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# Parent Information Guide

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# Welcome From the Superintendent



A warm welcome to all parents, students, teachers and the entire Cobb County School District community! You are now reviewing the 2011-2012 Student Folder & *Parent Information Guide*, which contains a wealth of information about the Cobb County School District. It includes the Student Code of Conduct for all academic levels, as well as information about privacy rights, important dates, and more. I encourage you to keep it handy for reference throughout the school year.

The Georgia Department of Education requires that we keep a record that shows all parents and guardians received this folder and guide. Please take the time to review the booklet and the school-specific information enclosed in the Student Folder. Then, be sure to complete the parent signature page (Form JICDA-3) to document your receipt of the packet and return it to your child's school.

Sincerely,

Dr. Michael Hinojosa, Superintendent

## International Welcome

### Spanish - Español

Bienvenidos a la Guía de Información para Padres del Distrito Escolar del Condado de Cobb. Este documento contiene información importante sobre los eventos que se llevarán a cabo durante el nuevo año escolar, incluyendo el Código de Conducta Estudiantil para todos los niveles académicos, así como también información sobre los derechos de privacidad, leyes de asistencia y fechas de los exámenes/pruebas. Si necesita asistencia o tiene alguna pregunta, por favor comunicarse con el Centro Internacional de Bienvenida (IWC por sus siglas en inglés) al (770) 819-2370 o a través del correo electrónico al [IWC@cobbk12.org](mailto:IWC@cobbk12.org).

### Portuguese

Olá! Seja bem-vindo(a) ao Guia de Informação para Pais do Ano Letivo do Distrito Escolar do Condado de Cobb. Este documento possui informações importantes sobre o ano letivo que começará em breve, incluindo o Código de Conduta Estudantil para todos os níveis escolares como também os direitos de privacidade, leis de frequência escolar e datas das provas. Favor entrar em contacto com o Centro Internacional de Boas-Vindas no telefone (770) 819-2370 ou por correio eletrônico [IWC@cobbk12.org](mailto:IWC@cobbk12.org) se necessitar de assistência ou tiver perguntas.

### Korean

안녕하세요! 캅카운티교육구 학년도 부모 지침서를 소개합니다. 이 지침서에는 사적자유 보장과 출석규율 그리고 시험일 등에 관한 안내와 함께 모든 학년의 품행규범이 포함되어 있습니다. 이 안내서의 이해에 도움이 필요하거나 질문이 있으면 International Welcome Center (국제 환영센터) (770) 819-2370 또는 [IWC@cobbk12.org](mailto:IWC@cobbk12.org) 으로 연락을 하십시오.

### French

Bonjour! Bienvenue au Guide d'information pour parents du District scolaire du comté de Cobb! Ce document contient de l'information importante à propos de l'année scolaire suivante, y compris le Code de comportement des étudiants à tous les niveaux de scolarité, ainsi que de l'information concernant les droits de confidentialité, les lois de la présence à l'école et les dates d'épreuves. Au cas où vous auriez besoin d'aide à utiliser le guide ou d'autres questions, veuillez contacter le Centre d'accueil international au téléphone (770) 819-2370 ou par courrier électronique à [IWC@cobbk12.org](mailto:IWC@cobbk12.org)

### Vietnamese

Xinh Chào! Hoan nghênh bạn đến với Hướng Dẫn Tin Tức Gia Đình của trường học quận Cobb. Thông tin này có rất nhiều chi tiết quan trọng cho năm học tới bao gồm chi tiết về cách cư xử của học sinh cho tất cả các cấp bậc cho tới chi tiết về quyền bảo mật tin tức cá nhân, luật đi học đúng ngày, giờ và ngày kiểm tra. Nếu quý vị cần biết thêm chi tiết hoặc có câu hỏi, sinh liên lạc với Trung Tâm Đón Chào Quốc Tế tại (770) 819-2370 hoặc [IWC@cobbk12.org](mailto:IWC@cobbk12.org).

### Chinese

您好, 歡迎閱讀 年Cobb郡學區家長資訊手冊. 此手冊, 包含許多下個學年的重要資訊. 除學生各程度的校規之外, 並包括隱私權, 出席法及考試日期. 如有任何問題, 或需任何協助, 請以電話 (770) 819-2370 或 [IWC@cobbk12.org](mailto:IWC@cobbk12.org) 與國際歡迎中心聯絡.

# IMPORTANT DATES FOR PARENTS/GUARDIANS

Below are some of the most important dates in the school year, including report card distribution dates and holidays. **The at-a-glance school calendar is on the back cover of the Parent Information Guide.**

## AUGUST:

15 Monday FIRST DAY OF SCHOOL

## SEPTEMBER:

5 Monday Labor Day Holiday-Schools Closed  
 21 Wednesday 4½ week progress update distribution – middle schools  
 29 Thursday 1st six weeks high school report card distribution

## OCTOBER:

24-28 Monday-Friday Kindergarten/elementary/middle conference days with  
 1st K-5/middle school nine week report card distribution  
 (Elementary and Middle students dismissed two hours early)

## NOVEMBER:

8 Tuesday Student Holiday; Area Professional Learning Day  
 9 Wednesday 2nd six weeks high school report card distribution  
 21-25 Inclusive Thanksgiving Holidays - Student/Teacher Holidays  
 30 Wednesday 4½ week progress update distribution – middle schools

## DECEMBER:

23-31 Inclusive Winter Holidays - Student/Teacher Holidays

## JANUARY:

1-8 Inclusive Winter Holidays - Student/Teacher Holidays  
 9 Monday Student Holiday - Teacher Workday  
 10 Tuesday First Day of Second Semester  
 13 Friday 3rd six week high school/2nd K-5/middle nine week report card  
 16 Monday MLK, Jr. Holiday

## FEBRUARY:

17 Friday 4½ week progress update distribution – middle schools  
 20 Monday Presidents' Day - Student/Teacher Holiday  
 29 Wednesday 4th six week high school report card distribution

## MARCH:

21 Wednesday 3rd K-5/middle school nine week report card distribution  
 28 Wednesday Kindergarten Registration

## APRIL:

2-6 Inclusive Spring Holidays - Student/Teacher Holiday  
 18 Wednesday 5th six week high school report card distribution  
 30 Monday 4½ week progress update distribution – middle schools

## MAY:

22-24 Tuesday-Thursday Last Three Student Days of the Semester  
 24 Thursday Last day of school  
 24-26 Thursday-Saturday High School Graduations  
 28 Monday Memorial Day Holiday - Schools Closed

## JUNE:

4 Monday 6th six week high school report cards; 4th K-5/middle nine week report cards mailed

# An A-Z Guide to the Cobb County School District

This section is a quick and easy reference guide to the District. Each subject is arranged in alphabetical order. For additional information, please visit the CCSD Web site at [www.cobbk12.org](http://www.cobbk12.org).

## AFTER-SCHOOL PROGRAM

After-school programs are available in all elementary schools for kindergarten through fifth grade students from 2:30 until 6 p.m. each day school is in session. Registration is held at local schools.

## ALTERNATIVE EDUCATION

The Cobb County School District provides several alternative education programs:

The Oakwood Digital Academy features a compressed class day with a flexible schedule, allowing students to follow a prescribed learning path in a technology-rich, small classroom setting.

The Performance Learning Center (PLC) is focused on at-risk high school students, helping them recover credits for graduation, develop marketable work skills and better serve their communities.

The District also has an alternative program limited to students who have incurred disciplinary action for behavior or have experienced academic failure in core subjects. The program is provided in off-campus, business-like community locations.

## ASSISTANCE PROGRAMS

Support services are available to all students and their families through certified school counselors at each school, hospital/homebound instruction for qualifying students, school social workers, and safe and drug-free intervention specialists.

## ATTENDANCE

To experience school success, regular attendance is necessary. See the Compulsory Attendance Law section on page 14 of this guide, as well as Rule JE online at [www.cobbk12.org](http://www.cobbk12.org) for complete information regarding school attendance.

## ATTENDANCE ZONES

Students must attend the school in the attendance zone in which their parent/guardian resides. The Board of Education establishes an attendance zone for each school. Attendance zone information is on file in each school and online.

## BOARD OF EDUCATION

The Cobb Board of Education, composed of seven elected members, holds public meetings the second Wednesday of the month at 9:00 a.m. and the fourth Thursday at 7:30 p.m. in the Central Administration Building, 514 Glover Street, Marietta, Georgia. The Board provides a 30-minute public comment session during each meeting for constituents to address the Board.

## CLOSING SCHOOLS

Schools may be closed due to inclement weather. Radio and television stations carry the news as soon as decisions are made. School closing announcements also are posted on the District's Web site, on the District's central office answering system at (770) 426-3300 and on social networking sites Facebook and Twitter.

## COBB edTV

COBB edTV is an educational access cable channel featuring local programming including live broadcasts of Board of Education meetings and feature programming. COBB edTV is available on Comcast channel 24, in Smyrna on Charter cable channel 97 and online at [www.cobbk12.org](http://www.cobbk12.org).

## COBB SCHOOLS FOUNDATION

Founded in 1999 by Cobb community and business leaders, the foundation seeks funding and resources for the betterment of Cobb County schools. Through efforts such as the 'Gimme 5 for Education' campaign and its annual golf tournament, the foundation provides scholarships for students, After School Program assistance, grants for teachers and employee recognition. Learn more at [www.cobbschoolsfoundation.org](http://www.cobbschoolsfoundation.org).

## COBB VIRTUAL ACADEMY (CVA)

The Cobb Virtual Academy (CVA) provides fully online, whole courses for credit taught by highly qualified teachers. Instruction is delivered using the internet and a vast array of digital resources and content. The courses include engaging assignments, interactive teaching tools, performance tasks and assessments that allow the instructor to monitor the online student's educational progress. To find out more about online opportunities for your student, please visit us at [www.cobbvirtualacademy.org](http://www.cobbvirtualacademy.org).

## COBB VIRTUAL LIBRARY

The District provides the Cobb Virtual Library of research and study resources, accessible from school and home. These databases are the starting point for students to expand their classroom studies, with up-to-date, accurate, and citable information. The Cobb Virtual Library includes Culturegrams, eLibrary, the Gale reference collections, Grolier Online and World Book Online. Students may ask teachers or media center staff at their school for the login and password needed for home access.

## EXTRACURRICULAR ACTIVITIES

Participation in interscholastic/extracurricular (extracurricular) activities in CCSD schools is a privilege. Students participating in these activities are considered to be school leaders. They are role models who represent their school and more importantly, depict its character. With leadership comes additional responsibility and student participants must adhere to high standards of conduct (see Page 16 of this guide). When students violate these high standards, the District may withdraw the privilege to participate in interscholastic/extracurricular activities. All Cobb County School District high schools are members of the Georgia High School Association (GHSA). Participation in extracurricular activities is in accordance with GHSA guidelines.

## FOOD & NUTRITION PROGRAM

Throughout the District, school cafés provide students with nutrition necessary for learning. Menus, which meet the Dietary Guidelines for Americans, are planned with input from Cobb County students and parents/guardians. All foods served are top quality and a great value. Many schools also serve breakfast - contact your local school for availability and serving times. For current menus and nutrition information please refer to the District Web site at [www.cobbk12.org](http://www.cobbk12.org). Free and reduced meal applications are provided to all students. Those who qualify for free/reduced lunch automatically qualify for free/reduced breakfast. The confidential free/reduced lunch application is included in the student folder and is available from the school café manager or school office at any time during the school year.

## FREE PUBLIC EDUCATION

Education is provided free of charge to students who are residents of Cobb County outside of the city of Marietta. Enrollment and full participation in the instructional program are not conditional on a student paying any fee or tuition. Students are expected to provide paper, writing instruments and other personal items related to school participation. Elementary and middle school students may participate in the Performing Arts Program, funded primarily through contributions from parents/guardians and community organizations. Students may also have an opportunity to buy paperback books for their reading pleasure through book fairs. School yearbooks also may be purchased.

## HOMELESS STUDENTS

Homeless students, as defined by the McKinney-Vento Act (See Administrative Rule JFABD for details), have certain educational rights and can: enroll without delay in school without proof of residency or permanent address, immunization, school records, or other documents or while documentation is being obtained; choose between the local school where they are living or the school last attended before becoming homeless, when requested by the parent and determined by the district to be feasible and in the student's best interest; attend school and participate in school programs with children who are not homeless; and receive all the school services available to other students including transportation services, special educational services where applicable, and meals through the school meals programs. To be considered eligible, families or unaccompanied youth who may be homeless should contact the Homeless Education Program (HEP) office at 678-503-0173. Eligibility is for one school year only, so the parents or students should contact the HEP one week before the beginning of the school year to address their homeless status renewal.

## INSURANCE

Student insurance is available for all students through selected insurance agencies. The District provides information about these agencies, receives no proceeds for the service and is not responsible for claims. Purchase of student insurance is encouraged as the District does not provide any indemnity. Parents/guardians should submit all claims directly to the insurance carrier or agent. Claim forms may be obtained in the school office. Insurance coverage for students is the responsibility of the parent/guardian.

## INTERNATIONAL WELCOME CENTER

The IWC processes all international middle and high school students new to Cobb from two locations, one at Lindley Middle School and a satellite location at East Cobb Middle School. The IWC provides additional support for all international students and their families in a variety of ways. In an effort to facilitate communication between school and home, the IWC offers assistance in Spanish, Portuguese, Korean, French, Haitian Creole, Russian, Chinese, Vietnamese and other languages as requested.

## MAGNET PROGRAMS

The Cobb County School District's high school magnet programs provide opportunities for committed students to pursue an advanced course of study in a specific focus area while earning a college preparatory diploma. Students are selected for participation during the eighth grade year. Magnet students in good standing are eligible to participate in all school activities.

## ONLINE CREDIT RECOVERY

NovaNET is a self-paced, individualized system that helps students recover lost credits for failed or incomplete classes. The Internet-delivered classes are offered in a classroom setting with a certified teacher and focuses studies on specific student needs. NovaNET is also available for major test preparation.

## PICASSO

PICASSO is an online portal for curriculum and instruction for Cobb County schools. Parents/guardians/students may review learning standards and objectives by content and by grade level or course and find supplemental support resources. Picasso is available through the District Web site or directly at [picasso.cobbk12.org](http://picasso.cobbk12.org).

## PREVENTION/INTERVENTION

Funded by the School District and Safe and Drug-Free Schools, the District's P/I program is focused on reducing drugs and violence among youth by using research-based programs and best practices. The center also provides crisis response for schools and prevention programs for students and employees.

## SCHOOL HEALTH SERVICES

The District's health services program provides limited, basic health care support and first aid to students who require these services during the school day. Vision and hearing screenings are provided for students in grades 1, 3, 5, and 8, students new to the District, and other students upon referral.

## SMOKING/USE OF TOBACCO

Smoking and the use, possession, sale, or distribution of any tobacco product by any person is prohibited on school property and at school-sponsored events, 24 hours a day, 7 days a week.

## SOCIAL MEDIA

The District uses popular social media to provide news, information and alerts. 'Like' our Facebook page at [facebook.com/CobbCountySchools](https://www.facebook.com/CobbCountySchools) and follow @CobbSchools on Twitter.

## SPECIAL STUDENT SERVICES

• **Special Education** - The Cobb County School District offers a full range of special education services for children ages 3–21 who have disabilities under the Individuals with Disabilities Education Improvement Act (IDEA 2004). Specially designed instruction is provided through a continuum of educational environments from regular class placements with special services in the student's home school to full day programs in specialized environments. The type and degree of services provided are determined through the development of an Individual Education Program (IEP) to meet the unique needs of the child with a disability at no cost to parents. For more information, visit the District Web site at [www.cobbk12.org](http://www.cobbk12.org) or contact the Special Education Department at 770-426-3309.

## TEXTBOOKS

Textbooks are furnished without cost to students and are the property of the state of Georgia and the Cobb County School District. Students and their parents/guardians are held accountable for lost or damaged textbooks. The District must be reimbursed for lost or damaged textbooks. The use of textbooks can be suspended and certain student records may be held until payment has been made.

# A-Z Guide (continued)

## TRANSFER LAW

Parents/guardians of students enrolled in a public school in Georgia may elect to enroll their child in a school that is located within the school system in which the student resides other than the one to which the student has been assigned by the local board of education if such school has classroom space available after its assigned students have been enrolled. The parent/guardian shall assume the responsibility and cost of transportation of the student to and from the school. Information about this transfer process is available on the District Web site.

## TRANSPORTATION

The District's transportation department meets and exceeds all federal, state and local guidelines on transporting students. Riding a school bus is a privilege; students shall follow all student behavior policies and regulations outlined in the code of conduct. Students and staff are subject to videotaping and some buses are equipped with telematic technology to put a time stamp on stops, run time, and location. Bus routes and schedules are available in all schools and on the District Web site.

## VISITORS TO SCHOOL

The District expects that all parents/guardians and visitors will treat school staff and students with courtesy. Schools are always hopeful that this will not be an issue, but parents/guardians, students and visitors should be aware that Georgia law prohibits certain behavior on school property, in school safety zones, on school buses and at bus stops.

For example, the law prohibits a person from loitering or being on school property without a legitimate need to be there. It requires that visitors check in at the school's designated location. It also provides penalties for individuals who refuse to leave school property when directed, and prohibits disruptive conduct on school property, including school buses and bus stops. Additionally, the law prohibits individuals from upbraiding, insulting or abusing public school employees in the presence of students and minors.

If the educational environment is or could be negatively impacted, the District reserves the right to place restrictions on the ability of certain individuals to come onto campus, attend school events, or interact with staff. Schools may also place restrictions on individuals who have violated certain school policies or state/federal laws.

## WEB SITE - [www.cobbk12.org](http://www.cobbk12.org)

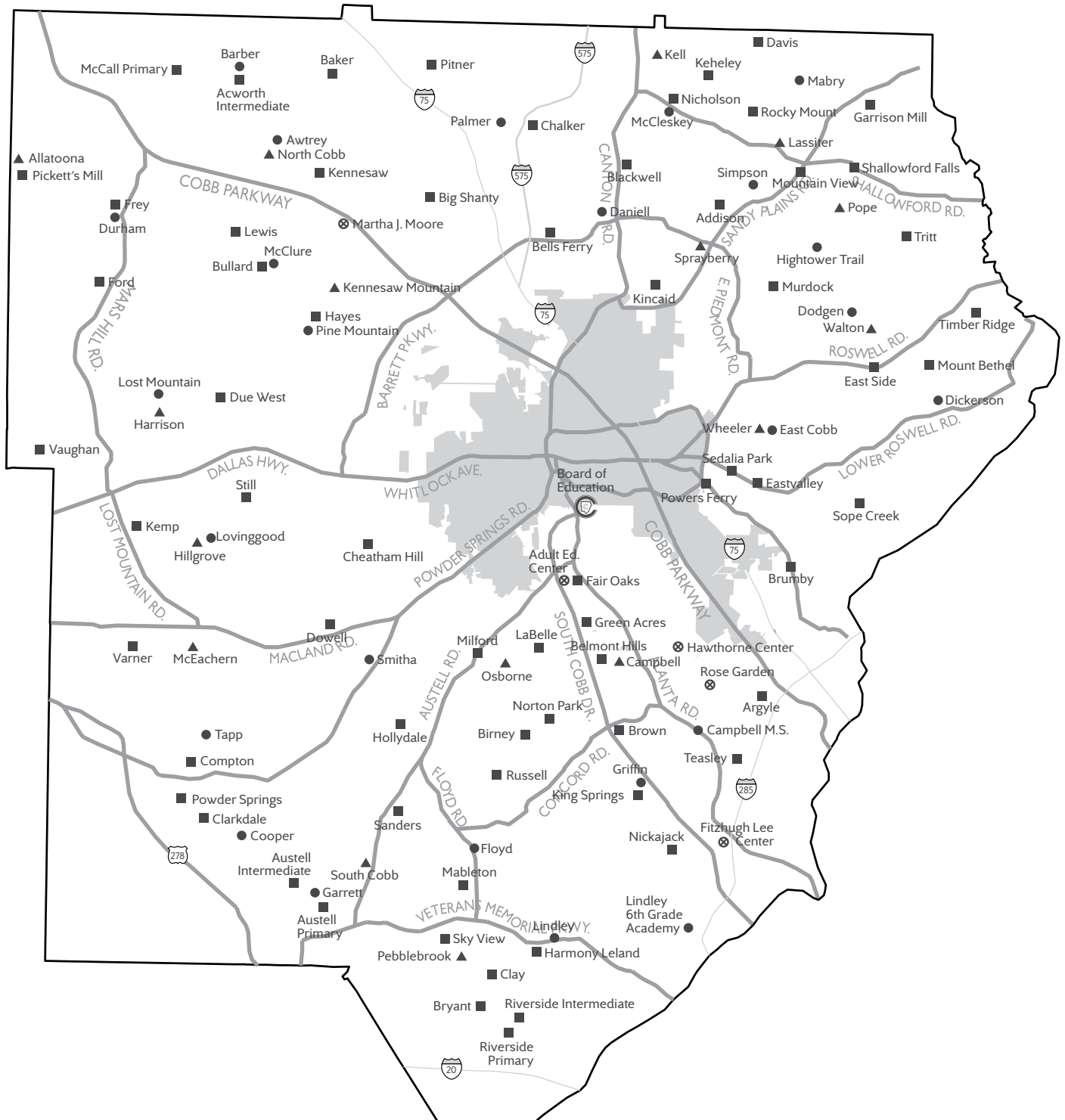
The screenshot shows the Cobb County School District website. At the top, there is a navigation bar with links for Home, The District, Our Schools, General Info, Board of Education, Departments, and Employment. The main content area features several news articles: 'Summer School Graduation - July 8', '2011-12 School Choice: HB 251', 'Board Approves FY 2012 Budget', and 'Dr. Michael Hinojosa Approved As Superintendent Of Cobb Schools'. There is also a video player for 'Chalker Running Club Gets Moving'. A sidebar on the left contains 'Quick Links' such as Summer School Info, 2011 Redistricting, Bus Routes, Calendars, Test Scores, Pinnacle (Parents), PICASSO (Parents), MealPay Plus, Lunch Menus, Cobb Virtual Library, Performing Arts, Donations, and Community Resources. At the bottom, there is a 'CCSD District Calendar of Events' section.

The District Web site is the central location for information about the Cobb County School District. Updated daily, the site features ongoing news updates, quick access to calendars and schedules and detailed testing and accountability information.

- Video features from Cobb edTV are available for viewing 24/7, including "Inside Cobb Schools" and Board of Education meetings.
- The CobbCast blog highlights good news from Cobb schools, including student honors, sports and student group activities, community involvement and teacher honors.
- **Sign up for the District's e-mail updates!** You will receive 1-2 e-mail newsletters each month and your privacy is secure, so there's no need to worry about spam.

Visit [www.cobbk12.org](http://www.cobbk12.org) anytime for the latest from the Cobb County School District.

# Map of CCSD Schools



**MAP LEGEND**

■ Elementary School	▲ High School
● Middle School	● Specialty Site

# Testing Overview

## GKIDS

Students in kindergarten are assessed throughout the school year on GKIDS, the Georgia Kindergarten Inventory of Developing Skills. GKIDS is an ongoing, performance based assessment, designed to assist teachers in planning instruction throughout the school year, and to serve as one measure of a student's readiness for first grade. It provides ongoing diagnostic information about kindergarten students' developing skills in four academic areas; English Language Arts, Math, Science, and Social Studies, and in three non-Academic domains: Personal/Social Development, Approaches to Learning, and Motor Skills. Individual Student Reports will be provided at the end of the school year, and will include English Language Arts, Math, Approaches to Learning, and Personal/Social Development.

## CRCT

Students in grades one through eight are assessed each spring on the Georgia Criterion Referenced Competency Tests (CRCT). All students are assessed in Reading, English/Language Arts and Mathematics. Grades three through eight also are tested in Science and Social Studies. Third grade students are required to pass the Reading test for promotion to fourth grade, fifth grade students are required to pass the Reading and Mathematics tests for promotion to sixth grade, and eighth grade students are required to pass the Reading and Mathematics tests for promotion to ninth grade.

## ITBS (If funded)

Students are assessed in the fall on the Iowa Tests of Basic Skills (ITBS). This is a norm-referenced assessment that measures student achievement in comparison to other students nationwide. Students in grades 3, 5, and 7 are tested in Reading, Mathematics, Language Arts, Science, Social Studies and Sources of Information.

## CogAT (If funded)

Students in grades one, three, and seven are assessed in the fall on the Cognitive Abilities Test (CogAT). This test measures student performance on abilities related to success in school subjects.

## Writing Assessments

Students in grade three, five, and eight are assessed annually on their writing skills. Students in grade eight will be assessed in January and will write on a specific topic. Their compositions are then evaluated by outside raters. Score reports are received in the spring.

## GHSWT & GHSWT

High school students are assessed on the Georgia High School Writing Test (GHSWT). Students must take and pass the GHSWT as one requirement for graduation. Most students take the GHSWT during the fall of their junior year although several retest opportunities are available through the year. Testing requirements for content areas changed beginning with the 2011-2012 school year. Students entering ninth grade in 2011 and beyond must pass at least one required course in each content area to meet graduation requirements.

In these courses, the End of Course tests (EOCT) will count 20% of the final grade. Students entering ninth grade prior to fall of 2011 can pass either the Georgia High School Graduation tests (GHSWT) in each of the four content areas or pass the EOCT.

## PSAT

The Preliminary Scholastic Assessment Test (PSAT) is published by The College Board as a tenth or eleventh grade practice instrument for students before taking the SAT in eleventh or twelfth grade. All tenth grade students take the PSAT in the fall.

## SAT & ACT

The Scholastic Assessment Test (SAT) and the American College Testing (ACT) are offered by The College Board several times during the year. These tests are not required by the state or school system, and are not administered by Cobb schools; however, most colleges and universities use SAT and/or ACT scores in determining student admission. Most college-bound students take one or both of these tests during either their junior or senior year. Both the SAT and ACT can be taken as many times as the student wants to.

## EOCT

All students will take the End-of-Course Test (EOCT) after completing courses in Math I, Math II, Algebra 1, Geometry, US History, Economics, Biology, Physical Science, 9th Grade Literature and Composition, and American Literature and Composition. Results of the EOCT are used for diagnostic, remedial and accountability purposes to gauge the quality of education in the state and also count as part of the student's final grade in the course.

## Advanced Placement® (AP®) Programs

Advanced Placement (AP®) courses provide high school students a college-level academic experience. The College Board partners with colleges and universities to develop an appropriately challenging curriculum, to create college-level assessments, and to train teachers to deliver instruction that meets college-level standards. All Cobb County School District high schools offer AP courses taught by College Board trained teachers. Certain AP courses are also available online.

Students taking the AP exam are graded on a scale of 1 to 5. Most of the nation's colleges and universities award credit or advanced standing to students scoring 3 or higher on exams. Student should contact specific institutions for details. All Cobb AP students are expected to take the AP exam.

For additional information about the Cobb County School District's testing programs, visit the Office of Accountability section on the District Web site at:

<http://www.cobbk12.org/centraloffice/accountability/>

## Comparison of Graduation Requirements

Below is a comparison of Graduation Requirements for students who enter ninth grade **for the first time** in school year 2009-2010 with those who entered ninth grade **prior** to school year 2009-2010.

<i>Required for Students Who Enter Ninth Grade for the First Time in School Year 2009-2010</i>	<i>Required for Students Who Entered Ninth Grade Prior to School Year 2009-2010</i>
1 common set of requirements for all students	4 tiers, each with different requirements: College Preparatory (CP) and College Preparatory with Distinction (CP+), Technology/Career (TC) and Technology/Career with Distinction (TC+)
23 total units required for all students	22 total units required for CP and TC 24 total units required for CP+ and TC+
4 units of English Language Arts required for all students	4 units of English Language Arts required for all students
4 units of Mathematics required for all students	4 units of Mathematics required for CP and CP+; 3 units required for TC and TC+
4 units of Science required for all students (the 4th science unit may be used to meet both the science and elective requirements)	3 units of Science required for all students
3 units of Social Studies required for all students, all courses are specifically identified	3 units of Social Studies required for all students
½ unit of Health ½ unit Becoming Physically Educated	1 unit of Health and Physical Education required for all students
A total of 3 units required from: CTAE and/or Foreign Language and/or Fine Arts for all students ( <i>students planning to enter or transfer into a University System of Georgia institution or other post-secondary institution must take two units of the same foreign language</i> ).	1 unit of Computer Technology and/or Fine Arts and/or Technology Career Preparatory and/or Foreign Language required for all students
	2 units of Foreign Language required for CP and CP+ students
4 additional elective units for all students	5 – 6 additional elective units depending on tier (CP, CP+, TC, TC+)

### ***Additional Cobb County School District Requirement:***

To better prepare students for success with on-time graduation and mandated state assessment, the Cobb County School District implemented new promotion criteria beginning with students who entered the ninth grade for the first time in school year 2008-2009 and continuing in subsequent years.

Promotion to tenth grade: a student must earn a minimum of five units which shall include one unit each of required English, Mathematics, and Science courses.

Promotion to eleventh grade: a student must earn a minimum of ten units which shall include two units each of required English, Mathematics, and Science courses.

# Ethical Use of School District Technology Resources

Students must adhere to and support all policies and implementing regulations issued by the Cobb County School District, including Administrative Rule IJNDB (Use of Technology Resources in Instruction). Students must practice responsible use of all technology resources.

Students who violate District/school policies, Rules or regulations governing the use of the District's technology and network resources may have their network privileges suspended or revoked and will be subject to District Administrative Rules applying to student conduct including the provisions of the appropriate District Code of Conduct (Rules JICDA-E, -M, or -H).

## **Ethical use of District technology prohibits the following activities by all users:**

1. Accessing, sending, creating or posting material or communication that is: Damaging; abusive; obscene, lewd, profane, offensive, indecent, sexually explicit, or pornographic; threatening or demeaning to another person; or contrary to the District's Rules on harassment and/or bullying.
2. Posting anonymous or forging electronic communications.
3. Using the network for financial gain, advertising or political lobbying to include student elections.
4. Engaging in any activity that wastes, monopolizes, or compromises the District/school's technology or other resources.
5. Illegal activity, including but not limited to copying or downloading copyrighted software, music or images, or violations of copyright laws.
6. Using the District network for downloading music or video files or any other files that are not for an educational purpose or, for students, a teacher-directed assignment.
7. Attempting to gain unauthorized access to District/school technology resources whether on or off school property.
8. Using non-educational Internet games, whether individual or multi-user.
9. Participate in any online communication that is not for educational purposes or, for students, that are not specifically assigned by a teacher.
10. Using voice over IP, internet telephony, video and/or audio communication devices without teacher supervision.
11. Using District/school technology resources to gain unauthorized access to another computer system whether on or off school property (e.g. "hacking").
12. Attempting to or disrupting District/school technology resources by destroying, altering, or otherwise modifying technology, including but not limited to, files, data, passwords, creating or spreading computer viruses, worms, or Trojan horses; engaging in DOS attacks; or participating in other disruptive activities.
13. Bringing on premises any disk or storage device that contains a software application or utility that could be used to alter the configuration of the operating system or network equipment, scan or probe the network, or provide access to unauthorized areas or data.
14. Attempting/threatening to damage, destroy, vandalize, or steal private/school property while using school technology resources.
15. Bypassing or attempting to circumvent network security, virus protection, network filtering, or policies.
16. Using or attempting to use the password or account of another person, utilizing a computer while logged on under another user's account, or any attempt to gain unauthorized access to accounts on the network.
17. Connecting to or installing any personal technology computing device or software without prior approval of the District's Technology Services Division.
18. Attempting to obtain access to restricted sites, servers, files, databases, etc.
19. Exploring the configuration of the computer operating system or network, running programs not on the menu, or attempting to do anything not specifically authorized by District personnel or policies, Rules or regulations.
20. Leaving an unsecured workstation without logging out of the network.

For the full text of Administrative Rule IJNDB, visit the District Web site at [www.cobbk12.org](http://www.cobbk12.org). Locate and click on 'Policies & Rules,' under the 'General Info' section.

# Notes For Parents/Guardians Regarding Technology Use

## Cell Phone Use

Please review the cell phone use policy contained in the Student Code of Conduct. While cell phones can be an important communication and safety device for families, their use during the school day is prohibited and can be quite disruptive. Cell phones that are visible or turned on during the school day are subject to confiscation. If a cell phone or other electronic device is found to contain evidence of criminal activity, including types of pornography, that device may be permanently confiscated and provided to law enforcement.

**Please remind your children of the harmful effects of texting inappropriate videos, pictures or information. This practice, sometimes known as “sexting”, can have serious educational and criminal repercussions with respect to minors.**

## Social Networking Web Sites (Facebook, MySpace, Twitter)

Many students use social networking Web sites, such as Facebook or MySpace. These sites, when used safely, offer a unique opportunity to interact. When used inappropriately, these sites can become a hurtful or dangerous place for students.

The School District’s firewall prevents access at school; however, these sites are being accessed on personal computing devices and/or on home computers. While at school, students are sharing or acting upon what they have read. This creates disruptions and negatively impacts peer relationships, as well as the learning environment.

**Please talk with your child about appropriate internet behavior and the importance of never posting or sharing something mean, hurtful, profane or obscene online. We consider such incidents a form of “cyber harassment” and possibly bullyings.**

Having access to your child’s online networking account or Internet use is a step in the right direction. Remember that students sometimes share personal information that jeopardizes their safety. For instance, the following pieces of personal information can be found posted by students:

- Suggestive Photos
- Date of Birth
- Student’s full name
- Classmates’ personal information
- Home phone and cell phone numbers
- Personally identifiable journal entries
- School name
- School location

Online predators may use this information to search for potential victims. These predators may also pose as teenagers or young adults in order to establish relationships with young people.

Please take time to review your family’s internet safety guidelines. Some helpful websites for Internet safety contracts and discussions with your student include [www.netsmartz.org](http://www.netsmartz.org) and [www.ikeepssafe.org](http://www.ikeepssafe.org) (for younger students).

**Your support is greatly appreciated! Please contact the  
Prevention/Intervention Center at 770-429-5846  
for more information regarding online safety,  
or with further questions or concerns.**

# Medications and Health Care at School - Questions and Answers

Additional questions and answers about medications and health care at school are provided with District Form JLCD-13 on the School Health Services section of the District Web site at [www.cobbk12.org](http://www.cobbk12.org).

## 1. Does the school provide medications?

No, the school does not provide medication. Medication must be brought to the front office or school clinic by the parent/guardian except as otherwise permitted. An "Authorization to Give Medication" Form JLCD-2 must be completed and filed with the School Clinic.

## 2. Where can I find authorization forms?

Authorization forms are found in the school front office, school clinic, or online. To find forms online go to [www.cobbk12.org](http://www.cobbk12.org). Locate "General Info," and then click on "Policies and Rules." Click on Section "J-Students." Find Administrative Rule JLCD (Student Welfare: Medication). Click on the Form needed.

## 3. Why do medications have to be in the original container?

The original container provides information from the manufacturer about over-the-counter medications, including the name of the medication, the proper dose, how the medication should be given, how often the medication can be given, possible side effects, and when the medication is no longer effective (an expiration date).

The original prescription container includes the name of the medication, the patient's name, the prescribing health care provider, the proper dose, how and when it should be given, how long the medication should be given, when the medication expires, and the pharmacy where the medication was purchased.

All of this information is necessary for the School Nurse to administer medication in a safe manner.

## 4. What if my child's medication or dosage changes?

Parents/guardians must inform the School Nurse of any medication changes. New medication or different doses will not be given unless the parent/guardian completes a new medication form. The information on the prescription bottle label must match the new consent form.

## 5. May my child carry over-the-counter medication at school?

Middle school students (grades 6-8) may carry certain over-the-counter medications: ibuprofen (i.e.: Advil, Motrin, Midol), acetaminophen (Tylenol), aspirin, antacids, cough drops, throat lozenges and oral antihistamines with a completed "Authorization to Carry Over-the-Counter Medication" Form JLCD-7 on file in the clinic. The student should carry a copy of the Form with the medication. The medication must be kept in the original container.

High school students may carry any over-the-counter medication and do not need to complete an "Authorization to Carry Over-the-Counter Medication."

## 6. Can my child carry his Epipen, insulin or asthma inhaler at school?

Yes, students may carry inhalers, Epipens or insulin with a completed "Authorization to Carry a Prescription Medication" Form JLCD-10 on file in the clinic.

## 7. If I give my child Tylenol for a fever, can I still send them to school?

If the fever is more than 100.9 degrees F before you give them Tylenol, then your child cannot come to school. Your child may return to school when his/her temperature is below 101 degrees F without Tylenol or any other fever reducing medication for 24 hours, if s/he feels well and is not showing any signs of illness.

## 8. How much time do I have to get to the school if the nurse calls me to pick up my child because he's sick?

You, or a person you designate, should arrive within one hour of being called. Most school clinics have an area where your child can rest for a short period of time. You, or a person you designate, must arrive within 15 minutes if your child has a fever of 104 degrees F or higher. Otherwise, 911 will be called.

## 9. What happens to my child's medication at the end of the school year?

All medications not picked-up by parents/guardians by the last day of school will be destroyed.

7/1/09

# Compulsory Attendance Law

According to Georgia Law (20-2-690-1.), children between the ages of six and 16 must enroll in a private, public, or home school program. Children under age six are subject to the law after they are enrolled in a Georgia school for 20 days. The school district is charged with responsibility for enforcing the Compulsory Attendance Law. The school social worker (listed as visiting teacher in the law) must investigate, monitor, and follow-up with student attendance problems. While the school social worker may be required to file charges in State Court or Juvenile Court for chronic attendance problems, we are primarily dedicated to working with the family to improve student attendance. Children may be temporarily excused from school (see Administrative Rule JE [Student Conduct: Attendance]):

- a. when personally ill and when attendance in school would endanger their health or the health of others
- b. when in their immediate family there is a serious illness or death which would reasonably necessitate absence from school
- c. on special and recognized religious holidays observed by their faith
- d. when mandated by order of governmental agencies (examples: armed forces physical exam or court order)
- e. when prevented from attendance due to conditions rendering school attendance impossible or hazardous to their health or safety
- f. if they are 12 or older and serving as a page in the Georgia General Assembly
- g. to register to vote or to vote in a public election.
- h. A student whose parent/guardian is in military service in the armed forces of the United States or the National Guard, and such parent/guardian has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting, shall be granted excused absences, up to a maximum of five (5) school days per school year, for the day or days missed from school to visit with his/her parent/guardian prior to such parent/guardian's deployment or during such parent/guardian's leave.
- i. as otherwise required by Georgia law and/or the State Board of Education.

The parent/guardian must write a note to the school explaining the reason for the absence within 3 days of the student's return to school, or the absence will be marked as unexcused.

The District wants to work with you in partnership concerning your child's school attendance and education because poor attendance is associated with low and/or failing grades, deficits in understanding important learning concepts, discipline problems, low self-esteem, and school dropout.

Middle and high school students' ability to obtain and keep a driver's license is determined by school attendance. See Section 'I:E' of the middle and high school codes of conduct, included in this booklet.

You hold an important key to your child's education by valuing learning and making this apparent to your child. Daily school attendance, unless your child has a legitimate excuse, is a good habit to start. Be sure to review the Truancy section of the student codes of conduct. If you need additional information or assistance, feel free to contact the social worker at your child's school.

# Rights under the Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. They are:

## (1) ACCESSING STUDENT RECORDS:

The right to inspect and review the student’s education records within 45 days of the day the District receives a request for access.

Parents/guardians or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The principal will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected.

## (2) AMENDING STUDENT RECORDS:

The right to request the amendment of the student’s education records that the parent/guardian or eligible student believes are inaccurate or misleading.

Parents/guardians or eligible students may ask Cobb County School District (District) to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent/guardian or eligible student, the District will notify the parent/guardian or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

## (3) DISCLOSING STUDENT RECORDS:

The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Education; a school or District approved volunteer; a person or company that is under the direct control of the District with respect to the use and maintenance of education records and with whom the District has contracted or who volunteers to perform a service or function for which the District would otherwise use employees (such as an attorney, auditor, medical consultant, therapist, insurance adjuster); or a parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility.

Upon request, the District discloses educational records without consent to officials of another school in which a student seeks or intends to enroll.

## (4) COMPLAINT PROCEDURE:

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5920

## (5) DIRECTORY INFORMATION

The District may disclose appropriately designated “directory information” without written consent, unless you have advised the District to the contrary in accordance with District procedures. Directory information is information that is generally not considered harmful or an invasion of privacy if released. Directory information includes a student’s name, address, email addresses, phone number, date and place of birth, grade level, dates of attendance and most recent previous school attended, degrees/honors/awards received, photograph, participation in school activities and sports, as well as weight and height of members of athletic teams; and .student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student’s SSN, in whole or in part, cannot be used for this purpose.)

The District may include personally identifiable information in school publications such as a playbill, showing your student’s role in a drama production; the annual yearbook; honor roll or other recognition lists; graduation programs; and sports event publications, such as a football game program.

Directory information may also be released without prior written parental/guardian consent to only the following: law enforcement agencies, State and Federal Child Welfare Agencies, District Attorney and Solicitor’s Offices, PTA and other school support organizations, U.S. Armed Forces recruitment agencies, and schools and colleges accredited by the Southern Association of Colleges and Schools (AdvancEd) for non-political purposes. District teachers, District schools and the District may also display a student’s name, most recent previous school attended, awards received, participation in school activities and sports, as well as weight and height of members of athletic teams on District school, District classroom or District Websites or blogs for the purposes of recognizing student achievement or informing the community about school events.

The District also records and maintains audio recordings and video or photographic footage (including accompanying audio) of students on school property and at school events in locations including, but not limited to, parking lots, school buses, lunchrooms, classrooms and hallways. Such information is used and maintained for security and other purposes, including yearbooks, video yearbooks, and school publications and Websites. In many cases, videos contain peripheral video or photographic footage of students engaged in day-to-day activities including, but not limited to, walking to class, riding the school bus, attending to classroom or school activities, eating lunch, participating in club or performance activities, accepting awards and/or engaging in academic activities. Audio recordings of students may also include day-to-day peripheral recordings of noises or voices related to students, including but not limited to, student voices or noises in hallways, classrooms, at public performances, class presentations and/or during class participation.

Peripheral video footage, photographic images, or audio recordings of day-to-day student activities do not include footage of a student or students committing or being involved in a violation of law or District or School Rule, Procedure, or Policy. The District may also determine that other activities do not qualify as peripheral images, footage, or recordings on a case-by-case basis. Peripheral or day-to-day recordings, images or video footage (including accompanying audio) of students may be released without prior written parental/guardian consent, subpoena and court order to only the following: law enforcement agencies, State and Federal Child Welfare Agencies, District Attorney and Solicitor’s Offices, PTA and other school support organizations, U.S. Armed Forces recruitment agencies, and schools and colleges accredited by the Southern Association of Colleges and Schools (AdvancEd) for non-political purposes. District teachers, District schools and the District may also post these images or recordings on District school, District classroom or District Websites or blogs.

A student or the parent/guardian of a student involved in any prohibited conduct may review a recording of prohibited conduct, which may contain other students’ peripheral video or audio information. This review may be allowed without obtaining the consent of the peripheral student(s) or his/her parent(s)/guardian(s). However, if any other students are involved in the recorded prohibited conduct, the school will require compulsory process or appropriate written consent from those parents/guardians/eligible students prior to the review of the recording. (See District Administrative Rule CFIA [Monitoring-Recording Staff and Students] for more information.)

### **OBJECTION PROCEDURE:**

**Parents/Guardians of students under 18 years of age or a student 18 years of age or older objecting to the release of this information should notify the Principal of their school in writing by September 10, 2011 or within 10 days of enrollment.**

# Chart of Responsibilities for Responses to Civil Rights Concerns

Policies of the Cobb County Board of Education require full compliance with all federal and state non-discrimination laws, including:

- Title VI and VII of the **Civil Rights Act of 1964**, along with Title IX of the Educational Amendments of 1972
- **Age Discrimination and Employment Act (ADEA)**
- **Americans with Disabilities Act of 1990 (ADA)**
- Section 504 of the **Rehabilitation Act of 1973**
- Public Law 101-476, **Individuals with Disabilities Education Act (IDEA)**

These laws prohibit and the District forbids discrimination on the basis of age, race, color, national origin, religion, sex, disability, and veteran status is prohibited in all Cobb County School District (District) programs and activities. This includes District academic, extracurricular, athletic, and other District programs, as well as on District buses, during field trips, and in District classes or training programs that take place off school grounds. Sexual harassment of students is a form of sex discrimination prohibited by Title IX. The District is committed to upholding these laws and takes discriminatory behaviors seriously.

Below is a list of individuals designated to handle inquiries or concerns regarding the District's non-discrimination policies. Alternatively, a parent or student may contact his/her principal or Area Superintendent to share concerns. Contact emails for these individuals are available at [www.cobbk12.org](http://www.cobbk12.org) or by calling (77) 426-3300.:

Facilities Accessibility (770) 590-4518	Director of Construction 514 Glover St, Marietta, GA 30060
Title IX Student Issues (678) 331-1071	Executive Director or Supervisor, Student Support 514 Glover St, Marietta, GA 30060
Title VI Student Issues (770) 426-3518	Executive Director or Supervisor, Student Support 514 Glover St, Marietta, GA 30060
Student Program Accessibility (770) 426-3320	Assistant Superintendent, Special Student Services 514 Glover St, Marietta, GA 30060
Employee Issues (770) 426-3543	Director, Employee Relations 514 Glover St, Marietta, GA 30060

Discrimination complaints may also be filed directly with:

The Equal Employment Opportunity Commission Sam Nunn Atlanta Federal Center 100 Alabama Street, SW, Suite 4R30 Atlanta, Georgia 30303	(800) 669-4000 Employees or applicants with complaints alleging discrimination on the basis of race, color, national origin, sex, disability, age, retaliation, or religion
The U.S. Department of Education Atlanta Office For Civil Rights 61 Forsyth St. S.W., Suite 19T70 Atlanta, GA 30303-3104	(404) 562-6350 Individuals with complaints alleging discrimination on the basis of race, color, national origin, sex, disability, or age

7/1/11

## Information Regarding Student Sexual Harassment

Any student (or parent/guardian or friend of a student) who has been the victim of an act of abuse, sexual abuse, sexual misconduct, or other inappropriate behavior by any person, including a fellow student, teacher, administrator or other school system employee, is urged to make an oral report of the act to any teacher, counselor or administrator at his/her school. The District takes such conduct very seriously.

All students and their parents/guardians are urged to carefully review Administrative Rule JICK (Student: Conduct: Sexual Harassment Reporting and Investigation). The full text of this Rule can be found at [www.cobbk12.org](http://www.cobbk12.org). Penalties for such behavior also appear in the Student Code of Conduct.

Any person who knowingly makes a false charge of harassment may be subject to disciplinary action, as well as criminal or civil penalties.

## Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)-

1. Political affiliations or beliefs of the student or student’s parent/guardian;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents/guardians; or
8. Income, other than as required by law to determine program eligibility.

- *Receive notice and an opportunity to opt a student out of –*

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

- *Inspect*, upon request and before administration or use –

1. Protected information surveys of students;
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  3. Instructional material used as part of the educational curriculum.
4. See [www.cobbk12.org](http://www.cobbk12.org) and the District’s Policies and Administrative Rules for more information about instructional material.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

The District has developed rules, in consultation with parents/guardians, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Parents/guardians may provide written suggestions for these local school rules to Policy Development, Cobb County School District, P.O. Box 1088, Marietta, Georgia, 30060. These rules are included in Administrative Rule ILD (Educational Surveys and Research) which is available online at [www.cobbk12.org](http://www.cobbk12.org) or through your school.

The District will directly notify parents/guardians of these policies at least annually at the start of each school year and after any substantive changes. The District will also directly notify, such as through U.S. Mail or email, parents/guardians of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent/guardian to opt his or her child out of participation of the specific activity or survey. The District will make this notification to parents/guardians at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents/guardians will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents/guardians will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

*Parents who believe their rights have been violated may file a complaint with:*

Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW Washington, D.C. 20202-5920

# Student Conduct: Interscholastic/Extracurricular Activities (JICDD)

## RATIONALE/OBJECTIVE:

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

## RULE:

### A. PROCEDURES:

#### 1. Time in Effect:

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

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

#### 3. Provisions:

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

#### 4. Notification:

##### a. Elementary/Middle Schools:

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

##### b. High Schools:

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

### B. ALCOHOL/ILLEGAL DRUGS/INHALANTS:

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

#### • 1st Offense:

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

#### • 2nd Offense:

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

#### • 3rd Offense:

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

### C. TOBACCO [IN-SEASON USE]:

- 1st Offense:  
Suspension from all extracurricular activities for two (2) school days.
- 2nd Offense:  
Suspension from all extracurricular activities for five (5) school days and must sit out 10% of games/matches/performances/competitions.
- 3rd Offense:  
Suspension from all extracurricular activities for ten (10) school days, excluding Sundays, and must sit out 20% of games/matches/performances/competitions.
- 4th Offense:  
Suspension from all extracurricular activities for ninety (90) calendar days.

### D. FELONY:

#### 1. Guidelines:

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

#### 2. Duration:

- a. The student shall remain suspended from extracurricular activities until:
  - (1) The charges are completely dismissed;
  - (2) The charges are reduced to a misdemeanor in which case the student may be subject to penalties outlined in Section E, below, or Section B, for alcohol offenses;
  - (3) The student is found not guilty; or
  - (4) The student serves his consequences as outlined below.
- b. Once the student successfully completes the consequences assigned by the judge or agreed to by the student, including probation or diversion, the student may be permitted to participate in extracurricular activities. Evidence that the probation period has expired, fines have been paid and/or community service has been completed is required.
- c. If a student has been arrested or charged with an offense, but the matter has been expunged, sealed, removed from a student's record, treated as a "first offender" action, or the behavior has not been prosecuted (nolle prosequi), that student should present or obtain documentation as required by the school to determine the circumstances of the matter. These circumstances may not be sufficient to lift the student's consequences.

### E. MISDEMEANORS:

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

### F. OTHER OFFENSES:

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

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

**PLEASE NOTE:**

The following Cobb County School District Administrative Rules regarding Codes of Conduct are provided for your information. They are not comprehensive of all Rules governing student behavior and/or school procedures. Please refer to your school's individual student handbook or the District Web site at [www.cobbk12.org](http://www.cobbk12.org), for more complete information. The Rules can be accessed online under the General Info/Policies & Rules section.

## COBB COUNTY SCHOOL DISTRICT CODE OF CONDUCT for ELEMENTARY SCHOOL STUDENTS 2011-2012

Student Conduct: Code of Conduct (Elementary)	JICDA-E	7/1/11
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**RATIONALE/OBJECTIVE:**

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

**RULE:**

The following code provisions apply to offenses that students commit while on school property at any time, engaging in or attending a school-sponsored event, or while using the school technology resources. As used in this Code of Conduct:

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

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

B. School technology resources includes, but is not limited to:

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

**The decision to charge a student for violation of this Code of Conduct shall be made by the administration of the school. If the school administration is uncertain as to the interpretation of the Code of Conduct they are to contact Student Support or their respective Area Assistant Superintendent.**

**I. DISCIPLINE LEVELS:****A. Level 1 Discipline:**

- Level 1 discipline is used for minor acts of misconduct which interfere with the good order of school.
- Following appropriate teacher intervention, students may be referred to an administrator.
- Consequences range from administrative conference to three (3) days of Administrative Detention and/or restitution.

**B. Level 2 Discipline:**

- Level 2 discipline offenses are intermediate acts of misconduct.
- Students should be referred to an administrator.
- Consequences range from In-School Isolation (ISI)/In-School Suspension (ISS) to five (5) days Out-of-School Suspension (OSS) and/or restitution.
- Repeated violations of any Level 2 offense may result in that violation being considered a Level 3 offense which may result in long term suspension/expulsion.

**C. Level 3 Discipline:**

- Level 3 discipline offenses are serious acts of misconduct including, but not limited to, repeated misbehaviors of a similar nature, serious disruptions of the school environment, threats to health, safety, or property and other acts of serious misconduct.
- Students must be referred to an administrator. Administrators will notify the appropriate Area Assistant Superintendent, Student Support and the Cobb County School District Department of Public Safety (Public Safety), as well as other law enforcement agencies as deemed appropriate. Consequences range from out-of-school-suspension to permanent expulsion.
  - **NOTE:** Any misconduct that threatens the health, safety, or well-being of others may result in immediate suspension of the student from the school and/or school-sponsored activities for up to ten (10) school days, pending disciplinary investigation of the allegations.

**D. Removing Disruptive Students from the Classroom:**

- The Superintendent and Principals shall, and do, fully support the authority of every teacher in his/her school/s to remove from his/her class pursuant to Georgia Code 20-2-738. This code applies to a student who repeatedly or substantially interferes with the teacher's ability to communicate effectively with students in the class or with the student's classmates' ability to learn where the student's behavior is in violation of the District Student Code of Conduct.
- The teacher shall follow his/her school administrative referral guidelines and, when necessary, the procedures outlined in Administrative Rule JKF (Student Conduct: Removing Disruptive Students from the Classroom).

**E. Truancy:**

When a child is absent, parents, guardians, or other persons who have control of a child enrolled in the District should comply with Administrative Rule JE (Student Conduct: Attendance) and school guidelines to report reasons for absences. Georgia law requires that after any student accrues five (5) days of unexcused absences in a given school year, the parent, guardian, or other person who has control or charge of that child shall be in violation of Georgia Code Section 20-2-690.1(b). Any child that is subject to compulsory attendance who, during the school calendar year, has more than five (5) days of unexcused absences is considered truant. The law states the following:

"Any parent, guardian, or other person residing in this state who has control or charge of a child or children and who shall violate this Code section shall be guilty of a misdemeanor and upon conviction thereof, shall be subject to a fine not less than \$25.00 and not greater than \$100.00, or imprisonment not to exceed 30 days, community service, or any combination of such penalties, at the discretion of the court having jurisdiction. Each day's absence from school in violation of this part after the child's school system notifies the parent, guardian, or other person who has control or charge of a child of five unexcused days of absence for a child shall constitute a separate offense."

- Schools will notify parents/guardians when a student has accumulated five (5) unexcused absences.
- Schools will also notify parents/guardians of students 14 years of age and older when the student has accumulated seven (7) unexcused absences during the school year
- Possible consequences may also include disposition for unruly children in accordance with O.C.G.A. § 15-11-67.

**G. Reporting to Law Enforcement**

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

**II. STUDENT OFFENSES:**

A student shall not violate any of the following rules of the Cobb County School District. Pursuant to State requirements, disciplinary levels have been assigned to each offense. These levels correspond to the disciplinary levels detailed above. However, Principals or designee working in conjunction with Student Support or their Area Assistant Superintendent may give greater discipline in egregious circumstances.

**A. ALCOHOL/ILLEGAL DRUGS/INHALANTS:**

1. No student shall possess, consume, transmit, store, or be under any degree of influence of alcoholic beverages (including related products such as "near" beer, non-alcoholic beer, and non-alcoholic wine coolers) and/or illegal drugs, narcotics, hallucinogens, amphetamines, barbiturates, marijuana, or any other substance listed under the Georgia Controlled Substances Act or any substance believed by the student to be alcohol or an illegal drug. Legal intoxication is not required for violation of this Code of Conduct.
2. No student shall possess, transmit, store, buy, sell, distribute or possess with intent to sell any drug-related paraphernalia.
3. No student shall falsely present or identify a substance to be alcohol or an illegal drug.
4. No student shall buy, sell, or otherwise distribute or possess with intent to distribute or attempt to buy, sell, or otherwise distribute or possess with intent to distribute alcoholic beverages, illegal drugs, narcotics, hallucinogens, amphetamines, barbiturates, or marijuana, or any other substance listed under the Georgia Controlled Substances Act, or any substance falsely identified as such, or is believed by the purchaser to be an alcoholic beverage or illegal drug, narcotics, hallucinogens, amphetamines, barbiturates, or marijuana, or any other substance listed under the Georgia Controlled Substances Act.
5. No student shall sniff or be under the influence of inhalants and/or other substances.

6. No student shall be in possession or under the influence of synthetic Cannabinoids such as “K-2” (Also known as: Spice, Blayze II, RedBird, Mojo, VooDoo Magic, Spice Gold, Yucatan Fire, Demon and Serenity.) **(Level 2-3)**

**NOTE: Alcohol and Drug offenses are cumulative for grades K-5.**

**Consequences for Possession or Personal Use:**

• **First Offense and Additional Offenses:**

- ◊ Minimum of three (3) days of out-of school suspension.
- ◊ Maximum of ten (10) days out-of-school suspension with a recommendation for ten (10) additional days.
- ◊ Contact Public Safety.

**Consequences for Buying, Selling and Distribution:**

• **First Offense and Additional Offenses:**

- ◊ Minimum of one (1) day of out-of school suspension.
- ◊ Maximum of ten (10) days of out-of-school suspension with a recommendation for **long-term suspension**/expulsion for a specified time.
- ◊ Contact Public Safety.

**B. ATTENDANCE VIOLATIONS:**

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

**C. BOMB THREATS:**

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

- Minimum of short-term out of school suspension.
- Maximum of ten (10) days out-of-school suspension.
- Contact Public Safety.

**D. BULLETS, BB'S, PAINT BALL PELLETS:**

Students may not possess ammunition, BB's, paint pellets, or CO2 cartridges. These items are disruptive to the function of the school and may pose a safety risk. **(Level 1-3)**

**E. BUS BEHAVIORS:**

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

1. Students must keep all body parts inside the bus at all times. **(Level 1-3 and/or suspension from the bus for a specified time)**
2. Nothing may be thrown into, within, out of, or at the bus. **(Level 1-3 and/or suspension from the bus for a specified time)**
3. **Bus Disruptions:** No student shall act in any manner so as to interfere with a driver's ability to safely drive the bus or another student's ability to ride the bus without harassing or loud distractions. Students must remain seated at all times unless directed by the driver. Students must remain quiet at all railroad crossings. **(Level 1-3 and/or suspension from the bus for a specified time)**
4. Emergency doors and windows are to be used only at the direction of the driver. **(Level 1-3 and/or suspension from the bus for a specified time)**
5. Students may not ride a bus or disembark a bus at a bus stop other than that assigned for their residence without submitting a written request from their parent/guardian to the Principal or designee for approval. **(Level 1-3 and/or suspension from the bus for a specified time)**
6. Students shall not use any electronic devices during the operation of a school bus, including but not limited to: cell phones; pagers; audible radios, tape players, and compact disc players without headphones; or any other electronic device that may interfere with the bus' communication equipment or the driver's operation of the school bus. Students may not use any electronic device to video or audio record while on school provided transportation vehicles. **(Level 1-3 and/or suspension from the bus for a specified time)**
7. Students shall not use mirrors, lasers, flashing lights, flash cameras, or any other lights or reflective surfaces in a manner, which might interfere with the operation of the school bus. **(Level 1-3 and/or suspension from the bus for a specified time)**
8. Students who commit sexual offenses, physical offenses against students, or physical offenses against District employees (as defined elsewhere in this Code of Conduct) on the school bus will receive penalties for the offense(s) as specified in this Code of Conduct for these offenses and may also be suspended from the bus for a specified time.

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

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

1. Students shall not use, display, or turn on communication beepers, cellular phones, video phones, or electronic devices during the regular school day, including instructional class time, class change time, recess periods, breakfast or lunch. No such devices may be used at any time on school-operated vehicles, including buses. **(Level 1)**
2. Students shall not use personal technology resources to distribute or display inappropriate material. Inappropriate material does not serve an instructional or educational purpose and includes but is not limited to the following:
  - Is profane, vulgar, lewd, obscene, offensive, indecent, sexually explicit, pornographic or threatening;
  - Advocates illegal or dangerous acts;
  - Causes disruption to the District, its employees or students;
  - Advocates violence;
  - Contains knowingly false, recklessly false, or defamatory information; or
  - Is otherwise harmful to minors as defined by the Children's Internet Protection Act.**Penalty: (Level 2-3 and contact Public Safety)**
3. Students shall not use personal technology devices to access chat rooms/social networking sites such as Facebook, Twitter or MySpace during the regular school day. **(Level 1-2)**
4. Students shall not use audio or visual recording devices without the permission of a school administrator or as permitted by Rule CFIA(Monitoring-Recording Staff and Students). This includes, but is not limited to, using recording devices to video or record misbehaviors or to violate the privacy of others. **(Level 1-3)**

**G. DISRESPECTFUL CONDUCT:**

1. No student shall use any type of profane, vulgar, obscene or ethnically offensive language (written or oral) or gestures **(Level 2)**.
2. No student shall possess or distribute profane, vulgar, pornographic, obscene, or ethnically offensive materials. **(Level 1-2)**
3. A student shall not use profane, obscene, or abusive language (written or oral) or gestures toward District personnel or other adults on school property or at school sponsored events. **(Level 2-3)**
4. **Insubordination:** All students shall comply with reasonable directions or commands of all authorized District personnel or designees. **(Level 1-3)**
5. All students shall comply with the directions of a staff member to remove themselves from the location of a disruptive situation. **(Level 1-3)**
6. No student shall refuse to identify one's self upon request of any District employee or designee. **(Level 1-2)**
7. No student shall repeatedly violate the school dress code. **(Level 1-2)**

**H. DISRUPTION OF SCHOOL:**

1. **Class Disruption:** No students shall intentionally make noise or act in any other manner so as to interfere with a teacher's ability to conduct a class or a student's ability to learn. **(Level 1-3)**
2. **School Disruption:** No student shall, in any manner, by the use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct, intentionally cause the disruption of any lawful mission, process or function of the school, or engage in any such conduct for the purpose of causing the disruption or obstruction of any such lawful mission, process or function. **(Level 1-3)**
3. Students shall not be on the campus of a school in which they are not enrolled during that school's hours or while that school is operational without permission from that school's administration. Students also may not enter a school building after hours without express permission. **(Level 2-3)**
4. Students may not return to campus or attend any school function while on suspension. **(Level 1-2)**
5. Students may not be present in an unauthorized area **(Level 1-2)**.
6. Students shall not occupy nor block the entrance/exit of any school building, gymnasium, school grounds, properties or parts(s) thereof with the intent to deprive others of its use, or when the effect thereof is to deprive others of such use. **(Level 1-3)**
7. Students shall not prevent or attempt to prevent the convening or continued functioning of any school, class, activity or lawful meeting or assembly on the school campus. **(Level 1-3)**
8. Students shall not prevent students from attending a class or school activity. **(Level 1-3)**
9. No student shall, except under the direct instruction of the Principal, block normal pedestrian or vehicular traffic on a school campus or adjacent grounds. **(Level 1-3)**
10. No student shall be involved in a serious verbal altercation that disrupts the school, class or school activity. **(Level 2-3)**

**I. FALSE REPORTS:**

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

- **First and Subsequent Offenses:**

- ◊ Minimum of short-term out of school suspension.
- ◊ Maximum of ten (10) days out-of-school suspension.
- ◊ Contact Public Safety.

- b. **False Fire Alarms:**

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

- **First and Subsequent Offenses:**

- ◊ Minimum of short-term out of school suspension.
- ◊ Maximum of ten (10) days out-of-school suspension.
- ◊ Contact Public Safety.

#### J. GAMBLING:

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

#### K. GANG RELATED ACTIVITY:

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

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

#### L. HARASSMENT, INTIMIDATION, THREATS (VERBAL, WRITTEN OR ELECTRONIC), AND BULLYING BEHAVIOR:

1. **Harassment is defined as:**

Intentional, substantial, and unreasonable verbal, physical or written contact that is initiated, maintained, or repeated. No student shall engage in harassment, intimidation, or abuse of or toward any other student(s) District employees or other adults for any reason. This prohibition includes but is not limited to, harassment, intimidation or abuse of students or others based on actual or perceived race, creed, color, national origin, religion, sex, age, disability, sexual orientation, gender, gender identity or a physical characteristic **(Level 1-3)**.

2. No student shall threaten, either verbally, in writing, electronically, or by physical presence, expressed or implied, or conspire to cause bodily injury to any student, District employee or non-District employee. **(Level 2-3)**
3. **Bullying:** No student shall bully another student or students. **(Level 2-3)**

**Bullying behavior is defined as:**

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

Parents/guardians of students who are victims of bullying or are found to have committed bullying behaviors will be notified via conference or letter/referral. Staff members should report instances of these behaviors to school administration immediately so that administrators may review them in a timely manner. Employees, volunteers, students and parents/guardians/other persons that have control of students may report or otherwise provide information on bullying activity to a school administrator anonymously if they choose. No person who reports bullying behaviors will be retaliated against by any school employee. Students who retaliate against others for reports of bullying behavior are subject to discipline which may include enhanced consequences. Students who knowingly file a false report of bullying will also be disciplined.

#### M. INCENDIARY DEVICES:

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

**N. OFF-CAMPUS OFFENSES:**

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

- Prohibited by the Georgia or United States criminal codes; AND
- Punishable as a FELONY or would be punishable as a felony if committed by an adult; AND
- Conduct for which a student has been arrested, indicted, adjudicated to have committed, or convicted; AND
- Conduct which makes the student's continued presence at school a potential danger to persons or property at the school or which disrupts the educational process. **(Level 2-3 and contact Public Safety)**

**O. OTHER BEHAVIORS:**

No student shall participate in any activity that is subversive to good order and discipline of the school not specifically addressed in the other sections of this Code of Conduct (Possession or use of counterfeit money or forged official school forms is included in this section). **(Level 1-3)**

**P. OVER-THE-COUNTER MEDICATION:**

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

**Q. PARTIES TO THE OFFENSE:**

No student shall urge, encourage, counsel, further, promote, assist, cause, advise, procure, or abet any other student(s) to violate any section or paragraph of this Cobb County Code of Conduct. **(Level 1-3)**

**R. PHYSICAL OFFENSES:**

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

1. No student shall use any device, chemical, irritant, or substance in a manner inconsistent with its intended or prescribed use, or in a manner designed to cause harm, physical irritation, or allergic reaction. Examples include, but are not limited to, directing a laser optical pointer or similar device at another person's eyes, and applying "itching powder" or like substances to another person. **(Level 1-2)**
2. Students may not possess or use any device designed to produce a mild electrical shock. **(Level 1-2)**
3. Students shall not engage in rough, or boisterous activities. **(Level 1-2)**
4. No student shall participate in any kind of physical altercation. **(Level 2-3)**
5. No student shall participate in any kind of physical harassment (This can include forms of hazing [Administrative Rule JJ {Student Activities: School Clubs/Organizations and Student Organizations}], intentionally spitting, shanking). **(Level 2-3)**
6. No student shall participate in any type of fighting. **(Level 2-3)**
7. No student shall gang up with any student or students to physically attack another student or other persons.
  - **Penalty for ganging up on another:**
    - ◊ Minimum of short-term out-of-school suspension.
    - ◊ Maximum of ten (10) days out-of-school suspension with a recommendation for long-term suspension/expulsion for a specified time.
8. **Physical Threat of a Student or a Person who is not a District Employee:**
  - **Physical Threat is defined as:**
    - ◊ When a student attempts to commit a violent injury to the person of another; or
    - ◊ Commits an act which places another in reasonable apprehension of immediately receiving a physical injury.
  - **Penalty for physical threat:**
    - ◊ Minimum of short-term out-of-school suspension.
    - ◊ Maximum of ten (10) days out-of-school suspension with a recommendation for long-term suspension/expulsion for a specified time.
9. **Battery on a Student or a Person who is not a District Employee:**
  - **Battery is defined as when a student:**
    - Intentionally causes physical harm to a person; or
    - Causes or attempts to cause injury, or behaves in such a way as to cause physical injury to a student.
  - **Penalty for physical battery:**
    - ◊ Minimum of short-term out-of-school suspension.
    - ◊ Maximum of ten (10) days out-of-school suspension with a recommendation for long-term suspension/expulsion for a specified time.

**NOTE: Battery offenses are cumulative in grades 2-5.**

## 10. Physical Offenses upon District Employees:

**NOTE: All physical offenses upon District Employees are cumulative in grades 2-5.**

- **Hearing:**

All physical offenses upon District employees listed below require a mandatory disciplinary hearing be held in accordance with Administrative Rule JKDB(Student Conduct: Disciplinary Hearings: Long-Term Suspension/Expulsion), regardless of the recommended discipline, unless the hearing is waived. A disciplinary hearing regarding a recommendation for a short-term out of school suspension (10 days OSS or less) may be waived by the employee. A disciplinary hearing regarding a recommendation of long-term out of school suspension (11 days OSS or more) may be waived by both the employee and the parent/guardian.

- a. **Physical Threat:**

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

- **Penalty for physical threat:**

- ◊ Minimum of short-term out-of-school suspension.
- ◊ Maximum of ten (10) days out-of-school suspension with a recommendation for long-term suspension/expulsion for a specified time.

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

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

- **First Offense grades K-1:**

- ◊ Minimum of one (1) day out-of-school suspension.
- ◊ Maximum of five (5) days out-of-school suspension.

- **Second Offense grades K-1:**

- ◊ Minimum of two (2) days out-of-school suspension.
- ◊ Maximum of ten (10) days out-of-school suspension.

- **Third and Subsequent Offenses grades K-1:**

- ◊ Minimum of three (3) days out-of-school suspension
- ◊ Maximum of ten (10) days out-of-school suspension with a recommendation for long-term suspension/expulsion for a specified time.

- **First Offense grades 2-5:**

- ◊ Minimum of one (1) day out-of-school suspension.
- ◊ Maximum of five (5) days out-of-school suspension.

- **Second Offense grades 2-5:**

- ◊ Minimum of three (3) days out-of-school suspension.
- ◊ Maximum of ten (10) days out-of-school suspension.

- **Third and Subsequent Offense grades 2-5:**

- ◊ Minimum of ten (10) days out-of-school suspension.
- ◊ Maximum of ten (10) days out-of-school suspension with a recommendation for long-term suspension/expulsion for a specified time.

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

No student shall intentionally make physical contact, which causes physical harm to a District employee, unless such physical contacts or physical harms were in self-defense, as provided in Georgia law in O.C.G.A. § 16-3-21.

- **First and Subsequent Offenses:**

- ◊ Minimum of three (3) days out-of-school suspension.
- ◊ Maximum of ten (10) days out-of-school suspension with a recommendation for long-term suspension/expulsion for a specified time.

## S. PRESCRIPTION DRUGS:

No student shall be in possession of prescription medication not prescribed for the student. All prescription medication prescribed for a student must be in compliance with Administrative Rule JLCD (Student Welfare: Medication).

In addition, a student shall not sell, distribute, or possess with intent to distribute any prescribed medication on school property. **(Level 2-3)**

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

**T. PROPERTY RELATED OFFENSES:**

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

1. No student shall intentionally cause substantial damage to personal property belonging to a District employee or another student. **(Level 2-3)**
2. No student shall set fire to any private property or school property either while on school grounds or off school grounds during a school activity, function, or event. **(Level 2-3 and contact Public Safety)**
3. No student shall attempt to, threaten to, or actually damage, destroy, vandalize, or steal private property or school property on school grounds. **(Level 2-3 and contact Public Safety)**
4. No student shall attempt to, threaten to, or actually damage, destroy, vandalize, or steal private property or school property off school grounds during a school activity, function or event. **(Level 2-3 and contact Public Safety)**
5. No student shall possess stolen private property or school property on school grounds. **(Level 2-3 and contact Public Safety)**

**U. SEXUAL OFFENSES:**

Sexual offenses are prohibited against members of the same sex as well as members of the opposite sex.

**1. Sexual Misconduct:**

- a. No student shall be engaged in amorous kissing, other inordinate displays of affection. **(Level 1-2)**
- b. No student shall consent to and participate in any form of sexual activity. **(Level 2-3 and contact Public Safety)**
- c. No student shall expose one's intimate body parts or "moon" in public. Intimate body parts include the primary genital area, anus, groin, inner thighs, or buttocks of a male or female and the breasts of a female. **(Level 2)**
- d. No student shall commit any act of verbal, written, gesture-oriented, or physical sexual misconduct on school property, school buses, at school-sponsored events, or while using school technology resources. **(Level 2-3)**

**2. Sexual Harassment:**

**NOTE:** See Administrative Rule JICK (Student Conduct: Sexual Harassment), for further requirements, information and explanation.

- a. No student shall participate in verbal or visual conduct of a sexual nature (including, but not limited to, unwelcome sexual advances, requests for sexual favors, sexually offensive slurs, sexually offensive drawings, photographs or posters directed towards another person) where there is a pattern of harassing behavior or a single significant incident. **(Level 2-3)**
- b. No student shall participate in physical conduct of a sexual nature (including, but not limited to, unwelcome sexual advances or gestures) where there is a pattern of harassing behavior or a single significant incident. **(Level 2-3 and contact Public Safety)**

**3. Sexual Battery:**

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

- **Penalties for Sexual Battery:**

- ◊ Minimum of short-term out of school suspension.
- ◊ Maximum of ten (10) days out-of-school suspension with a recommendation for long-term suspension/expulsion for a specified time.
- ◊ Notify Student Support and/or the Area Assistant Superintendent.
- ◊ Contact Public Safety.

**4. Sexual Molestation:**

Sexual molestation is defined as a student doing any immoral or indecent act to or in the presence of another person, without that person's consent, with the intent to arouse or satisfy the sexual desires of either the student or the other person. This includes a student forcing another person to make physical contact with the student's intimate body parts, as defined in this Section. No student shall commit any act of sexual molestation or the attempts thereof on school property, school buses, or at school-sponsored events.

- **Penalties for Sexual Molestation:**

- ◊ Minimum of short-term out of school suspension.
- ◊ Maximum of ten (10) days out-of-school suspension with a recommendation for long-term suspension/expulsion for a specified time.
- ◊ Notify Student Support and/or the Area Assistant Superintendent.
- ◊ Contact Public Safety.
- ◊ Any student found guilty of violating this provision will be subject to an administrative placement to a different school, after the term of discipline has been completed. Parents/guardians are responsible for transportation to the assigned school.

**V. STIMULANTS:**

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

A student shall not consume, possess, sell, distribute, or possess with intent to distribute diet pills, caffeine pills, or other stimulant on school property. **(Level 2-3)**

**W. DISTRICT TECHNOLOGY OFFENSES:**

All students using school technology must have a signed Internet use form (Form JICDA-3 [Receipt of the *Parent Information Guide*]) on file with the school. Unauthorized access and prohibited behaviors are fully discussed and defined in Administrative Rule IJNDB (Use of Technology Resources in Instruction). School technology cannot be used for other than school related purposes.

1. Students will not purposely look for security problems because such action may be considered an unauthorized attempt to gain access to school technology resources. **(Level 2-3 and contact Public Safety)**
2. Students will not attempt to or disrupt the school technology resources by destroying, altering or otherwise modifying technology. Hacking is strictly prohibited. **(Level 3 and contact Public Safety)**
3. Students will not use school technology resources to solicit business, advertise, or engage in any other selling activities in support of non-school related fund-raising or private business enterprises. **(Level 1-3)**
4. Students will not engage in any activity that monopolizes, wastes or compromises school technology resources. **(Level 2-3)**
5. Students will not copy computer programs, software or other technology provided by the District for personal use. Downloading unauthorized files is strictly prohibited. **(Level 1-3)**
6. No student shall attempt to, threaten to, or actually damage, destroy, vandalize, or steal private property or school property while using school technology resources on or off school grounds. **(Level 2-3, restitution and contact Public Safety)**
7. Students will not use school technology resources to distribute nor display inappropriate material. Inappropriate material does not serve an instructional or educational purpose and includes but is not limited to the following:
  - Is profane, vulgar, lewd, obscene, offensive, indecent, sexually explicit, pornographic or threatening;
  - Advocates illegal or dangerous acts;
  - Causes disruption to the District, its employees or students;
  - Advocates violence;
  - Contains knowingly false, recklessly false, or defamatory information; or
  - Is otherwise harmful to minors as defined by the Children’s Internet Protection Act.**• Penalty: (Level 2-3 and contact Public Safety)**
8. Students shall not commit any other prohibited act discussed in Administrative Rule IJNDB (Use of Technology Resources in Instruction). **(Level 1-3)**
9. Students may not use school technology devices to access chat rooms/social networking sites such as Facebook, Twitter or MySpace. **(Level 1-2)**
10. Students may not use audio or visual recording devices without the permission of a school administrator or as permitted by Rule CFIA. Monitoring-Recording Staff and Students. This includes, but is not limited to, using recording devices to video or record misbehaviors or to violate the privacy of others. **(Level 1-3)**

**X. TOBACCO:**

Student possession or use of tobacco or tobacco product substitutes (e.g., tobacco look-alikes, such as “Bacoff”) and cigarette look-alikes on school property and at school-sponsored events is prohibited. **(Level 1-2 offense)**

**Y. WEAPONS:****NOTE: Weapons offenses are cumulative in grades K-5.**

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

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

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

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

**Category I Weapon:**

Any loaded or unloaded firearm. A firearm includes any weapon which will or is designed to or may readily be converted to expel a projectile by action of an explosive (e.g., pistol, starter gun, revolver, rifle, shotgun); the frame or receiver of any weapon described above; any explosive incendiary, or poison gas, which includes a bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or similar device; any weapon

which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter; and any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.

• **First and Subsequent Offenses:**

- ◊ **Loaded or Unloaded Firearm:** The penalty for any student possessing a loaded or unloaded firearm on school property is ten (10) days out-of-school suspension and a recommendation for expulsion for a specified time that will be no less than one calendar year as provided for in Georgia law and may include permanent expulsion.
- ◊ All other Category I weapons offenses other than those involving a firearm will be considered Level 3 offenses.
- ◊ The Cobb County Board of Education has the authority to modify these expulsion requirements on a case-by-case basis.
- ◊ Notify the appropriate Area Assistant Superintendent and Student Support.
- ◊ Contact Public Safety.

**Category II Weapon:**

Any pellet gun (including but not limited to, air soft gun, paint pellet gun, or BB gun), antique firearm, or any similar weapon that does not meet the definition of a Category I weapon; any knife having a blade of two or more inches (e.g., Bowie, Dirk, machete, switchblade knife, ballistic knife); any razor blade (e.g., straight, regular, retractable, etc.); boxcutter; any defensive device (e.g., stun-gun, laser); any bludgeon (e.g. billy club, PR-24, night stick, blackjack, club); mace, pepper gas or like substances, (mere possession of pepper gas or like substances is not a violation of this Code of Conduct unless the administration determines that the student brought it to school with the intent to harm another.); any firearm muffler or firearm silencer; “look-alike” bomb; any “martial arts” device (e.g., Chinese Star, nunchaku, dart, etc.) miscellaneous devices such as swords, sword/knife canes, ice picks, chains, bow and arrows, brass/metal knuckles, objects placed on fingers, in hands, or on fists or knuckles to provide a “loaded fist,” etc. or any tool or instrument which the school administration could reasonably conclude as being used as a weapon or intended by the student to be used as a weapon and thus a violation of the intent of this Code of Conduct.

• **First and Subsequent Offenses:**

- ◊ Factors to be considered in determining the penalty will include, but not be limited to: age, maturity level of student, willfulness and intent, and the weapon involved.
- ◊ Minimum of two (2) days out-of-school suspension.
- ◊ Maximum of ten (10) days out-of-school suspension with a recommendation for long-term suspension/expulsion for a specified time.
- ◊ Contact Public Safety.

**Category III Weapon:**

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

• **First and Subsequent Offenses:**

- ◊ Factors to be considered in determining the penalty will include, but not be limited to: age, maturity level of student, willfulness and intent, and the weapon involved.
- ◊ Minimum of one (1) day out-of-school suspension.
- ◊ Maximum of ten (10) days out-of-school suspension with a recommendation for long-term suspension/expulsion for a specified time.
- ◊ Contact Public Safety.

**III. CLUBS AND ORGANIZATIONS:**

The names of student clubs and organizations, as defined by Administrative Rule JJ (School Clubs and Student Organizations) the mission or purpose of such clubs or organizations, the names of the club’s or organization’s contacts or faculty advisors, and a description of past or planned activities will be available in student handbooks, school-provided information and/or on school Websites for each school. This information is updated periodically throughout the year and is available on the school’s Web site, which may be accessed at [www.cobbk12.org](http://www.cobbk12.org) and/or the school’s administrative office. Also see Administrative Rule JJIC (Student Activities: Standards for Student Participation in Extracurricular Activities) and Administrative Rule JICDD (Student Conduct: Interscholastic/Extracurricular Activities).

Adopted: 7/9/80

Reclassified an Administrative Rule: 9/1/04

Revised: 4/13/83; 8/8/84; 6/28/90; 5/23/91; 5/28/92; 11/11/92; 5/27/93; 8/10/94; 6/14/95; 6/27/96; 6/26/97; 5/28/98; 10/28/99, 5/25/00, 9/18/00; 5/24/01; 6/27/02, 6/26/03; 6/9/04; 6/21/05; 7/1/06; 7/1/07; 7/1/08; 7/1/09; 7/1/10; 7/1/11

# COBB COUNTY SCHOOL DISTRICT

## CODE OF CONDUCT for MIDDLE SCHOOL STUDENTS

### 2011-2012

Student Conduct: Code of Conduct (Middle)	JICDA-M	7/1/11
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#### RATIONALE/OBJECTIVE:

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

The District also recognizes concerns for the welfare of students from their entry on a school bus or school property to their return to the bus stop or when they leave school property. Therefore, schools will take appropriate actions in an effort to provide students and staff a safe and orderly environment.

#### RULE:

The following code provisions apply to offenses that students commit while on school property at any time, engaging in or attending a school-sponsored event, or while using the school technology resources. As used in this Code of Conduct:

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

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

##### B. School technology resources includes, but is not limited to:

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

**The decision to charge a student for violation of this Code of Conduct shall be made by the administration of the school. If the school administration is uncertain as to the interpretation of the Code of Conduct they are to contact Student Support or their respective Area Assistant Superintendent.**

#### I. DISCIPLINE LEVELS:

##### A. Level 1 Discipline:

- Level 1 discipline is used for minor acts of misconduct which interfere with the good order of school.
- Following appropriate teacher intervention, students may be referred to an administrator.
- Consequences range from administrative conference to three (3) days of In-school Suspension (ISS) and/or restitution.

##### B. Level 2 Discipline:

- Level 2 discipline offenses are intermediate acts of misconduct.
- Students should be referred to an administrator.
- Consequences range from In-School Suspension (ISS) to five (5) days Out-of-School Suspension (OSS) and/or restitution.
- Repeated violations of any Level 2 offense may result in that violation being considered a Level 3 offense which may result in long term suspension/expulsion.

##### C. Level 3 Discipline:

- Level 3 discipline offenses are serious acts of misconduct including, but not limited to, repeated misbehaviors of a similar nature, serious disruptions of the school environment, threats to health, safety, or property and other acts of serious misconduct.
- Students must be referred to an administrator. Administrators will notify the appropriate Area Assistant Superintendent, Student Support, and the Cobb County School District Department of Public Safety (Public Safety), as well as other law enforcement agencies as deemed appropriate. Consequences range from out-of-school-suspension to permanent expulsion and may include referral to apply to the Alternative Education Program (AEP). All students accepted in the District's AEP will be on contract, which will include behavior and attendance objectives.

- **NOTE:** Any misconduct that threatens the health, safety, or well-being of others may result in immediate suspension of the student from the school and/or school-sponsored activities for up to ten (10) school days, pending disciplinary investigation of the allegations.

MIDDLE

- **NOTE:** Schools may recommend that a student be considered eligible to apply to attend the AEP during his/her long-term suspension/expulsion. Upon this recommendation or a decision of the District Hearing Officer/Panel, expelled/long-term suspended students may attend AEP pursuant to a contract.  
If the student violates the terms of the contract, he/she may forfeit the opportunity to attend the AEP during the remainder of his/her expulsion or long-term suspension, pursuant to the Order of the Hearing Officer/Panel and/or the terms of the contract. The student may appeal his/her dismissal from the AEP to the District administrator for the supervision of the AEP. The student may also receive further discipline, in addition to the reinstatement of his/her expulsion or long-term suspension.

#### **D. Removing Disruptive Students from the Classroom:**

- The Superintendent and Principals shall, and do, fully support the authority of every teacher in his/her school to remove from his/her class pursuant to Georgia Code 20-2-738. This code applies to a student who repeatedly or substantially interferes with the teacher's ability to communicate effectively with students in the class or with the student's classmates' ability to learn where the student's behavior is in violation of the District Student Code of Conduct.
- The teacher shall follow his/her school administrative referral guidelines and, when necessary, the procedures outlined in Administrative Rule JKF (Student Conduct: Removing Disruptive Students from the Classroom).

#### **E. Student Attendance/Conduct Relative to Georgia Driver's Licenses:**

- In addition to penalties specified in this Code of Conduct for attendance and selected conduct, students seventeen (17) years of age and younger may find their eligibility for a Georgia instruction permit or driver's license impacted by their school attendance and/or conduct.
- Students applying for an instruction permit or driver's license must obtain from their school a letter certifying that none of the following provisions apply to them at the time the letter is generated or for the preceding year. Schools are required to report any child fourteen (14) years of age or older who do not comply with the following provisions:
  - ◊ Have dropped out of school without graduating and has remained out of school for ten (10) consecutive days;
  - ◊ Have more than ten (10) school days of unexcused absences in the current academic year or 10 or more school days of unexcused absences in the previous academic year (not including absences resulting from out-of-school suspension/expulsion); or
  - ◊ Have been found in violation by a Hearing Officer/Panel, has received a change in placement for committing one of the following offenses or has waived his/her right to a hearing and pleaded guilty to one of the following offenses:
    - > Threatening, striking, or causing bodily harm to a teacher or other school personnel;
    - > Possession or sale of drugs or alcohol on school property or at a school sponsored event;
    - > Possession or use of a weapon (as defined in Georgia Code Section 16-11-127.1) on school property or at a school sponsored event.
    - > Any sexual offense prohibited under Chapter 6 of Title 16 of the Georgia Code; or
    - > Causing substantial or visible bodily harm to or seriously disfiguring another person, including another student.

#### **F. Truancy:**

When a child is absent, parents, guardians, or other persons who have control of a child enrolled in the District should comply with Administrative Rule JE (Student Conduct: Attendance) and school guidelines to report reasons for absences. Georgia law requires that after any student accrues five (5) days of unexcused absences in a given school year, the parent, guardian, or other person who has control or charge of that child shall be in violation of Georgia Code Section 20-2-690.1(b). Any child that is subject to compulsory attendance who, during the school calendar year, has more than five days of unexcused absences is considered truant. The law states the following:

"Any parent, guardian, or other person residing in this state who has control or charge of a child or children and who shall violate this Code section shall be guilty of a misdemeanor and upon conviction thereof, shall be subject to a fine not less than \$25.00 and not greater than \$100.00, or imprisonment not to exceed 30 days, community service, or any combination of such penalties, at the discretion of the court having jurisdiction. Each day's absence from school in violation of this part after the child's school system notifies the parent, guardian, or other person who has control or charge of a child of five unexcused days of absence for a child shall constitute a separate offense."

Possible consequences may also include disposition for unruly children in accordance with O.C.G.A. 15-11-67.

- Schools will notify parents/guardians when a student has accumulated five (5) unexcused absences.
- Schools will also notify parents/guardians of students 14 years of age and older when the student has accumulated seven (7) unexcused absences during the school year.
- Possible consequences may also include disposition for unruly children in accordance with O.C.G.A. § 15-11-67.

#### **G. Reporting to Law Enforcement**

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

## II. STUDENT OFFENSES:

A student shall not violate any of the following rules of the Cobb County School District. Pursuant to State requirements, disciplinary levels have been assigned to each offense. These levels correspond to the disciplinary levels detailed above. However, Principals or designee working in conjunction with the Student Support or their Area Assistant Superintendent may give greater discipline in egregious circumstances.

### A. ALCOHOL/ILLEGAL DRUGS/INHALANTS:

To determine whether a second or third offense has occurred,

- Offenses are cumulative grades 6 through 8;

and

- Offenses are cumulative grades 8 through 12.

1. No student shall possess, consume, transmit, store, or be under any degree of influence of alcoholic beverages (including related products such as “near” beer, non-alcoholic beer, and non-alcoholic wine coolers) and/or illegal drugs, narcotics, hallucinogens, amphetamines, barbiturates, marijuana, or any other substance listed under the Georgia Controlled Substances Act or any substance believed by the student to be alcohol or an illegal drug. Legal intoxication is not required for violation of this Code of Conduct.
2. No student shall possess, transmit, store, buy, sell, distribute or possess with intent to sell any drug-related paraphernalia.
3. No student shall falsely present or identify a substance to be alcohol or an illegal drug.
4. No student shall buy, sell, or otherwise distribute or possess with intent to distribute or attempt to buy, sell, or otherwise distribute or possess with intent to distribute alcoholic beverages, illegal drugs, narcotics, hallucinogens, amphetamines, barbiturates, or marijuana, or any other substance listed under the Georgia Controlled Substances Act, or any substance falsely identified as such, or is believed by the purchaser to be an alcoholic beverage or illegal drug, narcotics, hallucinogens, amphetamines, barbiturates, or marijuana, or any other substance listed under the Georgia Controlled Substances Act.
5. No student shall sniff or be under the influence of inhalants and/or other substances.
6. No student shall be in possession or under the influence of synthetic Cannabinoids such as “K-2” (Also known as: Spice, Blayze II, RedBird, Mojo, VooDoo Magic, Spice Gold, Yucatan Fire, Demon and Serenity.) **(Level 2-3)**

#### Consequences for Possession or Personal Use:

- **First Offense:**

- ◊ Minimum of ten (10) days of out-of-school suspension.

- ◊ Maximum is a recommendation for long-term suspension for at least the remainder of the current semester up to expulsion for a specified time.

- ◊ Contact Public Safety.

- ◊ Option: The student may reduce the out-of-school suspension by three days by attending the Gaining Results in Intervention and Prevention Program, GRIP, consisting of one four hour Saturday session attended by the student and the parent, or another comparable program approved by Prevention/Intervention. Failure to successfully complete this program will result in the student serving the full length of the suspension.

- **Second Offense:**

- ◊ Ten (10) days of out-of-school suspension with a recommendation for long-term suspension for at least the remainder of the current semester up to expulsion for a specified time.

- ◊ Contact Public Safety.

- **Third Offense:**

- ◊ Minimum of ten (10) days out-of-school suspension with a recommendation for expulsion from school for a period of one (1) calendar year.

- ◊ Maximum is a recommendation for permanent expulsion.

#### Consequences for Buying, Selling, Distribution and Possession with Intent to Distribute:

- **First Offense:**

- ◊ Minimum of ten (10) days of out-of-school suspension.

- ◊ Maximum is a recommendation for long-term suspension for at least the remainder of the current semester up to expulsion for a specified time.

**NOTE:** Students shall have the option to attend GRIP but may not receive a reduced suspension.

- ◊ Contact Public Safety.

- **Second Offense:**

- ◊ Minimum of ten (10) days of out-of-school suspension with a recommendation for long-term suspension for at least the remainder of the current semester up to expulsion for a specified time.

- ◊ Maximum is a recommendation for long-term suspension/expulsion for at least the remainder of the current school year, up to expulsion for a specified time.

- ◊ Contact Public Safety.

- **Third Offense:**

- ◊ Minimum of ten (10) days out-of-school suspension with a recommendation for expulsion from school for a period of one (1) calendar year.

- ◊ Maximum is a recommendation for permanent expulsion.

- ◊ Contact Public Safety.

**B. ATTENDANCE VIOLATIONS:**

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

**C. BOMB THREATS:**

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

- **First Offense:**

- ◊ Minimum of ten (10) days out-of-school suspension.
- ◊ Maximum is a recommendation for long-term suspension/expulsion

for a specified time.

- ◊ Contact Public Safety.

- **Second Offense:**

- ◊ Minimum of ten (10) days out-of-school suspension with a recommendation for long-term suspension suspension for at least the remainder of the current semester up to expulsion for a specified time.
- ◊ Maximum is recommendation for expulsion for one (1) calendar year.
- ◊ Contact Public Safety.

- **Third and Subsequent Offenses:**

- ◊ Minimum of ten (10) days out-of-school with a recommendation for expulsion for one (1) calendar year.
- ◊ Maximum is a recommendation for permanent expulsion.
- ◊ Contact Public Safety.

**D. BULLETS, BB'S, PAINT BALL PELLETS**

Students may not possess ammunition, BB's, paint pellets, or CO2 cartridges. These items are disruptive to the function of the school and may pose a safety risk. **(Level 2-3)**.

**E. BUS BEHAVIORS:**

Students shall follow all student behavior policies and regulations while at the bus stop and on school provided transportation including, but not limited to, the prohibitions on physical violence, bullying, assault, battery, disrespectful conduct, or other unruly behavior. In addition:

1. Students must keep all body parts inside the bus at all times.  
**(Level 1-3 and/or suspension from the bus for a specified time)**
2. Nothing may be thrown into, within, out of, or at the bus.  
**(Level 1-3 and/or suspension from the bus for a specified time)**
3. **Bus Disruptions:** No student shall act in any manner so as to interfere with a driver's ability to safely drive the bus or another student's ability to ride the bus without harassing or loud distractions. Students must remain seated at all times unless directed by the driver. Students must remain quiet at all railroad crossings. **(Level 1-3 and/or suspension from the bus for a specified time)**
4. Emergency doors and windows are to be used only at the direction of the driver.  
**(Level 1-3 and/or suspension from the bus for a specified time)**
5. Students may not ride a bus or disembark a bus at a bus stop other than that assigned for their residence without submitting a written request from their parent/guardian to the Principal or designee for approval.  
**(Level 1-3 and/or suspension from the bus for a specified time)**
6. Students shall not use any electronic devices during the operation of a school bus, including but not limited to: cell phones; pagers; audible radios, tape players, and compact disc players without headphones; or any other electronic device that may interfere with the bus' communication equipment or the driver's operation of the school bus. Students may not use any electronic device to video or audio record while on school provided transportation vehicles. **(Level 1-3 and/or suspension from the bus for a specified time)**
7. Students shall not use mirrors, lasers, flashing lights, flash cameras, or any other lights or reflective surfaces in a manner, which might interfere with the operation of the school bus.  
**(Level 1-3 and/or suspension from the bus for a specified time)**
8. Students who commit sexual offenses, physical offenses against students, or physical offenses against District employees (as defined elsewhere in this Code of Conduct) on the school bus will receive penalties for the offense(s) as specified in this Code of Conduct for these offenses and may also be suspended from the bus for a specified time.

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

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

1. Students shall not use, display, or turn on communication beepers, cellular phones, video phones, or electronic devices during the regular school day, including instructional class time, class change time, breakfast or lunch. No such devices may be used at any time on school-operated vehicles, including buses. **(Level 1)**
2. Students shall not use personal technology resources to distribute or display inappropriate material. Inappropriate material does not serve an instructional or educational purpose and includes but is not limited to the following:
  - Is profane, vulgar, lewd, obscene, offensive, indecent, sexually explicit, pornographic or threatening;
  - Advocates illegal or dangerous acts;
  - Causes disruption to the District, its employees or students;
  - Advocates violence;
  - Contains knowingly false, recklessly false, or defamatory information; or
  - Is otherwise harmful to minors as defined by the Children's Internet Protection Act.**Penalty: (Level 2-3 and contact Public Safety)**
3. Students shall not use personal technology devices to access chat rooms/social networking sites such as Facebook, Twitter or MySpace during the regular school day. **(Level 1-2)**
4. Students shall not use audio or visual recording devices without the permission of a school administrator or as permitted by Rule CFIA(Monitoring-Recording Staff and Students). This includes, but is not limited to, using recording devices to video or record misbehaviors or to violate the privacy of others. **(Level 1-3)**

**G. DISRESPECTFUL CONDUCT:**

1. No student shall use any type of profane, vulgar, obscene or ethnically offensive language (written or oral) or gestures **(Level 2-3)**.
2. No student shall possess or distribute profane, vulgar, pornographic, obscene, or ethnically offensive materials. **(Level 1-2)**
3. A student shall not use profane, obscene, or abusive language (written or oral) or gestures toward District personnel or other adults on school property or at school sponsored events. **(Level 2-3)**
4. **Insubordination:** All students shall comply with reasonable directions or commands of all authorized District personnel or designees. **(Level 1-3)**
5. All students shall comply with the directions of a staff member to remove themselves from the location of a disruptive situation. **(Level 1-3)**
6. No student shall refuse to identify one's self upon request of any District employee or designee. **(Level 1-2)**
7. No student shall repeatedly violate the school dress code. **(Level 1-2)**
8. No student shall fail to attend In-School-Suspension. **(Level 1-2)**

**H. DISRUPTION OF SCHOOL:**

1. **Class Disruption:** No students shall intentionally make noise or act in any other manner so as to interfere with a teacher's ability to conduct a class or a student's ability to learn. **(Level 1-3)**
2. **School Disruption:** No student shall, in any manner, by the use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct, intentionally cause the disruption of any lawful mission, process or function of the school, or engage in any such conduct for the purpose of causing the disruption or obstruction of any such lawful mission, process or function. **(Level 1-3)**
3. Students shall not be on the campus of a school in which they are not enrolled during that school's hours or while that school is operational without permission from that school's administration. Students also may not enter a school building after hours without express permission. **(Level 2-3)**
4. Students may not return to campus or attend any school function while on suspension. **(Level 2-3)**
5. Students may not be present in an unauthorized area. **(Level 1-2)**
6. Students shall not occupy nor block the entrance/exit of any school building, gymnasium, school grounds, properties or parts(s) thereof with the intent to deprive others of its use, or when the effect thereof is to deprive others of such use. **(Level 1-3)**
7. Students shall not prevent or attempt to prevent the convening or continued functioning of any, activity or lawful meeting or assembly on the school campus. **(Level 1-3)**
8. Students shall not prevent students from attending a class or school activity. **(Level 1-3)**
9. No student shall, except under the direct instruction of the Principal, block normal pedestrian or vehicular traffic on a school campus or adjacent grounds. **(Level 1-3)**
10. No student shall be involved in a serious verbal altercation that disrupts the school, class or school activity. **(Level 2-3)**

**I. FALSE REPORTS:**

1. No student shall knowingly and willfully make false reports or statements whether orally or in writing; falsely accuse other students of wrong actions; falsely accuse District employees of wrong action or inappropriate conduct; falsify school records; or forge signatures. **(Level 1-2)**
2. No student shall make false calls to emergency services or report false fire alarms which create a potentially dangerous interruption

to the normal school operation and to both the physical and emotional well-being of students and staff.

a. **False Call to Emergency Services:** No student shall knowingly make or cause a false call to emergency services to be made.

- **First Offense:**

- ◊ Minimum of five (5) days out-of-school suspension.
- ◊ Maximum is a recommendation for long-term suspension/expulsion for a specified time.
- ◊ Contact Public Safety.

- **Second Offense:**

- ◊ Minimum of ten (10) days out-of-school suspension.
- ◊ Maximum is a recommendation for long-term suspension/expulsion for a specified time.
- ◊ Contact Public Safety.

- **Third Offense:**

- ◊ Ten (10) days out-of-school suspension with a recommendation for long-term suspension for at least the remainder of the current semester up to expulsion for a specified time.
- ◊ Contact Public Safety.

b. **False Fire Alarms:**

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

- **First Offense:**

- ◊ Minimum of five (5) days out-of-school suspension.
- ◊ Maximum is a recommendation for long-term suspension/expulsion for a specified time.
- ◊ Contact Public Safety.

- **Second Offense:**

- ◊ Minimum of ten (10) days out-of-school suspension.
- ◊ Maximum is a recommendation for long-term suspension/expulsion for a specified time.
- ◊ Contact Public Safety.

- **Third and Subsequent Offenses:**

- ◊ Ten (10) days out-of-school suspension with a recommendation for long-term suspension for at least the remainder of the current semester up to expulsion for a specified time.
- ◊ Contact Public Safety.

#### J. GAMBLING:

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

#### K. GANG RELATED ACTIVITY:

To determine whether a second or third offense has occurred, violations shall be cumulative beginning with violations:

- Occurring in sixth grade and shall carry over from grades 6 through 8; and;
- Occurring in or after the eighth grade and shall carry over from grades 8 through 12.

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

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

#### Penalties for Gang Related Activity: (K-1, K-4 and K-5 above)

- **First Offense:**

- ◊ Minimum of three (3) days out-of-school suspension.
- ◊ Maximum of ten (10) days out-of-school suspension

- **Second Offense:**

- ◊ Minimum of six (6) days out-of-school suspension.
- ◊ Maximum is a recommendation for long-term suspension/ expulsion for a specified time.

- **Third and Subsequent Offenses:**

- ◊ Ten (10) days out-of-school suspension with a recommendation for long-term suspension for at least the remainder of the current semester up to expulsion for a specified time which may include permanent expulsion.

**L. HARASSMENT, INTIMIDATION, THREATS (VERBAL, WRITTEN OR ELECTRONIC), AND BULLYING BEHAVIOR:****1. Harassment is defined as:**

Intentional, substantial, and unreasonable verbal, physical or written contact that is initiated, maintained, or repeated. No student shall engage in harassment, intimidation, or abuse of or toward any other student(s) District employees or other adults for any reason. This prohibition includes but is not limited to, harassment, intimidation or abuse of students or others based on actual or perceived race, creed, color, national origin, religion, sex, age, disability, sexual orientation, gender, gender identity or a physical characteristic **(Level 1-3)**.

2. No student shall threaten, either verbally, in writing, electronically, or by physical presence, expressed or implied, or conspire to cause bodily injury to any student, District employee or non-District employee. **(Level 2-3)**

3. **Bullying:** No student shall bully another student or students. **(Level 2-3)**

**Bullying behavior is defined as:**

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

Parents/guardians of students who are victims of bullying or are found to have committed bullying behaviors will be notified via conference or letter/referral. Staff members should report instances of these behaviors to school administration immediately so that administrators may review them in a timely manner. Employees, volunteers, students and parents/guardians/other persons that have control of students may report or otherwise provide information on bullying activity to a school administrator anonymously if they choose. No person who reports bullying behaviors will be retaliated against by any school employee. Students who retaliate against others for reports of bullying behavior are subject to discipline which may include enhanced consequences. Students who knowingly file a false report of bullying will also be disciplined.

**M. INCENDIARY DEVICES.**

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

**N. OFF-CAMPUS OFFENSES:**

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

- Prohibited by the Georgia or United States criminal codes; AND
- Punishable as a FELONY or would be punishable as a felony if committed by an adult; AND
- Conduct for which a student has been arrested, indicted, adjudicated to have committed, or convicted; AND
- Conduct which makes the student's continued presence at school a potential danger to persons or property at the school or which disrupts the educational process. **(Level 2-3 and contact Public Safety)**

**O. OTHER BEHAVIORS:**

No student shall participate in any activity that is subversive to good order and discipline of the school not specifically addressed in the other sections of this Code of Conduct (Possession or use of counterfeit money or forged official school forms is included in this category). **(Level 1-3)**

**P. OVER-THE-COUNTER MEDICATION:**

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

**Q. PARTIES TO THE OFFENSE:**

No student shall urge, encourage, counsel, further, promote, assist, cause, advise, procure, or abet any other student(s) to violate any section or paragraph of this Cobb County Code of Conduct. **(Level 1-3)**

**R. PHYSICAL OFFENSES:**

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

To determine whether a second or third offense has occurred for R-6, R-7, R-9 and R-10, violations are:

- Cumulative in Grades 6 through 8; and
- Cumulative in grades 8 through 12.

1. No student shall use any device, chemical, irritant, or substance in a manner inconsistent with its intended or prescribed use, or in a manner designed to cause harm, physical irritation, or allergic reaction. Examples include, but are not limited to, directing a laser optical pointer or similar device at another person's eyes, and applying "itching powder" or like substances to another person. **(Level 1-2)**
2. Students may not possess or use any device designed to produce a mild electrical shock. **(Level 1-2)**
3. Students shall not engage in rough, or boisterous activities. **(Level 1-2)**
4. No student shall participate in any kind of physical altercation. **(Level 2-3)**
5. No student shall participate in any kind of physical harassment (This can include forms of hazing [Administrative Rule JJ {Student Activities: School Clubs/Organizations and Student Organizations}], intentionally spitting, shanking). **(Level 2-3)**
6. No student shall participate in any type of fighting. (Cumulative in Grades 6-8 and 8-12)
  - **First Offense of Fighting:**
    - ◊ Minimum of three (3) days out-of-school suspension.
    - ◊ Maximum of ten (10) days out-of-school suspension.
  - **Second Offense of Fighting:**
    - ◊ Minimum of five (5) days out-of-school suspension.
    - ◊ Maximum is a recommendation for long-term suspension for at least the remainder of the current semester, up to expulsion for a specified time.
  - **Third and Subsequent Offenses of Fighting:**
    - ◊ Minimum of ten (10) days out-of-school suspension.
    - ◊ Maximum is a recommendation for long-term suspension for at least the remainder of the current semester, up to expulsion for a specified time which may include permanent expulsion.
7. No student shall gang up with any student or students to physically attack another student or other persons. (Cumulative in Grades 6-8 and 8-12)
  - **First Offense:**
    - ◊ Minimum of five (5) days out-of-school suspension.
    - ◊ Maximum is a recommendation for long-term suspension for at least the remainder of the current semester, up to expulsion for a specified time.
    - ◊ Contact Public Safety.
  - **Second and Subsequent Offenses:**
    - ◊ Minimum of ten (10) days out-of-school suspension.
    - ◊ Maximum is a recommendation for long-term suspension for at least the remainder of the current semester, up to expulsion for a specified time.
    - ◊ Contact Public Safety.
8. **Physical Threat of a Student or a Person who is not a District Employee:**  
**Physical Threat is defined as:**
  - When a student attempts to commit a violent injury to the person of another; or
  - Commits an act which places another in reasonable apprehension of immediately receiving a physical injury.
  - **First Offense:**
    - ◊ Minimum of three (3) days out-of-school suspension.
    - ◊ Maximum of ten (10) days out-of-school suspension with a recommendation for long-term suspension/expulsion for a specified time.
  - **Second Offense:**
    - ◊ Minimum of five (5) days out-of-school suspension.
    - ◊ Maximum of ten (10) days out-of-school suspension with a recommendation for long-term suspension/expulsion for a specified time.
  - **Third and Subsequent Offenses:**
    - ◊ Minimum of ten (10) days out-of-school suspension with a recommendation for long-term suspension/expulsion for a specified time.
9. **Battery on a Student or a Person who is not a District Employee:** (Cumulative in Grades 6-8 and 8-12)  
**Battery is defined as when a student:**
  - Intentionally causes physical harm to a person; or
  - Causes or attempts to cause injury, or behaves in such a way as to cause physical injury to a student.

• **First Offense:**

- ◊ Minimum of ten (10) days out-of-school suspension.
- ◊ Maximum of ten (10) days out-of-school suspension with a recommendation for long-term suspension/expulsion for a specified time.
- ◊ Contact Public Safety.

• **Second Offense:**

- ◊ Ten (10) days out-of-school suspension with a recommendation for long-term suspension/expulsion for a specified time.
- ◊ Contact Public Safety.

• **Third and Subsequent Offenses:**

- ◊ Ten (10) days out-of-school suspension with a recommendation for long-term suspension/expulsion for a specified time which could include permanent expulsion.
- ◊ Contact Public Safety.

10. **Physical Offenses upon District Employees:** (Cumulative in Grades 6-8 and 8-12)

a. **Physical Threat:**

**Physical Threat is defined as:** When a student attempts to commit a violent injury to a staff member; or commits an act which places a staff member in reasonable apprehension of immediately receiving a serious or violent injury.

• **Hearing:**

If a student commits an act of physical threat (assault) upon a District employee, a mandatory disciplinary hearing shall be held in accordance with Administrative Rule JKDB (Student Conduct: Disciplinary Hearings: Long-Term Suspension/Expulsion) regardless of the recommended discipline, unless the hearing is waived. A disciplinary hearing regarding a recommendation for a short-term out-of-school suspension (10 days OSS or less) may be waived by the employee. A disciplinary hearing regarding a recommendation for a long-term out-of-school suspension (11 days OSS or more) may be waived by the employee and the parent/guardian/student over 18.

• **First Offense:**

- ◊ Minimum of five (5) days out-of-school suspension.
- ◊ Maximum of ten (10) days out-of-school suspension with a recommendation for long-term suspension/expulsion for a specified time.

• **Second Offenses:**

- ◊ Minimum of ten (10) days out-of-school suspension.
- ◊ Maximum is a recommendation for long-term suspension for at least the remainder of the current semester, up to expulsion for a specified time.

• **Third and Subsequent Offenses:**

- ◊ Ten (10) days out-of-school suspension with a recommendation for long-term suspension for at least the remainder of the current semester, up to expulsion for a specified time.

b. **Physical Violence Without Harm:**

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

• **Hearing:**

If a student commits an act of physical violence upon a District employee, a mandatory disciplinary hearing shall be held in accordance with Administrative Rule JKDB (Student Conduct: Disciplinary Hearings: Long-Term Suspension/Expulsion), regardless of the recommended discipline, unless the hearing is waived. A disciplinary hearing regarding a recommendation for short-term out-of-school suspension (10 days OSS or less) may be waived by the employee. A disciplinary hearing regarding a recommendation for long-term out-of-school suspension (11 days OSS or more) may be waived by the employee and the parent/guardian/student over 18.

• **First Offense:**

- ◊ Minimum of ten (10) days out-of-school suspension.
- ◊ Maximum is a recommendation for long-term suspension for at least the remainder of the current semester, up to expulsion for a specified time.
- ◊ Contact Public Safety.

• **Second Offense:**

- ◊ Minimum of ten (10) days out-of-school suspension.
- ◊ Maximum is a recommendation for long-term suspension for at least the remainder of the current semester, up to expulsion for a specified time which may include permanent expulsion.
- ◊ Contact Public Safety.

• **Third and Subsequent Offenses:**

- ◊ Ten (10) days out-of-school suspension with a recommendation for long-term suspension for at least the remainder of the current school year, up to permanent expulsion.
- ◊ Contact Public Safety.

**c. Physical Violence With Harm:**

No student shall intentionally make physical contact, which causes physical harm to a District employee unless such physical contacts or physical harms were in self-defense, as provided in Georgia law in O.C.G.A. § 16-3-21.

• **Hearing:**

If a student commits an act of physical violence upon a District employee, a mandatory disciplinary hearing shall be held in accordance with Administrative JKDB (Student Conduct: Disciplinary Hearings: Long-Term Suspension/Expulsion), regardless of the recommended discipline unless the hearing is waived by both the student's parent/guardian/the student over 18, and the employee.

- Minimum of ten (10) days out-of-school suspension with a recommendation for permanent expulsion.
- In accordance with Administrative Rule JKDB, the Hearing Officer/Panel may allow an expelled student to apply to attend the AEP on a contract.
- Upon recommendation of the Hearing Officer/Panel, a student who is permanently expelled during middle school may be readmitted to the regular education program for grades 9-12. (O.C.G.A. 20-2-751.6)

**S. PRESCRIPTION DRUGS:**

No student shall be in possession of prescription medication not prescribed for the student. All prescription medication prescribed for a student must be in compliance with Administrative Rule JLCD (Student Welfare: Medication). In addition, a student shall not sell, distribute, or possess with intent to distribute any prescribed medication on school property. **(Level 2-3)**

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

**NOTE:** Violations of this paragraph are cumulative in Grades 6-8 and Grades 9-12.

**T. PROPERTY RELATED OFFENSES:**

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

1. No student shall intentionally cause substantial damage to personal property belonging to a District employee or another student. **(Level 2-3)**
2. No student shall set fire to any private property or school property either while on school grounds or off school grounds during a school activity, function, or event. **(Level 2-3 and contact Public Safety)**
3. No student shall attempt to, threaten to, or actually damage, destroy, vandalize, or steal private property or school property on school grounds. **(Level 2-3 and contact Public Safety)**
4. No student shall attempt to, threaten to, or actually damage, destroy, vandalize, or steal private property or school property off school grounds during a school activity, function or event. **(Level 2-3 and contact Public Safety)**
5. No student shall possess stolen private property or school property on school grounds. **(Level 2-3 and contact Public Safety)**

**U. SEXUAL OFFENSES:**

Sexual offenses are prohibited against members of the same sex as well as members of the opposite sex. See Administrative Rule JICK (Student Conduct: Sexual Harassment), for further requirements, information and explanation.

**1. Sexual Misconduct:**

- a. No student shall be engaged in amorous kissing, other inordinate displays of affection. **(Level 1-2)**
- b. No student shall consent to and participate in any form of sexual activity. **(Level 2-3 and contact Public Safety)**
- c. No student shall expose one's intimate body parts or "moon" in public. Intimate body parts include the primary genital area, anus, groin, inner thighs, or buttocks of a male or female and the breasts of a female. **(Level 2)**
- d. No student shall commit any act of verbal, written, gesture-oriented, or physical sexual misconduct on school property, school buses, at school-sponsored events, or while using school technology resources. **(Level 2-3)**

**2. Sexual Harassment:**

**Note:** See Administrative Rule JICK (Student Conduct: Sexual Harassment), for further requirements, information and explanation.

- a. No student shall participate in verbal or visual conduct of a sexual nature (including, but not limited to, unwelcome sexual advances, requests for sexual favors, sexually offensive slurs, sexually offensive drawings, photographs or posters directed towards another person) where there is a pattern of harassing behavior or a single significant incident. **(Level 2-3)**
- b. No student shall participate in physical conduct of a sexual nature (including, but not limited to, unwelcome sexual advances or gestures) where there is a pattern of harassing behavior or a single significant incident. **(Level 2-3 and contact Public Safety)**

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

- **First Offense:**

- ◊ Minimum of five (5) days out-of-school suspension.
- ◊ Maximum of ten (10) days out-of-school suspension with a recommendation for long-term suspension/expulsion for a specified time.
- ◊ Notify Student Support and/or the Area Assistant Superintendent. (See Administrative Rule JICK (Student Conduct: Sexual Harassment))
- ◊ Contact Public Safety.

- **Second Offense:**

- ◊ Minimum of ten (10) days out-of-school suspension.
- ◊ Maximum of ten (10) days out-of-school suspension with a recommendation for long-term suspension/expulsion for a specified time.
- ◊ Notify Student Support and/or the Area Assistant Superintendent.
- ◊ Contact Public Safety.

- **Third and Subsequent Offenses:**

- ◊ Ten (10) days out-of-school suspension with a recommendation for long-term suspension for at least the remainder of the current semester, up to expulsion for a specified time.
- ◊ Notify Student Support and/or the Area Assistant Superintendent.
- ◊ Contact Public Safety.

4. **Sexual Molestation:**

Sexual molestation is defined as a student doing any immoral or indecent act to or in the presence of another person, without that person's consent, with the intent to arouse or satisfy the sexual desires of either the student or the other person. This includes a student forcing another person to make physical contact with the student's intimate body parts, as defined in this Section. No student shall commit any act of sexual molestation or the attempts thereof on school property, school buses, or at school-sponsored events.

- **First Offense:**

- ◊ Minimum of ten (10) days out-of-school suspension with a recommendation for long-term suspension/expulsion for a specified time and a referral to Prevention/Intervention.
- ◊ Maximum is a recommendation for long-term suspension for at least the remainder of the current semester, up to expulsion for a specified time which may include permanent expulsion.
- ◊ Call Student Support and/or the Area Assistant Superintendent.
- ◊ Contact Public Safety.
- ◊ Any student found guilty of violating this provision will be subject to an administrative placement to a different school, after the term of discipline has been completed. Parents/guardians are responsible for transportation to the assigned school.

- **Second or Subsequent Offenses:**

- ◊ Minimum of ten (10) days out-of-school suspension with a recommendation for long-term suspension for at least the remainder of the current semester, up to expulsion for the following quarter.
- ◊ Maximum of ten (10) days out-of-school suspension with a recommendation for expulsion for at least one (1) calendar year, up to permanent expulsion.
- ◊ Call Student Support and/or the Area Assistant Superintendent.
- ◊ Contact Public Safety.
- ◊ Any student found guilty of violating this provision will be subject to an administrative placement to a different school, after the term of discipline has been completed. Parents/guardians are responsible for transportation to the assigned school.

V. **STIMULANTS:**

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

A student shall not consume, possess, sell, distribute, or possess with intent to distribute diet pills, caffeine pills, or other stimulant on school property. **(Level 2-3)**

W. **TECHNOLOGY OFFENSES:**

All students using school technology must have a signed Internet use form (Form JICDA-3 [Receipt of the *Parent Information Guide*]) on file with the school. Unauthorized access and prohibited behaviors are fully discussed and defined in Administrative Rule IJNDB (Use of Technology Resources in Instruction). School technology cannot be used for other than school related purposes.

1. Students will not purposely look for security problems because such action may be considered an unauthorized attempt to gain access to school technology resources. **(Level 2-3 and contact Public Safety)**

2. Students will not attempt to or disrupt the school technology resources by destroying, altering or otherwise modifying technology. Hacking is strictly prohibited. **(Level 3 and contact Public Safety)**
3. Students will not use school technology resources to solicit business, advertise, or engage in any other selling activities in support of non-school related fund-raising or private business enterprises. **(Level 1-3)**
4. Students will not engage in any activity that monopolizes, wastes or compromises school technology resources. **(Level 2-3)**
5. Students will not copy computer programs, software or other technology provided by the District for personal use. Downloading unauthorized files is strictly prohibited. **(Level 1-3)**
6. No student shall attempt to, threaten to, or actually damage, destroy, vandalize, or steal private property or school property while using school technology resources on or off school grounds. **(Level 2-3, restitution and contact Public Safety)**
7. Students will not use school technology resources to distribute nor display inappropriate material. Inappropriate material does not serve an instructional or educational purpose and includes but is not limited to the following:
  - Is profane, vulgar, lewd, obscene, offensive, indecent, sexually explicit, pornographic or threatening;
  - Advocates illegal or dangerous acts;
  - Causes disruption to the District, its employees or students;
  - Advocates violence;
  - Contains knowingly false, recklessly false, or defamatory information; or
  - Is otherwise harmful to minors as defined by the Children’s Internet Protection Act.**• Penalty: (Level 2-3 and contact Public Safety)**
8. Students shall not commit any other prohibited act discussed in Administrative Rule IJNDB (Use of Technology Resources in Instruction). **(Level 1-3)**
9. Students may not use school technology devices to access chat rooms/social networking sites such as Facebook, Twitter or MySpace. **(Level 1-2)**
10. Students may not use audio or visual recording devices without the permission of a school administrator or as permitted by Rule CFIA. Monitoring-Recording Staff and Students. This includes, but is not limited to, using recording devices to video or record misbehaviors or to violate the privacy of others. **(Level 1-3)**

#### X. TOBACCO:

Student possession or use of tobacco or tobacco product substitutes (e.g., tobacco look-alikes, such as “Bacoff”) and cigarette look-alikes on school property and at school-sponsored events is prohibited.

- **First Offense:** Out-of-School Suspension for two (2) school days.
- **Second Offense:** Out-of-School Suspension for three (3) school days.
- **Third and Subsequent Offenses:** Out-of-School Suspension for five (5) school days.

#### Y. WEAPONS:

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

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

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

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

#### Category I Weapon:

To determine whether a second or third offense has occurred, violations shall be cumulative beginning with violations:

- Occurring in sixth grade and shall carry over from grades 6 through 8; and
- Occurring in or after the eighth grade and shall carry over from grades 8 through 12.

Any loaded or unloaded firearm. A firearm includes any weapon which will or is designed to or may readily be converted to expel a projectile by action of an explosive (e.g., pistol, starter gun, revolver, rifle, shotgun the frame or receiver of any weapon described above; any explosive, incendiary, or poison gas, which includes a bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or similar device; any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter; and any combination of parts either designed or intended for use in converting any device

into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.

• **First and Subsequent Offenses:**

- ◊ **Loaded or Unloaded Firearm:** The penalty for any student possessing a loaded or unloaded firearm on school property is ten (10) days out-of-school suspension and a recommendation for expulsion for a specified time that will be no less than one calendar year as provided in Georgia law and may include permanent expulsion.
- ◊ All other weapons offenses other than those involving a firearm will be considered Level 3 offenses.
- ◊ The Cobb County Board of Education has the authority to modify these expulsion requirements on a case-by-case basis
- ◊ Notify the appropriate Area Assistant Superintendent and Student Support.
- ◊ Contact Public Safety.

**Category II Weapon:**

To determine whether a second or third offense has occurred,

- Offenses are cumulative grades 6 through 8; and
- Offenses are cumulative from grades 8 through 12.

Any pellet gun (including but not limited to, air soft gun, paint pellet gun, or BB gun), antique firearm, or any similar weapon that does not meet the definition of a Category I weapon; any knife having a blade of two or more inches (e.g., Bowie, Dirk, machete, switchblade knife, ballistic knife); any razor blade (e.g., straight, regular, retractable, etc.); boxcutter; any defensive device (e.g., stun-gun, laser); any bludgeon (e.g. billy club, PR-24, night stick, blackjack, club); mace, pepper gas or like substances, (mere possession of pepper gas or like substances is not a violation of this Code of Conduct unless the administration determines that the student brought it to school with the intent to harm another), any firearm muffler or firearm silencer; “look-alike” bomb; any “martial arts” device (e.g., Chinese Star, nunchaku, dart, etc.) miscellaneous devices such as swords, sword/knife canes, ice picks, chains, bow and arrows, brass/metal knuckles, objects placed on fingers, in hands, or on fists or knuckles to provide a “loaded fist,” etc. or any tool or instrument which the school administration could reasonably conclude as being used as a weapon or intended by the student to be used as a weapon and thus a violation of the intent of this Code of Conduct.

• **First Offense:**

- ◊ Minimum of ten (10) days out-of-school suspension.
- ◊ Maximum is a recommendation for long-term suspension/expulsion for a specified time.
- ◊ Contact Public Safety.

• **Second and Subsequent Offenses:**

- ◊ Minimum of ten (10) days out-of-school suspension with a recommendation for long-term suspension/expulsion for a specified time.
- ◊ Maximum is a recommendation for long-term suspension for at least the remainder of the current semester, up to expulsion for a specified time which may include permanent expulsion.
- ◊ Contact Public Safety.

**Category III Weapon:**

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

• **First Offense:**

- ◊ Minimum of five (5) day out-of-school suspension.
- ◊ Maximum of ten (10) days out-of-school suspension.
- ◊ Contact Public Safety.

• **Second and Subsequent Offenses:**

- ◊ Ten (10) days out-of-school suspension with a recommendation long-term suspension/expulsion for a specified time which may include permanent expulsion.
- ◊ Contact Public Safety.

**III. CLUBS AND ORGANIZATIONS:**

The names of student clubs and organizations, as defined by Administrative Rule JJ (School Clubs and Student Organizations) the mission or purpose of such clubs or organizations, the names of the club’s or organization’s contacts or faculty advisors, and a description of past or planned activities will be available in student handbooks, school-provided information and/or on school Websites for each school. This information is updated periodically throughout the year and is available on the school’s Website, which may be accessed at [www.cobbk12.org](http://www.cobbk12.org) and/or the school’s administrative office. Also see Administrative Rule JJIC (Student Activities: Standards for Student Participation in Extracurricular Activities) and Administrative Rule JICDD (Student Conduct: Interscholastic/ Extracurricular Activities).

Adopted: 7/9/80

Reclassified an Administrative Rule: 9/1/04

Revised: 4/13/83; 8/8/84; 6/28/90; 5/23/91; 5/28/92; 11/11/92; 5/27/93; 8/10/94; 6/14/95; 6/27/96; 6/26/97; 5/28/98; 10/28/99, 5/25/00, 9/18/00; 5/24/01; 6/27/02, 6/26/03; 6/9/04; 6/21/05; 7/1/06; 7/1/07; 7/1/08; 7/1/09; 7/1/10; 7/1/11

# COBB COUNTY SCHOOL DISTRICT CODE OF CONDUCT for HIGH SCHOOL STUDENTS 2011-2012

Student Conduct: Code of Conduct (High)	JICDA-H	7/1/11
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**RATIONALE/OBJECTIVE:**

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

**RULE:**

The following code provisions apply to offenses that students commit while on school property at any time, engaging in or attending a school-sponsored event, or while using the school technology resources. As used in this Code of Conduct:

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

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

**B. School technology resources includes, but is not limited to:**

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

**The decision to charge a student for violation of this Code of Conduct shall be made by the administration of the school. If the school administration is uncertain as to the interpretation of the Code of Conduct they are to contact Student Support or their respective Area Assistant Superintendent.**

**I. DISCIPLINE LEVELS:**

**A. Level 1 Discipline:**

- Level 1 discipline is used for minor acts of misconduct which interfere with the good order of school.
- Following appropriate teacher intervention, students may be referred to an administrator.
- Consequences range from administrative conference to three (3) days of In-school Suspension (ISS) and/or restitution.

**B. Level 2 Discipline:**

- Level 2 discipline offenses are intermediate acts of misconduct.
- Students should be referred to an administrator.
- Consequences range from Saturday School and/or In-School Suspension (ISS) to five (5) days Out-of-School Suspension (OSS) and/or restitution.
- Repeated violations of any Level 2 offense may result in that violation being considered a Level 3 offense which may result in long term suspension/expulsion.

**C. Level 3 Discipline:**

- Level 3 discipline offenses are serious acts of misconduct including, but not limited to, repeated misbehaviors of a similar nature, serious disruptions of the school environment, threats to health, safety, or property and other acts of serious misconduct.
- Students must be referred to an administrator. Administrators will notify the appropriate Area Assistant Superintendent, Student Support, and the Cobb County School District Department of Public Safety (Public Safety), as well as other law enforcement agencies as deemed appropriate. Consequences range from out-of-school-suspension to permanent expulsion and may include referral to apply to the District's Alternative Education Program (AEP). All students accepted into the District's AEP will be on contract, which will include behavior and attendance objectives.

**NOTE:** Any misconduct that threatens the health, safety, or well-being of others may result in immediate suspension of the student from the school and/or school-sponsored activities for up to ten (10) school days, pending disciplinary investigation of the allegations.

**NOTE:** Schools may recommend that a student be considered eligible to apply to attend the AEP during his/her long-term suspension/expulsion. Upon this recommendation or a decision of the District Hearing Officer/Panel, expelled/long-term suspended students may attend AEP pursuant to a contract. If the student violates the terms of the contract, he/she may forfeit the opportunity to attend the AEP during the remainder of his/her expulsion or long-term suspension, pursuant to the Order of the Hearing Officer/Panel and/or the terms of the contract. The student may appeal his/her dismissal from the AEP to the District administrator for the supervision of the AEP. The student may also receive further discipline, in addition to the reinstatement of his/her expulsion or long-term suspension.

#### **D. Removing Disruptive Students from the Classroom:**

- The Superintendent and principals shall, and do, fully support the authority of every teacher in his/her school to remove from his/her class pursuant to Georgia Code 20-2-738. This code applies to a student who repeatedly or substantially interferes with the teacher's ability to communicate effectively with students in the class or with the student's classmates' ability to learn where the student's behavior is in violation of the District Student Code of Conduct.
- The teacher shall follow his/her school's administrative referral guidelines and, when necessary, the procedures outlined in Administrative Rule JKF (Student Conduct: Removing Disruptive Students from the Classroom).

#### **E. Student Attendance/Conduct Relative to Georgia Driver's Licenses:**

- In addition to penalties specified in this Code of Conduct for attendance and selected conduct, students seventeen (17) years of age and younger may find their eligibility for a Georgia instruction permit or driver's license impacted by their school attendance and/or conduct.
- Students applying for an instruction permit or driver's license must obtain from their school a letter certifying that none of the following provisions apply to them at the time the letter is generated or for the preceding year. Schools are required to report any child fourteen (14) years of age or older who do not comply with the following provisions:
  - ◇ Have dropped out of school without graduating and has remained out of school for ten (10) consecutive days;
  - ◇ Have more than ten (10) school days of unexcused absences in the current academic year or 10 or more school days of unexcused absences in the previous academic year (not including absences resulting from out-of-school suspension/expulsion); or
  - ◇ Have been found in violation by a Hearing Officer/Panel, has received a change in placement for committing one of the following offenses or has waived his/her right to a hearing and pleaded guilty to one of the following offenses:
    - > Threatening, striking, or causing bodily harm to a teacher or other school personnel;
    - > Possession or sale of drugs or alcohol on school property or at a school sponsored event;
    - > Possession or use of a weapon (as defined in Georgia Code Section 16-11-127.1) on school property or at a school sponsored event.
    - > Any sexual offense prohibited under Chapter 6 of Title 16 of the Georgia Code; or
    - > Causing substantial or visible bodily harm to or seriously disfiguring another person, including another student.

#### **F. Truancy:**

When a child is absent, parents, guardians, or other persons who have control of a child enrolled in the District should comply with Administrative Rule JE (Student Conduct: Attendance) and school guidelines to report reasons for absences. Georgia law requires that after any student accrues five (5) days of unexcused absences in a given school year, the parent, guardian, or other person who has control or charge of that child shall be in violation of Georgia Code Section 20-2-690.1(b). Any child that is subject to compulsory attendance who, during the school calendar year, has more than five days of unexcused absences is considered truant. The law states the following:

"Any parent, guardian, or other person residing in this state who has control or charge of a child or children and who shall violate this Code section shall be guilty of a misdemeanor and upon conviction thereof, shall be subject to a fine not less than \$25.00 and not greater than \$100.00, or imprisonment not to exceed 30 days, community service, or any combination of such penalties, at the discretion of the court having jurisdiction. Each day's absence from school in violation of this part after the child's school system notifies the parent, guardian, or other person who has control or charge of a child of five unexcused days of absence for a child shall constitute a separate offense."

- Schools will notify parents/guardians when a student has accumulated five (5) unexcused absences.
- Schools will also notify parents/guardians of students 14 years of age and older when the student has accumulated seven (7) unexcused absences during the school year.
- Possible consequences may also include disposition for unruly children in accordance with O.C.G.A. § 15-11-67.

#### **G. Reporting to Law Enforcement**

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

## II. STUDENT OFFENSES:

A student shall not violate any of the following rules of the Cobb County School District. Pursuant to State requirements, disciplinary levels have been assigned to each offense. These levels correspond to the disciplinary levels detailed above. However, Principals or designee working in conjunction with Student Support or their Area Assistant Superintendent may give greater discipline in egregious circumstances.

### A. ALCOHOL/ILLEGAL DRUGS/INHALANTS:

To determine whether a second or third offense has occurred, violations shall be cumulative beginning with violations:

- Occurring in sixth grade and shall carry over from grades 6 through 8;  
and
- Occurring in or after the eighth grade and shall carry over from grades 8 through 12.

1. No student shall possess, consume, transmit, store, or be under any degree of influence of alcoholic beverages (including related products such as “near” beer, non-alcoholic beer, and non-alcoholic wine coolers) and/or illegal drugs, narcotics, hallucinogens, amphetamines, barbiturates, marijuana, or any other substance listed under the Georgia Controlled Substances Act or any substance believed by the student to be alcohol or an illegal drug. Legal intoxication is not required for violation of this Code of Conduct.
2. No student shall possess, transmit, store, buy, sell, distribute or possess with intent to sell any drug-related paraphernalia.
3. No student shall falsely present or identify a substance to be alcohol or an illegal drug.
4. No student shall buy, sell, or otherwise distribute or possess with intent to distribute or attempt to buy, sell, or otherwise distribute or possess with intent to distribute alcoholic beverages, illegal drugs, narcotics, hallucinogens, amphetamines, barbiturates, or marijuana, or any other substance listed under the Georgia Controlled Substances Act, or any substance falsely identified as such, or is believed by the purchaser to be an alcoholic beverage or illegal drug, narcotics, hallucinogens, amphetamines, barbiturates, or marijuana, or any other substance listed under the Georgia Controlled Substances Act.
5. No student shall sniff or be under the influence of inhalants and/or other substances.
6. No student shall be in possession or under the influence of synthetic Cannabinoids such as “K-2” (Also known as: Spice, Blayze II, RedBird, Mojo, VooDoo Magic, Spice Gold, Yucatan Fire, Demon and Serenity.) **(Level 2-3)**

### Consequences for Possession or Personal Use:

#### • First Offense:

- ◇ Minimum of ten (10) days of out-of school suspension.
- ◇ Maximum is a recommendation for long-term suspension for at least the remainder of the current semester up to expulsion for a specified time.
- ◇ Contact Public Safety.
- ◇ Option: The student may reduce the out-of-school suspension by three days by attending the Gaining Results in Intervention and Prevention Program, GRIP, consisting of one four hour Saturday session attended by the student and the parent, or another comparable program approved by Prevention/Intervention. Failure to successfully complete this program will result in the student serving the full length of the suspension.

#### • Second Offense:

- ◇ Ten (10) days of out-of school suspension with a recommendation for long-term suspension for at least the remainder of the current semester up to expulsion for a specified time.
- ◇ Contact Public Safety.

#### • Third Offense:

- ◇ Minimum of ten (10) days out-of-school suspension with a recommendation for expulsion from school for a period of one (1) calendar year, up to permanent expulsion.
- ◇ Contact Public Safety.

### Consequences for Buying, Selling, Distribution and Possession with Intent to Distribute:

#### • First Offense:

- ◇ Ten (10) days of out-of-school suspension with a recommendation for long-term suspension for at least the remainder of the current semester, up to expulsion for a specified time.
- NOTE:** Students shall have the option to attend GRIP but may not receive a reduced suspension.
- ◇ Contact Public Safety.

#### • Second Offense:

- ◇ Ten (10) days of out-of-school suspension with a recommendation for long-term suspension/expulsion for at least the remainder of the current school year, up to expulsion for a specified time.
- ◇ Contact Public Safety.

#### • Third Offense:

- ◇ Ten (10) days out-of-school suspension with a recommendation for long-term suspension/expulsion for one (1) calendar year, up to permanent expulsion
- ◇ Contact Public Safety.

## B. ATTENDANCE VIOLATIONS:

**NOTE: Parking privileges also may be revoked for attendance violations.**

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

## C. BOMB THREATS:

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

### • First Offense:

- ◇ Minimum of ten (10) days out-of-school suspension.
- ◇ Maximum is a recommendation for long-term suspension/expulsion for a specified time.
- ◇ Contact Public Safety.

### • Second Offense:

- ◇ Minimum of ten (10) days out-of-school suspension with a recommendation for long-term suspension for at least the remainder of the current semester, up to expulsion for a specified time.
- ◇ Maximum is a recommendation for expulsion for one (1) calendar year.
- ◇ Contact Public Safety.

### • Third and Subsequent Offenses:

- ◇ Minimum of ten (10) days out-of-school with a recommendation for expulsion for one (1) calendar year.
- ◇ Maximum of ten (10) days out-of-school suspension with a recommendation for permanent expulsion.
- ◇ Contact Public Safety.

## D. BULLETS, BB'S, PAINT BALL PELLETS

Students may not possess ammunition, BB's, paint pellets, or CO2 cartridges. These items are disruptive to the function of the school and may pose a safety risk. **(Level 2-3).**

## E. BUS BEHAVIORS:

Students shall follow all student behavior policies and regulations while at the bus stop and on school-provided transportation including, but not limited to, the prohibitions on physical violence, bullying, assault, battery, disrespectful conduct, or other unruly behavior.

1. Students must keep all body parts inside the bus at all times. **(Level 1-3 and/or suspension from the bus for a specified time)**
2. Nothing may be thrown into, within, out of, or at the bus. **(Level 1-3 and/or suspension from the bus for a specified time)**
3. **Bus Disruptions:** No student shall act in any manner so as to interfere with a driver's ability to safely drive the bus or another student's ability to ride the bus without harassing or loud distractions. Students must remain seated at all times unless directed by the driver. Students must remain quiet at all railroad crossings. **(Level 1-3 and/or suspension from the bus for a specified time)**
4. Emergency doors and windows are to be used only at the direction of the driver. **(Level 1-3 and/or suspension from the bus for a specified time)**
5. Students may not ride a bus or disembark a bus at a bus stop other than that assigned for their residence without submitting a written request from their parent/guardian to the Principal or designee for approval. **(Level 1-3 and/or suspension from the bus for a specified time)**
6. Students shall not use any electronic devices during the operation of a school bus, including but not limited to: cell phones; pagers; audible radios, tape players, and compact disc players without headphones; or any other electronic device that may interfere with the bus' communication equipment or the driver's operation of the school bus. Students may not use any electronic device to video or audio record while on school provided transportation vehicles. **(Level 1-3 and/or suspension from the bus for a specified time)**
7. Students shall not use mirrors, lasers, flashing lights, flash cameras, or any other lights or reflective surfaces in a manner, which might interfere with the operation of the school bus. **(Level 1-3 and/or suspension from the bus for a specified time)**
8. Students who commit sexual offenses, physical offenses against students, or physical offenses against District employees (as defined elsewhere in this Code of Conduct) on the school bus will receive penalties for the offense(s) as specified in this Code of Conduct for these offenses and may also be suspended from the bus for a specified time.

**If a student has been found to have engaged in battery, acts of physical violence, bullying or physical threats on the school bus, the student's parent/guardian shall be required to meet with the Principal or designee to execute a bus behavior contract.**

## F. PERSONAL COMMUNICATIONS/ELECTRONIC DEVICES:

1. Students shall not use, display, or turn on communication beepers, cellular phones, video phones, or electronic devices during the instructional time. **The Principal shall determine specified times on campus when cell phones and other electronic devices may be used** and will publish this information in student handbooks, the school website, on posters, and/or by other means. No such devices may be used at any time on school-operated vehicles, including buses. **(Level 1)**
2. Students shall not use personal technology resources to distribute or display inappropriate material. Inappropriate material does not serve an instructional or educational purpose and includes but is not limited to the following:
  - Is profane, vulgar, lewd, obscene, offensive, indecent, sexually explicit, pornographic or threatening;
  - Advocates illegal or dangerous acts;
  - Causes disruption to the District, its employees or students;
  - Advocates violence;
  - Contains knowingly false, recklessly false, or defamatory information; or
  - Is otherwise harmful to minors as defined by the Children's Internet Protection Act.**Penalty: (Level 2-3 and contact Public Safety)**
3. Students shall not use personal technology devices to access chat rooms/social networking sites such as Facebook, Twitter or MySpace during the regular school day. **(Level 1-2)**
4. Students shall not use audio or visual recording devices without the permission of a school administrator or as permitted by Rule CFIA(Monitoring-Recording Staff and Students). This includes, but is not limited to, using recording devices to video or record misbehaviors or to violate the privacy of others. **(Level 1-3)**

## G. DISRESPECTFUL CONDUCT:

1. No student shall use any type of profane, vulgar, obscene or ethnically offensive language (written or oral) or gestures. **(Level 2-3)**
2. No student shall possess or distribute profane, vulgar, pornographic, obscene, or ethnically offensive materials. **(Level 1-2)**
3. A student shall not use profane, obscene, or abusive language (written or oral) or gestures toward District personnel or other adults on school property or at school sponsored events. **(Level 2-3)**
4. **Insubordination:** All students shall comply with reasonable directions or commands of authorized District personnel or designees. **(Level 1-3)**
5. All students shall comply with the directions of a staff member to remove themselves from the location of a disruptive situation. **(Level 1-3).**
6. No student shall refuse to identify one's self upon request of any District employee or designee. **(Level 1-2)**
7. No student shall repeatedly violate the school dress code. **(Level 1-2)**
8. No student shall fail to attend Saturday School or In-School-Suspension. **(Level 1-2)**

## H. DISRUPTION OF SCHOOL:

1. **Class Disruption:** No students shall intentionally make noise or act in any other manner so as to interfere with a teacher's ability to conduct a class or a student's ability to learn. **(Level 1-3)**
2. **School Disruption:** No student shall, in any manner, by the use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct, intentionally cause the disruption of any lawful mission, process or function of the school, or engage in any such conduct for the purpose of causing the disruption or obstruction of any such lawful mission, process or function. **(Level 1-3)**
3. Students shall not be on the campus of a school in which they are not enrolled during that school's hours or while that school is operational without permission from that school's administration. Students also may not enter a school building after hours without express permission. **(Level 2-3)**
4. Students may not return to campus or attend any school function while on suspension. **(Level 2-3)**
5. Students may not be present in an unauthorized area. **(Level 1-2)**
6. Students shall not occupy nor block the entrance/exit of any school building, gymnasium, school grounds, properties or parts(s) thereof with the intent to deprive others of its use, or when the effect thereof is to deprive others of such use. **(Level 1-3)**
7. Students shall not prevent or attempt to prevent the convening or continued functioning of any activity or lawful meeting or assembly on the school campus. **(Level 1-3)**
8. Students shall not prevent students from attending a class or school activity. **(Level 1-3)**
9. No student shall, except under the direct instruction of the Principal, block normal pedestrian or vehicular traffic on a school campus or adjacent grounds. **(Level 1-3)**
10. No student shall be involved in a serious verbal altercation that disrupts the school, class or school activity. **(Level 2-3)**

## I. FALSE REPORTS:

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

**a. False Call to Emergency Services:**

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

**• First Offense:**

- ◊ Minimum of five (5) days out-of-school suspension.
- ◊ Maximum is a recommendation for long-term suspension/expulsion for a specified time.
- ◊ Contact Public Safety.

**• Second Offense:**

- ◊ Minimum of ten (10) days out-of-school suspension.
- ◊ Maximum is a recommendation for long-term suspension/expulsion for a specified time.
- ◊ Contact Public Safety.

**• Third and Subsequent Offenses:**

- ◊ Ten (10) days out-of-school suspension with a recommendation for long-term suspension for at least the remainder of the current semester, up to expulsion for a specified time.
- ◊ Contact Public Safety.

**b. False Fire Alarms:**

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

**• First Offense:**

- ◊ Minimum of five (5) days out-of-school suspension.
- ◊ Maximum is a recommendation for long-term suspension/expulsion for a specified time.
- ◊ Contact Public Safety.

**• Second Offense:**

- ◊ Minimum of ten (10) days out-of-school suspension.
- ◊ Maximum is a recommendation for long-term suspension/expulsion for a specified time.
- ◊ Contact Public Safety.

**• Third Offense:**

- ◊ Ten (10) days out-of-school suspension with a recommendation for long-term suspension for at least the remainder of the current semester, up to permanent expulsion.
- ◊ Contact Public Safety.

**J. GAMBLING:**

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

**K. GANG RELATED ACTIVITY:**

To determine whether a second or third offense has occurred, violations shall be cumulative beginning with violations:

- Occurring in sixth grade and shall carry over from grades 6 through 8;  
and
- Occurring in or after the eighth grade and shall carry over from grades 8 through 12.

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

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

**Penalties for Gang Related Activity: (K-1, K-4 and K-5 above)**

**• First Offense:**

- ◊ Minimum of five (5) days out-of-school suspension.
- ◊ Maximum of ten (10) days out-of-school suspension with a recommendation for long-term suspension/expulsion for a specified time.

**• Second Offense:**

- ◊ Minimum of ten (10) days out-of-school suspension.
- ◊ Maximum is a recommendation for long-term suspension/expulsion for a specified time.

**• Third and Subsequent Offenses:**

- ◊ Ten (10) days out-of-school suspension with a recommendation for long-term suspension for at least the remainder of the current semester, up to permanent expulsion.

**L. HARASSMENT, INTIMIDATION, THREATS (VERBAL, WRITTEN OR ELECTRONIC), AND BULLYING BEHAVIOR:****1. Harassment is defined as:**

Intentional, substantial, and unreasonable verbal, physical or written contact that is initiated, maintained, or repeated. No student shall engage in harassment, intimidation, or abuse of or toward any other student(s) District employees or other adults for any reason. This prohibition includes but is not limited to, harassment, intimidation or abuse of students or others based on actual or perceived race, creed, color, national origin, religion, sex, age, disability, sexual orientation, gender, gender identity or a physical characteristic **(Level 1-3)**.

2. No student shall threaten, either verbally, in writing, electronically, or by physical presence, expressed or implied, or conspire to cause bodily injury to any student, District employee or non-District employee. **(Level 2-3)**

3. **Bullying:** No student shall bully another student or students. **(Level 2-3)**

**Bullying behavior is defined as:**

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

Parents/guardians of students who are victims of bullying or are found to have committed bullying behaviors will be notified via conference or letter/referral. Staff members should report instances of these behaviors to school administration immediately so that administrators may review them in a timely manner. Employees, volunteers, students and parents/guardians/other persons that have control of students may report or otherwise provide information on bullying activity to a school administrator anonymously if they choose. No person who reports bullying behaviors will be retaliated against by any school employee. Students who retaliate against others for reports of bullying behavior are subject to discipline which may include enhanced consequences. Students who knowingly file a false report of bullying will also be disciplined.

**M. INCENDIARY DEVICES:**

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

**N. OFF-CAMPUS OFFENSES:**

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

- Prohibited by the Georgia or United States criminal codes; AND
- Punishable as a FELONY or would be punishable as a felony if committed by an adult; AND
- Conduct for which a student has been arrested, indicted, adjudicated to have committed, or convicted; AND
- Conduct which makes the student's continued presence at school a potential danger to persons or property at the school or which disrupts the educational process. **(Level 2-3 and contact Public Safety)**

**O. OTHER BEHAVIORS:**

No student shall participate in any activity that is subversive to good order and discipline of the school not specifically addressed in the other sections of this Code of Conduct (Possession or use of counterfeit money or forged official school forms is included in this category). **(Level 1-3)**

**P. OVER-THE-COUNTER MEDICATION:**

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

**Q. PARTIES TO THE OFFENSE:**

No student shall urge, encourage, counsel, further, promote, assist, cause, advise, procure, or abet any other student(s) to violate any section or paragraph of this Cobb County Code of Conduct. **(Level 1-3)**

## R. PHYSICAL OFFENSES:

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

**NOTE:** R-6, R-7, R-9 and R-10 carry over from in Grades 8-12.

1. No student shall use any device, chemical, irritant, or substance in a manner inconsistent with its intended or prescribed use, or in a manner designed to cause harm, physical irritation, or allergic reaction. Examples include, but are not limited to, directing a laser optical pointer or similar device at another person's eyes, and applying "itching powder" or like substances to another person. **(Level 1-2)**
2. Students may not possess or use any device designed to produce a mild electrical shock. **(Level 1-2)**
3. Students shall not engage in rough or boisterous activities. **(Level 1-2)**
4. No student shall participate in any kind of physical altercation. **(Level 2-3)**
5. No student shall participate in any kind of physical harassment (This can include forms of hazing [Administrative Rule JJ {Student Activities: School Clubs/Organizations and Student Organizations}], intentionally spitting, shanking). **(Level 2-3)**
6. No student shall participate in any type of fighting.
  - **First Offense of Fighting:**
    - ◊ Minimum of five (5) days out-of-school suspension.
    - ◊ Maximum of ten (10) days out-of-school suspension.
  - **Second Offense of Fighting:**
    - ◊ Minimum of ten (10) days out-of-school suspension.
    - ◊ Maximum is a recommendation for long-term suspension for at least the remainder of the current semester, up to expulsion for a specified time.
  - **Third and Subsequent Offenses of Fighting:**
    - ◊ Ten (10) days out-of-school suspension with a recommendation for long-term suspension for at least the remainder of the current semester, up to expulsion for a specified time which may include permanent expulsion.
7. No student shall gang up with any student or students to physically attack another student or other persons.
  - **First Offense:**
    - ◊ Minimum of ten (10) days out-of-school suspension.
    - ◊ Maximum is a recommendation for long-term suspension/expulsion for a specified time.
    - ◊ Contact Public Safety.
  - **Second and Subsequent Offenses:**
    - ◊ Minimum of ten (10) days out-of-school suspension with a recommendation for long-term suspension/expulsion for a specified time.
    - ◊ Contact Public Safety.
8. **Physical Threat of a Student or a Person who is not a District Employee:**

**Physical Threat is defined as:**

  - When a student attempts to commit a violent injury to the person of another; or
  - Commits an act which places another in reasonable apprehension of immediately receiving a physical injury.
  - **First Offense:**
    - ◊ Minimum of five (5) days out-of-school suspension.
    - ◊ Maximum is a recommendation for long-term suspension/expulsion for a specified time.
  - **Second Offense:**
    - ◊ Minimum of ten (10) days out-of-school suspension.
    - ◊ Maximum is a recommendation for long-term suspension/expulsion for a specified time.
  - **Third and Subsequent Offenses:**
    - ◊ Ten (10) days out-of-school suspension with a recommendation for long-term suspension for at least the remainder of the current semester, up to expulsion for a specified time which may include permanent expulsion.
9. **Battery on a Student or a Person who is not a District Employee:**

**Battery is defined as when a student:**

  - Intentionally causes physical harm to a person; or
  - Causes or attempts to cause injury, or behaves in such a way as to cause physical injury to a student.
  - **First Offense:**
    - ◊ Minimum of ten (10) days out-of-school suspension.
    - ◊ Maximum is a recommendation for long-term suspension/expulsion for a specified time.
    - ◊ Contact Public Safety.

- **Second Offense:**

- ◊ Ten (10) days out-of-school suspension with a recommendation for long-term suspension for at least the remainder of the current semester, up to expulsion for a specified time.
- ◊ Contact Public Safety.

- **Third and Subsequent Offenses:**

- ◊ Ten (10) days out-of-school suspension with a recommendation for long-term suspension for at least the remainder of the current semester, up to expulsion for a specified time and may include permanent expulsion.
- ◊ Contact Public Safety.

## 10. Physical Offenses upon District Employees:

To determine whether a second or third offense has occurred, violations shall be cumulative beginning with violations occurring in or after the eighth grade and shall carry over from grades 8 through 12.

### a. Physical Threat:

**Physical Threat is defined as:** When a student attempts to commit a violent injury to a staff member; or commits an act which places a staff member in reasonable apprehension of immediately receiving a serious or violent injury.

- **Hearing:** If a student commits an act of physical threat (assault) upon a District employee, a mandatory disciplinary hearing shall be held in accordance with Administrative Rule JKDB (Student Conduct: Disciplinary Hearings: Long-Term Suspension/Expulsion) regardless of the recommended discipline, unless the hearing is waived. A disciplinary hearing regarding a recommendation for a short-term out-of-school suspension (10 days OSS or less) may be waived by the employee. A disciplinary hearing regarding a recommendation for a long-term out-of-school suspension (11 days OSS or more) may be waived by both the employee and the parent/guardian/student over 18.

- **First Offense:**

- ◊ Minimum of ten (10) days out-of-school suspension.
- ◊ Maximum of ten (10) days out-of-school suspension with a recommendation for long-term suspension/expulsion for a specified time.

- **Second Offense:**

- ◊ Ten (10) days out-of-school suspension with a recommendation for long-term suspension for at least the remainder of the current semester, up to expulsion for a specified time.

- **Third and Subsequent Offenses:**

- ◊ Ten (10) days out-of-school suspension with a recommendation for long-term suspension for at least the remainder of the current semester, up to expulsion for a specified time and may include permanent expulsion.

### b. Physical Violence Without Harm:

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

- **Hearing:** If a student commits an act of physical violence upon a District employee, a mandatory disciplinary hearing shall be held in accordance with Administrative Rule JKDB (Student Conduct: Disciplinary Hearings: Long-Term Suspension/Expulsion), regardless of the recommended discipline, unless the hearing is waived. A disciplinary hearing regarding a recommendation for short-term out-of-school suspension (10 days OSS or less) may be waived by the employee. A disciplinary hearing regarding a recommendation for a long-term out-of-school suspension (11 days OSS or more) may be waived by both the employee and the parent/guardian/student over 18.

- **First Offense:**

- ◊ Minimum of ten (10) days out-of-school suspension.
- ◊ Maximum is a recommendation for long-term suspension for at least the remainder of the current semester, up to expulsion for a specified time.
- ◊ Contact Public Safety.

- **Second and Subsequent Offenses:**

- ◊ Ten (10) days out-of-school suspension with a recommendation for long-term suspension for at least the remainder of the current semester, up to expulsion for a specified time which may include permanent expulsion.
- ◊ Contact Public Safety.

### c. Physical Violence With Harm:

No student shall intentionally make physical contact, which causes physical harm to a District employee unless such physical contacts or physical harm were in self-defense, as provided in Georgia law in O.C.G.A. § 16-3-21.

- **Hearing:** If a student commits an act of physical violence upon a District employee, a mandatory disciplinary hearing shall be held in accordance with Administrative Rule JKDB (Student Conduct: Disciplinary Hearings: Long-Term Suspension/Expulsion), regardless of the recommended discipline unless the hearing is waived by both the student's parent/guardian/the student if over 18 and the employee.

- Minimum of ten (10) days out-of-school suspension with a recommendation for permanent expulsion.

- In accordance with Administrative Rule JKDB, the Hearing Officer/Panel may allow an expelled student to apply to attend the AEP.

## S. PRESCRIPTION DRUGS:

No student shall be in possession of prescription medication not prescribed for the student. All prescription medication prescribed for a student must be in compliance with Administrative Rule JLCD (Student Welfare: Medication). In addition, a student shall not sell, distribute, or possess with intent to distribute any prescribed medication on school property. **(Level 2-3)**

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

**NOTE:** Violations of this paragraph are cumulative in Grades 8-12.

## T. PROPERTY RELATED OFFENSES:

**Note:** Parents/guardians and/or students will be held responsible for restitution of the full value of any damaged or stolen property (Administrative Rule ECAD [District Property Replacement/Restitution]).

1. No student shall intentionally cause substantial damage to personal property belonging to a District employee or another student. **(Level 2-3)**
2. No student shall set fire to any private property or school property either while on school grounds or off school grounds during a school activity, function, or event. **(Level 2-3 and contact Public Safety)**
3. No student shall attempt to, threaten to, or actually damage, destroy, vandalize, or steal private property or school property on school grounds. **(Level 2-3 and contact Public Safety)**
4. No student shall attempt to, threaten to, or actually damage, destroy, vandalize, or steal private property or school property off school grounds during a school activity, function or event. **(Level 2-3 and contact Public Safety)**
5. No student shall possess stolen private property or school property on school grounds. **(Level 2-3 and contact Public Safety)**

## U. SEXUAL OFFENSES:

Sexual offenses are prohibited against members of the same sex as well as members of the opposite sex. See Administrative Rule JICK (Student Conduct: Sexual Harassment), for further requirements, information and explanation.

### 1. Sexual Misconduct:

- a. No student shall be engaged in amorous kissing, other inordinate displays of affection. **(Level 1-2)**
- b. No student shall consent to and participate in any form of sexual activity. **(Level 2-3 and contact Public Safety)**
- c. No student shall expose one's intimate body parts or "moon" in public. Intimate body parts include the primary genital area, anus, groin, inner thighs, or buttocks of a male or female and the breasts of a female. **(Level 2)**
- d. No student shall commit any act of verbal, written, gesture-oriented, or physical sexual misconduct on school property, school buses, at school-sponsored events, or while using school technology resources. **(Level 2-3)**

### 2. Sexual Harassment:

**Note:** See Administrative Rule JICK (Student Conduct: Sexual Harassment), for further requirements, information and explanation.

- a. No student shall participate in verbal or visual conduct of a sexual nature (including, but not limited to, unwelcome sexual advances, requests for sexual favors, sexually offensive slurs, sexually offensive drawings, photographs or posters directed towards another person) where there is a pattern of harassing behavior or a single significant incident. **(Level 2-3)**
- b. No student shall participate in physical conduct of a sexual nature (including, but not limited to, unwelcome sexual advances or gestures) where there is a pattern of harassing behavior or a single significant incident. **(Level 2-3 and contact Public Safety)**

### 3. Sexual Battery:

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

#### • First Offense:

- ◇ Minimum of ten (10) days out-of-school suspension.
- ◇ Maximum of ten (10) days out-of-school suspension with a recommendation for long-term suspension/expulsion for a specified time.
- ◇ Notify Student Support and/or the Area Assistant Superintendent.
- ◇ Contact Public Safety.

#### • Second Offense:

- ◇ Ten (10) days out-of-school suspension with a recommendation for long-term suspension for at least the remainder of the current semester, up to expulsion for a specified time.
- ◇ Notify Student Support and/or the Area Assistant Superintendent
- ◇ Contact Public Safety.

• **Third and Subsequent Offenses:**

- ◊ Ten (10) days out-of-school suspension with a recommendation for long-term suspension for at least the remainder of the current semester, up to expulsion for a specified time which may include permanent expulsion.
- ◊ Notify Student Support and/or the Area Assistant Superintendent.
- ◊ Contact Public Safety.

**4. Sexual Molestation:**

Sexual molestation is defined as a student doing any immoral or indecent act to or in the presence of another person, without that person's consent, with the intent to arouse or satisfy the sexual desires of either the student or the other person. This includes a student forcing another person to make physical contact with the student's intimate body parts, as defined in this Section. No student shall commit any act of sexual molestation or the attempts thereof on school property, school buses, or at school-sponsored events.

• **First Offense:**

- ◊ Ten (10) days out-of-school suspension with a recommendation for long-term suspension for at least the remainder of the current semester, up to expulsion for a specified time which may include permanent expulsion and a referral to Prevention/Intervention.
- ◊ Call Student Support and/or the Area Assistant Superintendent.
- ◊ Contact Public Safety.
- ◊ Any student found guilty of violating this provision will be subject to an administrative placement to a different school, after the term of discipline has been completed.

• **Second or Subsequent Offenses:**

- ◊ Minimum of ten (10) days out-of-school suspension with a recommendation for expulsion for one (1) calendar year.
- ◊ Maximum is a recommendation for permanent expulsion.
- ◊ Call Student Support and/or the Area Assistant Superintendent.
- ◊ Contact Public Safety.
- ◊ Any student found guilty of violating this provision will be subject to an administrative placement to a different school, after the term of discipline has been completed. Parents/guardians are responsible for transportation to the assigned school.

**V. STIMULANTS:**

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

A student shall not consume, possess, sell, distribute, or possess with intent to distribute diet pills, caffeine pills, or other stimulant on school property. **(Level 2-3)**

**W. DISTRICT TECHNOLOGY OFFENSES:**

All students using school technology must have a signed Internet use form (Form JICDA-3 [Receipt of the *Parent Information Guide*]) on file with the school. Unauthorized access and prohibited behaviors are fully discussed and defined in Administrative Rule IJNDB (Use of Technology Resources in Instruction). School technology cannot be used for other than school related purposes.

1. Students will not purposely look for security problems because such action may be considered an unauthorized attempt to gain access to school technology resources. **(Level 2-3 and contact Public Safety)**
2. Students will not attempt to or disrupt the school technology resources by destroying, altering or otherwise modifying technology. Hacking is strictly prohibited. **(Level 3 and contact Public Safety)**
3. Students will not use school technology resources to solicit business, advertise, or engage in any other selling activities in support of non-school related fund-raising or private business enterprises. **(Level 1-3)**
4. Students will not engage in any activity that monopolizes, wastes or compromises school technology resources. **(Level 2-3)**
5. Students will not copy computer programs, software or other technology provided by the District for personal use. Downloading unauthorized files is strictly prohibited. **(Level 1-3)**
6. No student shall attempt to, threaten to, or actually damage, destroy, vandalize, or steal private property or school property while using school technology resources on or off school grounds. **(Level 2-3, restitution and contact Public Safety)**

7. Students will not use school technology resources to distribute nor display inappropriate material. Inappropriate material does not serve an instructional or educational purpose and includes but is not limited to the following:
  - Is profane, vulgar, lewd, obscene, offensive, indecent, sexually explicit, pornographic or threatening;
  - Advocates illegal or dangerous acts;
  - Causes disruption to the District, its employees or students;
  - Advocates violence;
  - Contains knowingly false, recklessly false, or defamatory information; or
  - Is otherwise harmful to minors as defined by the Children’s Internet Protection Act.**Penalty: (Level 2-3 and contact Public Safety)**
8. Students shall not commit any other prohibited act discussed in Administrative Rule IJNDB (Use of Technology Resources in Instruction). **(Level 1-3)**
9. Students may not use school technology devices to access chat rooms/social networking sites such as Facebook, Twitter or MySpace. **(Level 1-2)**
10. Students may not use audio or visual recording devices without the permission of a school administrator or as permitted by Rule CFIA. Monitoring-Recording Staff and Students. This includes, but is not limited to, using recording devices to video or record misbehaviors or to violate the privacy of others. **(Level 1-3)**

**X. TOBACCO:**

Student possession or use of tobacco or tobacco product substitutes (e.g., tobacco look-alikes, such as “Bacoff”) and cigarette look-alikes on school property and at school-sponsored events is prohibited. Offenses are cumulative during students’ attendance in high school.

- **First Offense:** Out-of-school suspension for two (2) school days.
- **Second Offense:** Out-of-school suspension for three (3) school days.
- **Third and Subsequent Offenses:** Out-of-school suspension for five (5) school days.

**Y. WEAPONS:**

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

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

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

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

**Category I Weapon:**

To determine whether a second or third offense has occurred, violations shall be cumulative beginning with violations occurring in or after the eighth grade and shall carry over from grades 8 through 12.

Any loaded or unloaded firearm. A firearm includes any weapon which will or is designed to or may readily be converted to expel a projectile by action of an explosive (e.g., pistol, starter gun, revolver, rifle, shotgun); the frame or receiver of any weapon described above; any explosive, incendiary, or poison gas, which includes a bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or similar device; any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter; and any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.

• **First and Subsequent Offenses:**

- ◊ **Loaded or Unloaded Firearm:** The penalty for any student possessing a loaded or unloaded firearm on school property is ten (10) days out-of-school suspension and a recommendation for expulsion for a specified time that will be no less than one (1) calendar year as provided in Georgia law and may include permanent expulsion.
- ◊ All other weapon offenses other than those involving a firearm are considered Level 3 offenses.
- ◊ The Cobb County Board of Education has the authority to modify these expulsion requirements on a case-by-case basis.
- ◊ Notify the appropriate Area Assistant Superintendent and Student Support.
- ◊ Contact Public Safety.

### **Category II Weapon:**

To determine whether a second or third offense has occurred, violations shall be cumulative beginning with violations occurring in or after the eighth grade and shall carry over from grades 8 through 12.

Any pellet gun (including but not limited to, air soft gun, paint pellet gun, or BB gun), antique firearm, or any similar weapon that does not meet the definition of a Category I weapon; any knife having a blade of two or more inches (e.g., Bowie, Dirk, machete, switchblade knife, ballistics knife); any razor blade (e.g., straight, regular, retractable, etc.); boxcutter; any defensive device (e.g., stun-gun, laser); any bludgeon (e.g. billy club, PR-24, night stick, blackjack, club); mace, pepper gas or like substances, (mere possession of pepper gas or like substances is not a violation of this Code of Conduct unless the administration determines that the student brought it to school with the intent to harm another; any firearm muffler or firearm silencer; "look-alike" bomb; any "martial arts" device (e.g., Chinese Star, nunchaku, dart, etc.) miscellaneous devices such as swords, sword/knife canes, ice picks, chains, bow and arrows, brass/metal knuckles, objects placed on fingers, in hands, or on fists or knuckles to provide a "loaded fist," etc. or any tool or instrument which the school administration could reasonably conclude as being used as a weapon or intended by the student to be used as a weapon and thus a violation of the intent of this Code of Conduct.

#### **• First Offense:**

- ◊ Minimum of ten (10) days out-of-school suspension.
- ◊ Maximum is a recommendation for long-term suspension/expulsion for a specified time which may include permanent expulsion.
- ◊ Contact Public Safety.

#### **• Second and Subsequent Offenses:**

- ◊ Minimum of ten (10) days out-of-school suspension with a recommendation for long-term suspension/expulsion for a specified time.
- ◊ Maximum is a recommendation for long-term suspension for at least the remainder of the current semester, up to permanent expulsion.
- ◊ Contact Public Safety.

### **Category III Weapon:**

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

#### **• First Offense:**

- ◊ Minimum of five (5) day out-of-school suspension.
- ◊ Maximum is a recommendation for long-term suspension/expulsion for a specified time.
- ◊ Contact Public Safety.

#### **• Second and Subsequent Offenses:**

- ◊ Ten (10) days out-of-school suspension with a recommendation for long-term suspension/expulsion for a specified time which may include permanent expulsion.
- ◊ Contact Public Safety.

### **III. CLUBS AND ORGANIZATIONS:**

The names of student clubs and organizations, as defined by Administrative Rule JJ (School Clubs and Student Organizations) the mission or purpose of such clubs or organizations, the names of the club's or organization's contacts or faculty advisors, and a description of past or planned activities will be available in student handbooks, school-provided information and/or on school Websites for each school. This information is updated periodically throughout the year and is available on the school's Web site, which may be accessed at [www.cobbk12.org](http://www.cobbk12.org) and/or the school's administrative office. Also see Administrative Rule JJIC (Student Activities: Standards for Student Participation in Extracurricular Activities) and Administrative Rule JICDD (Student Conduct: Interscholastic/Extracurricular Activities).

Adopted: 7/9/80

Reclassified an Administrative Rule: 9/1/04

Revised: 4/13/83; 8/8/84; 6/28/90; 5/23/91; 5/28/92; 11/11/92; 5/27/93; 8/10/94; 6/14/95; 6/27/96; 6/26/97; 5/28/98; 10/28/99, 5/25/00, 9/18/00; 5/24/01; 6/27/02, 6/26/03; 6/9/04; 6/21/05; 7/1/06; 7/1/07; 7/1/08; 7/1/09; 7/1/10; 7/1/11

# 2011-2012 School Year Calendar

## July

Su	M	Tu	W	Th	F	Sa
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## August

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## September

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

## October

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Sept. 5 - Labor Day

## November

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Nov. 8 - Election Day  
Nov. 21-25 - Thanksgiving Holidays

## December

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Dec. 23 - Student Holiday  
Dec. 26-30 - Winter Holidays

## January

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Jan. 2 - 6 - Winter Holidays  
Jan. 16 - MLK Day

## February

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

Feb. 20 - Presidents Day

## March

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## April

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

April 2-6 - Spring Holidays

## May

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		




May 28 - Memorial Day



## June

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

1st Semester - 87 days    2nd Semester - 91 days

### CALENDAR LEGEND

-  First and Last Days of School
-  Holiday - Schools Closed
-  Student Holiday/Staff Day

-  Elementary and Middle School Conferences  
- Elementary and Middle School students dismissed two hours early
-  Graduation Ceremonies