a total of 20 days. Employees should contact Human Resources/Benefits for
202 further direction. If days are not consecutive, the employee must make reasonable
203 attempts to schedule the days to minimize the impact on s/he work and to avoid being
204 absent on Critical Days.
- 205 4. In the event of a death of someone outside the family members defined above, the
206 employee may use up to one (1) day of Sick Leave for purposes related to the
207 bereavement as well as any remaining Personal Leave.
- 208 5. If no Sick Leave is available, the absence is unpaid.

209
210 **E. OTHER ABSENCES:**

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

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

217 **2. Administrative Leave:**

- 218 a. During investigations or other situations, the District may direct that an employee
219 remains off work. This administratively required leave will be paid at the employee's
220 regular rate of pay.
221 b. State law must be followed concerning administrative leave for certificated employees.

222 **3. Professional Leave:**

- 223 a. Employees may attend work-related conferences, seminars, or training sessions at the
224 direction of their supervisor. Time away from the workplace to attend these events is
225 considered professional leave and is paid as regular work time.
226 b. Employees who wish to attend conferences of their own choice would use Personal
227 Leave as noted above.
- 228 **4. Short-term Military Leave:**
- 229 a. District employees are extended the right to short-term military leave of absence upon
230 receipt of official notification of a call to active duty (includes National Guard, Reserve,
231 and Georgia State Defense Force). This leave is not a part of the employee's sick leave
232 accrual. Please contact Human Resources/Benefits for further direction.
- 233 b. Upon receipt of official documentation, the employee shall be approved and granted
234 paid leave in accordance with O.C.G.A § 38-2-279. The employee will provide written
235 documentation as to the duty being required to Human Resources/Benefits, and the
236 required dates of duty should be submitted via submission of a completed Report of
237 Absence Form. (FS 348).
- 238 **5. Family Medical Leave:**
- 239 See Administrative Rule GBRIG-R (Federal Family and Medical Leave Act).
- 240
- 241

242 **II. OTHER ISSUES RELATED TO ABSENCES**

243

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

245 To ensure the safety of students, employees and co-workers, the District may require an
246 employee returning from extended leave to gain a physician's confirmation that s/he is
247 physically and mentally able to perform essential functions of the employee's job as noted in
248 the job description and further explained by the employee.

- 249 1. The District may designate a physician to confirm the employee's ability to perform the
250 job. This evaluation would be performed at District expense. The District will follow the
251 determination of this physician.
- 252 2. At the District's discretion, employees may be required to remain off work until the results
253 of the evaluation are available. In such event, the employee may use available leave to
254 pay for the time off work.
- 255 3. If the employee is determined to be "unfit for duty," the employee must present a full
256 duty medical release from the treating physician for the condition causing that
257 determination before he/she returns to work.
- 258

259 **B. PERFORMANCE EXPECTATIONS:**

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

264

265

266 **III. PERFORMANCE DOCUMENTATION GUIDELINES:**

267

268 **A. GENERAL PROVISIONS:**

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

- 274 1. Administrative Rule GBRIG-R (Federal Family and Medical Leave Act)
- 275 2. Administrative Rule GARH-R (Leaves and Absences)
- 276 3. Administrative Rule GARK-R (Vacations)
- 277

278 **B. IMPLEMENTATION:**

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

- 281 1. **Ethics:**

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

285 2. **Approved Absences:**

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

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

298 3. **Acceptable Absences:**

299 Other than and in addition to the absences listed in Part III, Paragraph B.2. above, the
300 following chart defines what may be considered a reasonable level of absence from the job
301 when addressing an unacceptable pattern of absences:
302

Employee's Annual Work Calendar	Number of Workdays*
178-187 days	6½
188-192 days	7
193-207 days	7½
208-237 days	8
Annual Administrative and Operational	9

303
304 *Supervisors of hourly employees shall convert the above number of workdays to
305 equivalent work hours.

306 4. **Unauthorized Absences:**

- 307 a. Absences for reasons other than those listed above, as well as **Any absence not**
308 **listed under Approved Absences, including but not limited to:**
309 (1) Absences without proper notification to management
310 (2) Absences after time has been denied
311 (3) **or Absences after** approved leave has expired
312 may be considered a violation of this Rule unless the absences are approved in
313 advance by the Superintendent or designee.
- 314 b. Unauthorized absences may result in the deduction from the employee's pay of a full
315 working day's pay for each day absent.
- 316 c. The District may require acceptable proof of the reason for an employee's absence
317 when there is a question as to whether the absence is acceptable.
- 318 d. As permitted by federal and Georgia law, unauthorized absences may be deemed job
319 abandonment. For **classified all** employees, unauthorized absences and/or absences
320 without notification which last three or more consecutive workdays are deemed to be
321 job abandonment and **such abandonment will be considered a voluntary resignation of**
322 **employment. For certified employees, such abandonment shall be considered grounds**
323 **for termination pursuant to Administrative Rule GBK-R (Discipline, Suspension, and**
324 **Dismissal of Staff).**

325
326 **C. GUIDELINES:**

- 327 1. Refer to Part I, (Available Leave) above for specific requirements regarding requesting,
328 approval and required documentation of leave.
- 329 2. **Leave Category:**
330 Employees may not change an absence to a different leave category after the absence has
331 occurred unless approved by authorizing supervisor within the same pay period.
- 332 3. **Discipline:**
333 a. **Excessive Absences:**

334 Absences in excess of the number of days identified in the above table within a fiscal
335 year may result in corrective action consistent with progressive discipline (see
336 Administrative Rule GBK-R). Supervisors should exercise discretion in the assignment
337 of progressive discipline.

338 b. **Tardiness:**

339 Unexcused tardiness may also result in corrective action consistent with progressive
340 discipline (Administrative Rule GBK-R [Professional Personnel Suspension]).
341 Supervisors should exercise discretion in the assignment of progressive discipline.
342
343

344

345 Adopted: 8/10/77

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

347 Reviewed: 6/19/86

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

349 Reclassified an Administrative Rule: 9/1/04

350 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

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

352 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; 6/15/23; 7/1/24; **x/x/24**

353

354 Legal Reference:

355 O.C.G.A. 20-2-853 Accumulation of and payment for unused sick leave

356 O.C.G.A. 20-2-182 Program weights to reflect funds for payment of salaries and benefits

357 O.C.G.A. 20-2-850 Sick leave for teachers and other personnel

358 O.C.G.A. 20-2-852 Maternity leave

359 O.C.G.A. 20-2-870 Right to leave for jury duty or when subpoenaed

360 O.C.G.A. 21-2-404 Affording employees time off to vote

361 O.C.G.A. 34-1-3 Discrimination against employee for attending judicial proceeding in response to subpoena
362 prohibited

363 O.C.G.A. 38-2-279 Rights of public officers and employees absent on military duty

364 O.C.G.A. 45-20-30 Leave of absence for blood donation

365 O.C.G.A. 47-3-92 Absence from employment due to sick leave; TRS creditable service

366 O.C.G.A. 45-20-17 Paid Parental Leave

367 29 CFR Part 825 The Family and Medical Leave Act of 1993 - Regulations

368 29 USC 2601 Family and Medical Leave Act



DISTRICT ADMINISTRATIVE RULE

GBA-R Compensation Guides and Contracts

~~6/10/21~~ x/x/24

1 **RATIONALE/OBJECTIVE:**

2
3 It is the intent of the Cobb County School District (District) to compensate all certificated and
4 classified employees fairly and consistently.

5 **RULE:**

6 **A. SALARIES:**

7
8 Salaries of certificated personnel will be determined by the type of Georgia certificate held and
9 the number of years of experience approved by the appropriate authority. Proper procedures
10 for salary payments will be established by the Superintendent and designated personnel.
11

12 **B. EXTENDED DAY/YEAR:**

13 1. **Extended Day:**

14 Extended day shall be defined as additional time available (a maximum of one period/
15 segment per day with additional salary) for teachers at elementary, middle, and high
16 school levels to work/teach:

- 17 a. Beyond the regular eight-hour day to provide instruction to students; or
- 18 b. An additional period/segment during the regular eight-hour day with planning made up
19 beyond the eight-hour day.
20

21 2. **Extended Year:**

22 Extended year shall be defined as the additional time available (a maximum of 40 days per
23 school year with additional salary) for elementary, middle, and high school level teachers
24 to provide instruction to students.

25 3. **Guidelines:**

26 a. **Additional Pay:**

- 27 (1) Additional pay must be provided to professional personnel whose academic duties
28 require them to work an extended day or extended year. Work for which additional
29 pay is provided will be adequately described and appropriate payment schedules
30 established.
- 31 (2) The Superintendent is authorized to determine job descriptions, payment
32 schedules, and payment procedures for the implementation of this Rule.

33 b. **Staff Selection and Responsibilities:**

- 34 (1) Extended day/year teachers must be approved by the Principal based on their
35 meeting the approved criteria and activities.
- 36 (2) The base salaried teacher is to perform such tasks as teaching and teacher
37 preparation, staff meetings, conference with students and
38 parents/guardians, planning conferences and related school activities in the
39 community and extra class responsibilities.

40 c. **Qualifying:**

41 The extended day/year salary time must be scheduled to meet program responsibilities
42 and student needs beyond tasks expected to be performed by teachers during the
43 regular eight hours.
44

45 **C. SUPERVISION IN ABSENCE OF A SUBSTITUTE:**

- 46 1. In extraordinary circumstances and only after a Principal or designee has used every effort
47 to secure a substitute with no success, the Principal or designee may assign a teacher or
48 teachers to cover classes during the teacher's planning time.
49 2. **Annual Plan:**
50 a. Principals shall annually develop a written plan to:
51 (1) Assure fairness and equity in the assignment of teachers to cover classes when a
52 substitute cannot be secured; and
53 (2) Identify school-specific critical days as provided in Administrative Rule GARH-R
54 (Leaves and Absences).
55 b. These plans shall be submitted to the appropriate Leadership Assistant Superintendent
56 for approval.
57

58 **D. OATH OF ALLEGIANCE:**

59 Employees must have on file an Oath of Allegiance.
60

61 **E. EMPLOYEE EXTENDED DAY/YEAR SALARIES:**

62 The District establishes the following criteria that apply to all instructors receiving extended
63 day/year salaries:

- 64 1. The extended time required will be beyond the employee's normal workday and year as
65 defined in Board Policy GBRC (Professional Personnel Work Loads) and Board Policy AEA
66 (School Calendar);
67 2. All approved extended instructional activities will relate to instructional student
68 competencies approved in Board Policy IA (Performance Standards and Expectations);
69 3. Instructors will be limited to teaching one segment out of field;
70 4. Payments will be made only for work actually performed;
71 5. Monthly/yearly documentation of extended salary time and program responsibilities will be
72 maintained and reported to the Georgia Department of Education.
73

74 **F. CONTRACTS:**

- 75 1. Employment contracts of certificated professional personnel shall be in writing and ~~be~~
76 signed by such personnel on their own behalf and by the Superintendent on behalf of the
77 Cobb County Board of Education (Board).
78 2. By May 15 of each year, (or later, if allowed by law) the Board shall tender new
79 contracts for the ensuing school year to all certificated personnel who were on the
80 District's payroll at the beginning of that school year, except personnel who have
81 resigned, or who have been terminated, or by June 1 of that year notify such personnel
82 that they will not be rehired for the ensuing school year. Such notification shall be in
83 writing.
84 3. All contracts will contain the following statement:
85 "Final salary schedules will be available for teachers on July 1 and
86 all other certificated professional personnel on August 1. These
87 schedules will indicate the annual salary and will be available on
88 the HR section of the District Website at..... "
89

90 **G. SALARY DETERMINATION/PAYMENT:**

91 Salary determination and payment will be as follows:

92 1. **Human Resources:**

93 The following items will be properly processed in the Human Resources Division:

- 94 a. Valid Georgia in-field certificate and/or license;
95 b. Information Data Sheet;
96 c. Process employment eligibility verification (I-9);
97 d. Oath of Allegiance;
98 e. Retirement System number or application form, if applicable;
99 f. Copy of military discharge, if applicable (DD-214);
100 g. College transcripts (undergraduate and graduate) and/or other appropriate educational
101 credentials;
102 h. Experience verification form, if applicable; and
103 i. Consent form for background check.

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2. **Required Employee Information:**
All employees of the District will be responsible for reporting any change in name (must be accompanied by new Social Security Card reflecting employee's current name), home address or withholding tax information. This information must be submitted in writing, using the proper forms, to the appropriate division.
 3. **Payment:**
 - a. Personnel, other than annual employees, who are employed on the beginning date of the contract year will be paid in equal monthly installments from August through July.
 - b. Personnel, other than annual employees, who are employed after the beginning date of the contract year will be paid in equal monthly installments through July.
 - c. Personnel whose employment ends before the May service report period ending date will be paid salary due at the next scheduled payday.
 4. **Payroll Deductions:**
Deductions from employees' salaries will be made for:
 - a. Federal and state taxes as provided by law;
 - b. Appropriate retirement systems (Teachers' Retirement System [TRS] or Public Schools Employees' Retirement Systems [PSERS]) and supplemental retirement program;
 - c. Social Security;
 - d. Medical, cancer, life and dental insurance, if authorized by the employee;
 - e. Salary for days absent in excess of allowable leave;
 - f. Repayment of money the employee owes to the District;
 - g. Other deductions approved by the Board and authorized by the employee.
 5. **Credit for Experience Out of the District:**
Certificated employees new to the District will be placed at step one of the appropriate salary and certification level. Upon receipt of verified experience and a valid in-field certificate, the salary will be appropriately adjusted. **It is the employee's responsibility to provide any documentation showing level of experience, educational level, and any other documentation that may impact salary and certification level. Salary will not be adjusted until employee provides documentation validating the adjustment.** Teaching experience gained outside the District in an accredited, Georgia-recognized program will be credited year for year in accordance with applicable Human Resources implementation guidelines.
 6. **Inability to Obtain Certificate:**
 - a. If the employee is unable to be properly certified as specified by the Georgia Professional Standards Commission, the employment contract shall be terminated.
 - b. In the event the District was unaware of the employee's inability to be certified in Georgia, or to maintain necessary certification, the employee's daily rate of pay shall be adjusted to that of a supply teacher retroactive to the beginning date of employment under this contract or to the date the certificate became invalid, whichever is more recent.
 - c. Salary adjustments can be made only during the current fiscal year.
 7. **Student Teacher Supervision:**
 - a. **Payment:**
Certificated employees directly supervising student teachers may receive remuneration from colleges/universities for the supervision and evaluation of student teachers. Such payments should comply with the following procedures:
 - (1) Funds will be submitted to the District's Financial Services Division. In addition, the college/university should include each teacher's name, Social Security number and the amount to be disbursed.
 - (2) The Financial Services Division will disburse appropriate payment to the specified teachers.
 - b. **Qualifications:**
The supervising teacher must meet the following qualifications:
 - (1) Hold a valid Georgia certificate in the field(s) in which the supervised student teacher will be practicing;
 - (2) Meet all requirements as prescribed by the college or university;
 - (3) Have demonstrated successful teaching experience; and
 - (4) Have the approval of the Principal and the appropriate District administrator.

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8. **Special Pay Provisions:**

All categories of special pay require the prior approval of the employee's principal/supervisor. See Administrative Rule GCRD-R (Classified Personnel Overtime Pay) for additional information.

a. **Overtime:**

The District has approved the use of overtime as provided in Administrative Rule GCRD-R (Classified Personnel Overtime Pay).

b. **Holiday Pay:**

(1) **Definitions:**

(a) Holiday pay is defined as the non-exempt employee's regular pay rate times 1½.

(b) Holidays are defined as the holidays recognized on the District's "**Hourly Employee Holidays**" calendar **Annual Operational Employee Holiday Calendar**.

(2) **Eligibility/Qualifying Circumstances:**

During holidays, the District will make every effort to limit the occasions in which a non-exempt employee may be requested to perform work for the District. However, the District recognizes that in certain extenuating circumstances, which are typically beyond the control of the District, it may have to call on certain employees to assist with District operations.

In light of those circumstances, non-exempt employees will be eligible to be paid at the holiday rate of pay for all hours worked during a holiday when the employee is directed to report to work on one of the District's paid holidays.

(3) **Holiday Pay:**

In order to be paid an hourly holiday pay for working on a scheduled holiday, an eligible non-exempt employee who is directed to report to work on the scheduled holiday must:

- (a) Have worked the workday before said holiday; and
- (b) Work the workday after said holiday.

(4) **Unauthorized/Unapproved Work:**

An employee who reports to work on a holiday situation without prior authorization from his/her principal/supervisor may be subject to disciplinary action for violating this Rule's requirement for prior direction/approval.

9. **Withholding Salary Step:**

The District shall withhold a step increase for any employee who receives an unsatisfactory annual evaluation. Unsatisfactory performance ratings include any annual summative performance rating of "Unsatisfactory" "Ineffective" (TKES/LKES Level I), "Needs Development" (TKES/LKES Level II), or the equivalent. If the employee is on a step plateau at the time the step increase is withheld, that employee will remain on the step plateau an additional year.

10. **New Teacher Orientation**

All certified employees who are given a ~~192~~ **191**-day contract may be required to attend up to four new teacher orientation days.

Adopted: 6/15/66

Revised: 5/74; 8/13/75

Reviewed: 7/28/77

Revised: 8/10/77; 7/27/78; 9/23/82; 5/26/83

Reviewed: 8/8/84

Revised: 6/19/86; 8/28/86; 11/25/86; 1/28/88; 1/10/90; 6/27/91; 9/22/94; 3/28/96; 06/10/96; 05/14/97; 07/09/97; 08/13/97; 07/22/99; 12/09/99; 2/22/01

Reclassified an Administrative Rule: 9/1/04

Revised: 12/9/04; 11/14/07; 5/14/08

Revised and recoded: 7/19/12 (Previously coded as Administrative Rule GBC)

Revised: 8/10/16; 6/10/21; ~~x/x/24~~

Legal Reference

O.C.G.A. 20-2-212.2 National Board Certification

222	O.C.G.A. 47-3-127.1	Employment of retired teachers
223	O.C.G.A. 20-2-212.3	Increasing teachers' salaries in areas of shortage; criteria for determining shortage
224	O.C.G.A. 20-2-212.4	Teacher Salary Increase Based on Student Performance
225	O.C.G.A. 20-2-213	Career Ladder Programs
226	O.C.G.A. 20-2-213.1	Pay-for-performance for rewarding group activity
227	O.C.G.A. 20-2-214.1	High Performance Principals program
228	O.C.G.A. 20-2-212.5	Additional compensation for teachers in mathematics or science
229	O.C.G.A. 20-2-205	Georgia Master Teacher Program
230	O.C.G.A. 20-2-212.6	Limitation on salary increase for school superintendent or administrators
231	O.C.G.A. 16-10-21	Conspiracy to defraud the state
232	O.C.G.A. 20-2-182	Program weights to reflect funds for payment of salaries and benefits
233	O.C.G.A. 20-2-211	Annual contract; disqualifying acts; fingerprinting; criminal record checks
234	O.C.G.A. 20-2-212	Salary schedules
235	O.C.G.A. 20-2-212.1	Georgia Teacher of the Year raise
236	O.C.G.A. 20-2-214	Salary schedule for principals; supplements
237	O.C.G.A. 20-2-218	Duty free lunch period for teachers in grades K-5
238	O.C.G.A. 20-2-833	Additional payments to supervisors of student teachers
239	Rule 160-4-3-.09	Extended-Year Technology/Career (Vocational) Education Projects
240	Rule 160-4-3-.11	Extended Day Grant Program
241	Rule 160-5-2-.5	Experience for Salary Purposes

GREEN highlight indicates content recommended by Human Resources

ORANGE highlight indicates content recommended by ParkerPoe

TAN highlight indicates conforming/editorial changes



DISTRICT ADMINISTRATIVE RULE

GBBA-R Personnel Qualifications and Duties

~~7/1/22~~ x/x/24

1 **RATIONALE/OBJECTIVE:**

2
3 All employees holding positions in the Cobb County School District (District) for which certification
4 granted by the Professional Standards Commission is required must be eligible for certification
5 prior to the effective date of employment and must maintain proper certification during
6 employment.

7 **RULE:**

8 **A. PROFESSIONAL:**

9
10 Certified professional personnel are those employees whose salary is based on a certified
11 teacher, a service, or certified administrator salary schedule.

12 **B. PARAPROFESSIONAL:**

13
14 Paraprofessional personnel are those employees whose salary is based on the
15 paraprofessional salary schedule. A paraprofessional is defined as a person who may have less
16 than professional-level certification, who relates in role and function to a professional and
17 does a portion of the professional's job or tasks under the supervision of the professional, and
18 whose decision-making authority is limited and regulated by the professional.
19

20 **C. RENEWAL OF CERTIFICATION:**

- 21
- 22 1. Employees whose certificates expire must meet State and District requirements for
23 renewal or extension prior to the next school year. The District abides by state regulations
24 concerning salary reimbursement and certification requirements.
 - 25 ~~2. Course work may be earned through District staff development or through equivalent~~
26 ~~college or technical school courses. Employees who complete courses at colleges and/or~~
27 ~~technical schools must submit official transcripts to the Human Resources Division prior to~~
28 ~~the expiration date of their certificates.~~
 - 29 ~~3. Professional Learning Units (PLU) and Staff Development Units (SDU) may be earned~~
30 ~~through attendance at conferences or workshops, or online opportunities offered by~~
31 ~~professional associations and approved for PLU/SDU credit by the credit by the Georgia~~
32 ~~Professional Standards Commission, Georgia Department of Education or the District.~~
- 33

34 **D. REQUIREMENTS:**

35 All certificated professional and paraprofessional employees must meet the requirements of
36 District recognized incentive or grant programs; the **Laws laws** of the State of Georgia; the
37 **rules and regulations of the** State of Georgia Board of Education (~~including State Standards~~
38 **state standards**), the State of Georgia Professional Standards Commission **Code of Ethics**
39 **for Educators**; applicable accreditation agencies; and the Georgia High School Association.
40

41 **E. TERMINATION:**

42 Employees not meeting these requirements may be terminated according to state law, Board
43 Policy and District Rules.
44

45 **F. ADVANCE APPROVAL:**

46 Employees who seek advance approval for courses for which they are not certain will meet the
47 District's requirement should submit a written request for approval to the Human Resources
48 Division prior to enrolling in the course.
49

50
51 Reclassified an Administrative Rule: 9/1/04
52 Revised: 11/14/07
53 Revised and recoded: 7/19/12 (Previously coded as Administrative Rule GCFC)
54 Revised: 7/1/22; ~~x/x/24~~
55

56 Legal Reference
57 O.C.G.A. 20-2-206 Alternative teacher certification program
58 O.C.G.A. 20-2-200 Regulation by Professional Standards Commission (PSC); certification requirements; effect of
59 unsatisfactory evaluation
60 O.C.G.A. 20-2-982 ~~et al.~~ Georgia Professional Standards Act - purpose
61 O.C.G.A. 20-2-990 Legislative findings re: public education in Georgia
62 O.C.G.A. 43-44-7 License requirements/exemptions for speech-language pathologists and audiologists
63 O.C.G.A. 43-44-8 Requirements for licensure for speech-language pathology or audiology
64 Rule 160-4-8-.05 Guidance Counselors
65 ~~20 USC 6319~~ ~~Qualifications for teachers and paraprofessionals~~



DISTRICT ADMINISTRATIVE RULE

GBRIB(1)-R Catastrophic Illness Leave Bank

~~12/7/23~~ x/x/24

GBSA Referece: GBRIB(1) Professional Personnel Sick Leave Bank

1 RATIONALE/OBJECTIVE:

2
3 The Cobb County School District (District) provides a Catastrophic Illness Leave Bank for all
4 employees who ~~wish~~ are eligible to join.

5 RULE:

6 A. GENERAL PROVISIONS:

7 1. Minimum Participation:

8 The Catastrophic Illness Leave Bank (Leave Bank) shall be maintained on a continuing
9 basis provided there is a minimum participation of two hundred (200) employees.

10 2. Required Contribution:

11 Employees who elect to participate shall contribute one (1) day initially and thereafter as
12 requested from their accumulated ~~short term~~ sick leave account (Administrative Rule
13 GARH-R [Leaves and Absences]).

14 3. ~~Leave Bank Withdrawal~~ Supplemental Pay:

15 Employees ~~may withdraw sick leave days~~ will be given supplemental pay, subject to
16 approval, from the Leave Bank only within the guidelines established by the
17 Catastrophic Illness Leave Bank Committee and in accordance with this Administrative
18 Rule and applicable Human Resources regulations.

19 B. CATASTROPHIC ILLNESS LEAVE BANK COMMITTEE:

20 1. Membership:

21 The Leave Bank shall be administered by a Catastrophic Illness Leave Bank Committee
22 (CILBC) consisting of ~~six (6)~~ employees of the following:

- 23 a. ~~Chief Human Resources Officer (or designee);~~
- 24 b. ~~Executive Director, Employment~~ Support Services;
- 25 c. ~~e. Assistant~~ Directors, Employment Support Services; and
- 26 d. ~~Benefits Manager~~ /Leave Representative.
- 27 e. ~~Certified employee; and~~
- 28 f. ~~Classified employee.~~

29 2. ~~Officers:~~

30 ~~The Chief Human Resources Officer will serve as chair, Executive Director of Employment~~
31 ~~will serve as vice chair, and Benefits Manager as secretary.~~

32 3. ~~Quorum:~~

33 ~~For the CILBC to conduct official business a quorum of CILBC members must be present.~~

34 4. ~~Responsibilities:~~

35 The CILBC shall:

- 36 a. Establish guidelines for administering the Leave Bank.
- 37 b. Have the responsibility of receiving, verifying, and approving or denying requests for
38 supplemental pay from the Leave Bank ~~withdrawals.~~

39 5. ~~Guidelines:~~

- 40 a. The CILBC shall render a decision on all applications received at its next scheduled
41 meeting;
- 42 b. The decision:
 - 43 (1) Must reflect a majority of the CILBC members who are present;

- 47 (2) Shall be final and binding; and
48 (3) Is not subject to appeal.
49 c. The CILBC members shall use the following criteria in administering the bank and in
50 rendering their decisions:
51 (1) Medical documentation of illness/injury;
52 (2) Use of all accumulated ~~short term~~ **sick** leave;
53 (3) Review of attendance records; and
54 (4) The definition of a catastrophic illness as contained in this Rule.
55

56 **C. CATASTROPHIC ILLNESS:**

57 For the purpose of the Leave Bank, a catastrophic illness is defined as a severe medical
58 condition caused by disease, illness, or injury to the employee ~~or an immediate family~~
59 ~~member of the employee.~~
60

61 **D. CATASTROPHIC LEAVE BANK:**

62 1. **Records Retention:**

- 63 a. All records of the Leave Bank shall be maintained by the Payroll Department of the
64 Financial Services Division.
65 b. The CILBC shall inform the Payroll Department of:
66 (1) Applications it approves; and
67 (2) The amount of additional leave **supplemental pay** granted the employee.

68 2. **Membership:**

69 a. **Voluntary:**

70 Membership in the Leave Bank is voluntary.

71 b. **Eligibility:**

72 Any employee may become a member of the Leave Bank if he/she:

- 73 (1) Is entitled to accumulate ~~short term~~ **sick** leave in the District (Administrative Rule
74 GARH-R [Leaves and Absences]); and
75 (2) Has been employed 120 consecutive days.

76 c. **Required Enrollment Donation:**

- 77 (1) ~~To join the Leave Bank, the employee must initially donate one day of his/her~~
78 ~~accumulated short term leave during an announced annual open enrollment period~~
79 **The CILB enrollment window occurs annually during the Open Enrollment**
80 **period.**
81 (2) ~~The donation of one short term leave day to establish membership must be~~
82 ~~documented in writing on the form provided by the District~~ **To join the Leave**
83 **Bank, the employee must initially donate one day of his/her accumulated**
84 **sick leave.**
85 (3) ~~Members will be assessed additional short term leave days on an as-needed basis;~~
86 (4) **Non-Refundable:**

87

88 Donations of ~~short term~~ **sick** leave to the Leave Bank are not refundable and not
89 transferable.

90 d. **Continuous:**

91 Membership in the Bank is considered continuous unless written notice of withdrawal of
92 membership is received by the Catastrophic Illness Leave Bank Committee within the
93 enrollment period of a subsequent year.

94 e. **Liability Requirement:**

95 Each employee joining the Bank shall sign the form provided by the District stating that
96 he/she relieves the CILBC and the Cobb County School District from any liability as a
97 result of action taken by the CILBC.

98 3. **Withdrawal Procedures:**

99 a. **Eligibility:**

100 A member of the Bank:

- 101 (1) Shall be eligible to submit an application for withdrawal from the Leave Bank
102 provided that he/she has been absent due to catastrophic illness/injury as defined
103 in this Rule at least ten (10) consecutive workdays and is not receiving workers'
104 compensation, ~~disability~~, or any other **District** compensation for the absences;
105 (2) May be eligible to participate in the Spousal Donation of Sick Leave Time Program
as provided in Administrative Rule GARH-R (Leaves and Absences).

- 106 b. **Application by Others:**
 107 In the event that a member is physically or mentally unable to submit an application
 108 for withdrawal from the Leave Bank, a family member or agent may file the request on
 109 the member's behalf.
- 110 c. **Required Form:**
 111 All applications to ~~withdraw days~~ **receive supplemental pay** from the Bank shall be
 112 filed with the CILBC on Form GBRIB-1 (Catastrophic Illness Leave Bank Request Form).
- 113 d. **Certification:**
 114 (1) **Physician's Statement** The Catastrophic Illness Leave Bank Request Form (Form
 115 GBRIB-1) shall be accompanied by a physician's statement verifying illness and
 116 attesting to the individual's incapacity to perform assigned duties (Form GBRIB-2).
 117 (2) **Medical Review:**
 118 An applicant may be requested to undergo at his/her own expense a medical review
 119 by a physician approved by the CILBC.
- 120 4. **Grant of Additional Leave Days:**
 121 a. **Maximum Grant:**
 122 ~~Additional leave days~~ **Supplemental pay** granted by the CILBC shall not exceed thirty
 123 (30) workdays annually (July 1-June 30). **The maximum life-time benefit shall not**
 124 **exceed thirty (30) workdays.**
- 125 b. **Use:**
 126 ~~Additional leave days~~ **Supplemental pay** granted by the CILBC may be used only for
 127 personal illness of the employee.
- 128 c. **Additional Request:**
 129 An employee who has been granted less than thirty (30) days by the CILBC may
 130 request additional days, if the need is warranted, before days originally granted have
 131 been exhausted.
- 132 d. **Unused Days:**
 133 ~~All leave granted but not used by the employee must be returned to the Leave Bank.~~
- 134 e. **Repayment:**
 135 ~~Short term leave granted to an employee by the CILBC does not have to be repaid~~
 136 ~~except as all members are uniformly assessed.~~

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 138
 139 Adopted: 9/28/89
 140 Revised: 7/11/90; 6/27/91; 9/26/96; 10/24/96; 7/23/98; 2/22/01
 141 Reclassified an Administrative Rule: 9/1/04
 142 Revised: 1/13/10
 143 Revised and recoded: 7/19/12 (Previously coded as Administrative Rule GCCAG)
 144 Revised: 3/8/17; 12/7/23; ~~x/x/24~~
 145
 146 Legal Reference
 147 O.C.G.A. 20-2-850 Sick leave for teachers and other personnel