



**ONE TEAM  
ONE GOAL**  
STUDENT SUCCESS

**FAMILY  
INFORMATION  
GUIDE and  
STUDENT CODE  
of CONDUCT  
2017-2018**

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## Welcome

You are now reviewing the 2017-2018 Family Information Guide, which contains a wealth of information about the Cobb County School District. It includes the Student Code of Conduct, as well as information about privacy rights, important dates, and more. Please keep the Guide on hand 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 Receipt of Family Information Guide (Form JCDA-3) to document your receipt of the packet and return it to your child's school.

### Spanish - Español

Bienvenidos a la Guía de Información para Familias 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 (678) 331-3086 o a través del correo electrónico [IWC@cobbk12.org](mailto:IWC@cobbk12.org).

### Portuguese

Olá! Seja bem-vindo(a) ao Guia de Informação para Família 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 contato com o Centro Internacional de Boas-Vindas no telefone (678) 331-3086 ou por email [IWC@cobbk12.org](mailto:IWC@cobbk12.org) se necessitar de assistência ou tiver perguntas/dúvidas.

### Korean

안녕하세요! 카운티 교육구 학생/학부모 안내서를 소개합니다. 이 안내서에는 모든 학년의 품행규범 과 함께 개인 정보 보호 권리 보장과 출석 규율 그리고 시험 일자등에 관한 정보를 포함한 연중 이벤트들에 대한 중요한 정보들이 포함되어 있습니다. 이 안내서의 이해에 도움이 필요하거나 질문이 있으면 International Welcome Center (국제 환영 센터) (678) 331-3086 또는 [IWC@cobbk12.org](mailto:IWC@cobbk12.org) 로 연락을 하십시오.

### French

Bonjour! Bienvenue au Guide d'Information pour les 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 l'information concernant les droits de confidentialité, les lois concernant l'assistance scolaire et les dates d'épreuves. Si vous avez besoin d'aide, ou si vous avez d'autres questions, contactez le Centre d'Accueil International par téléphone (678) 331-3086 ou par courrier électronique [IWC@cobbk12.org](mailto:IWC@cobbk12.org).

### Vietnamese

Xin đón chào các bạn đến với Bản Thông Tin Hướng Dẫn Gia Đình của Học Khu Quận Cobb. Hồ sơ này bao gồm các thông tin quan trọng liên quan đến các vấn đề sẽ xảy ra suốt năm học, như các quy tắc ứng xử cho mọi cấp, cũng như các thông tin về quyền riêng tư, luật về hiện diện tại lớp và ngày giờ các kỳ thi khảo sát. Nếu các bạn cần giúp đỡ hay có câu hỏi, vui lòng liên lạc Trung Tâm Đón Chào Quốc Tế tại số (678) 331-3086 hoặc [IWC@cobb12.org](mailto:IWC@cobb12.org)

### Chinese

欢迎阅读 Cobb 学区家庭资料手册，此手册包含了很多学年度的重要事件，除了各年级学生的行为守则以外，还包括了私人权利，出席规则及测试和考试日期。如有任何问题，或需任何帮助，请联络国际欢迎中心（IWC），电话(678)331-3086 或电子邮箱 [iwc@cobbk12.org](mailto:iwc@cobbk12.org).

# **IMPORTANT DATES FOR PARENTS/GUARDIANS**

Listed below are some of the most important dates in the school year, including report card distribution dates and holidays. See the District website at [www.cobbk12.org](http://www.cobbk12.org) for the complete calendar.

## **JULY**

31      **Monday**      **FIRST DAY OF SCHOOL**

## **AUGUST**

30      Wednesday      Early Release Day

## **SEPTEMBER**

4      Monday      Labor Day Holiday – Schools Closed  
 6      Wednesday      4½ Week Progress Report Distribution – Elementary & Middle Schools  
 15      Friday      1<sup>st</sup> Six Week Progress Report Distribution – High Schools  
**25-29      Monday – Friday      Fall Break – Student/Teacher Holidays**

## **OCTOBER**

11      Wednesday      Early Release Day  
 16-20      Monday – Friday      Elementary & Middle School Conference Days  
 1<sup>st</sup> Elementary & Middle School Nine Week Report Card Distribution (during conferences)  
 (Early Release for Elementary and Middle Schools only)

## **NOVEMBER**

3      Friday      2<sup>nd</sup> Six Week Progress Report Distribution – High Schools  
 7      **Tuesday**      **Election Day (Student Holiday; Teacher Workday)**  
 16      Thursday      4½ Week Progress Report Distribution – Elementary & Middle Schools  
**20-24      Monday – Friday      Thanksgiving Holidays – Student/Teacher Holidays**

## **DECEMBER**

19-20      Tuesday – Wednesday      Last Two Student Days of First Semester – Early Release Days  
**21-31      Inclusive      Winter Holidays – Student/Teacher Holidays**

## **JANUARY**

1      **Monday**      **Winter Holiday – Student/Teacher Holiday**  
 2-3      **Tuesday – Wednesday**      **Student Holiday; Teacher Workday**  
 4      Thursday      First Day of Second Semester  
 5      Friday      2<sup>nd</sup> Nine Weeks Report Card Distribution – Elementary & Middle Schools  
 1<sup>st</sup> Semester Report Card Distribution – High Schools  
**15      Monday      MLK, Jr. Holiday – Schools Closed**

## **FEBRUARY**

9      Friday      4½ Week Progress Report Distribution – Elementary & Middle Schools  
**19-23      Monday – Friday      Winter Break – Student/Teacher Holidays**

## **MARCH**

2      Friday      4<sup>th</sup> Six Week Progress Report Distribution – High Schools  
 14      Wednesday      Early Release Day  
 21      Wednesday      3<sup>rd</sup> Nine Week Report Card Distribution – Elementary & Middle Schools  
 28      Wednesday      2018-2019 Kindergarten Pre-Enrollment

## **APRIL**

**2-6      Monday-Friday      Spring Break – Student/Teacher Holidays**  
 20      Friday      5<sup>th</sup> Six Week Progress Report Distribution – High Schools  
 27      Friday      4½ Week Progress Report Distribution – Elementary & Middle Schools

## **MAY**

22-23      Tuesday – Wednesday      Last Two Days of Second Semester/School Year – Early Release  
 23      Wednesday      LAST DAY OF SCHOOL  
 TBD      TBD      High School Commencements  
**28      Monday      Memorial Day Holiday – Schools Closed**  
 30      Wednesday      4<sup>th</sup> Nine Weeks Report Card Distribution – Elementary & Middle Schools  
 2<sup>nd</sup> Semester Report Card Distribution – High Schools

# **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 website at [www.cobbk12.org](http://www.cobbk12.org).

## **AFTER-SCHOOL PROGRAM**

After-school programs are available in 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 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 of this guide, as well as Rule JB-R 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 unless an exception is granted by the Cobb County School District (District) in compliance with federal and state law and State Board of Education rules. 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 8:30 AM and the fourth Thursday at 7:00 PM in the Central Office Boardroom, 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 are also posted on the District's website, on the District's central office answering system at (770) 426-3300 and on social networking site Facebook and Twitter. Additionally, for those that are signed up for text alerts, a text message is sent to your phone. For more information about signing up for CCSD alerts, please contact the Office of Communications, Blackboard Connect administrator.

## **COBB DIGITAL LIBRARY**

The CCSD Library Media Education department provides students with school and home access to current, reliable, and grade-level specific databases, eBooks, and programs through the Cobb Digital Library. Using their student number as the username and the word read as the password, students can find information and multimedia resources to assist with their learning goals.

## **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 182 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 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).

## **EXTRACURRICULAR ACTIVITIES**

Participation in interscholastic/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 CCSD high schools are members of the Georgia High School Association (GHSAA). Participation in extracurricular activities is in accordance with GHSAA 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 website.

## **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. Students may also have an opportunity to buy paperback books for their reading pleasure through book fairs. School yearbooks also may be purchased.

## **FREE AND REDUCED MEALS**

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 meal application is included in the student folder and is available from the school café manager, school office, or online at <https://mealapps.cobbk12.org/> and is available at any time during the school year.

## **INSURANCE**

Student and Athletic accident insurance is available through T.W. Lord. The District has designated this agency to provide accident coverage. Parents/guardians can choose to purchase the coverage and are responsible for the premium. Claims are submitted directly to the agent. This insurance is not funded by the District nor does it receive any proceeds from the company.

## **INTERNATIONAL WELCOME CENTER**

The IWC provides support for all English Learners and immigrant 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.

The mission of the Cobb County School District ESOL Program is to develop the English proficiency of students while advancing their academic achievement, and to support them in becoming productive, contributing citizens in the United States and an ever-changing global society.

Cobb County School District ESOL Program aims to provide parents of English Learners the tools and skills to make them strong educational partners and empower them to negotiate their identities in their children's schools, tools such as English and life skills classes "enable" or "empower" parents to achieve more for themselves and their children.

## **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 apply and are selected for participation during the eighth grade year. Magnet students in good standing are eligible to participate in all school activities.

## **OFFICE 365**

Office 365 is a free service that gives all CCSD students several benefits including access to online versions of Microsoft Word, PowerPoint, OneNote, and Excel. Students receive 1 TB of cloud storage giving them "anywhere access" to their documents. Although not required, each student may also install the full, most current version of Microsoft Office software on up to 5 devices including PCs, Macs, iPads, iPhones, and Android tablets and phones.

Parents or guardians listed as the enrolling adult, who have an e-mail address on file with CCSD, will receive an e-mail from "Office 365 Parental Consent Cobb County Schools." Parents may use this e-mail to choose an Office 365 access option for their child. Parents will receive a separate permission e-mail for each child enrolled in CCSD and will need to make a selection for each child. A parent, who is the enrolling adult, may update his or her e-mail address by returning the school registration form with a signature or visiting the front office at their child's local school.

For more information, please visit: <http://www.cobbk12.org/centraloffice/InstructionalTechnology/CR/Office365/o365Student.aspx>

## **PREVENTION INTERVENTION CENTER**

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 CHOICE**

Parents/guardians of a student enrolled in a District school may apply for a School Choice transfer in order to pursue a transfer to another District school. School Choice transfers are available each year during an announced two week application period. The application procedures, forms and dates will be posted on the District's Website during the second semester each year. Available space at a school is based upon permanent classroom space which includes available seats in each classroom. In the event that the number of transfer requests exceeds the available capacity, the District will conduct a random lottery. Information regarding School Choice transfers can be found in Administrative Rule JBCD-R.

## **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, 4, 7, and 10, 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 NETWORKING / MOBILE TECHNOLOGY**

Please see the Student Codes of Conduct for allowed use of mobile devices or tablets at school. Devices improperly used 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. The CCSD firewall prevents access to social media while using school technology resources; however, these sites are being accessed on personal computing devices. Please talk with your child about appropriate internet behavior and the importance of never posting or sharing something hurtful, profane or obscene online. We consider such incidents a form of "cyber harassment" and possibly bullying. 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 such as suggestive photos, date of birth, and home address. Please contact the Prevention/Intervention Center at 770-429-5846 for more information regarding online safety.

## **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 website at [www.cobbk12.org](http://www.cobbk12.org) or contact the Special Education Department at 770-426-3309.

## **TEACHING AND LEARNING RESOURCES FOR PARENTS**

Engaging families in the educational lives of their children is a core mission of the Cobb County School District. The Teaching and Learning division provides families the opportunity to find information related to the Cobb Teaching and Learning standards that are aligned to state standards: [www.cobbk12.org](http://www.cobbk12.org).

## **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.

## **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 website.

## **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

## **A-Z Guide (continued)**

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.

### **VOLUNTEERS**

Parents and community members may volunteer to assist in school functions and extracurricular activities, at the direction of local school administration. Beginning July 1, 2012, all volunteers who work with children in the state of Georgia are required by law to report suspected child abuse as required by O.C.G.A. § 19-7-5.

### **WEBSITE - [www.cobbk12.org](http://www.cobbk12.org)**

The District website 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 student success stories 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.
- Get the latest news, information and alerts on social media - 'Like' our Facebook page at [facebook.com/CobbCountySchools](https://facebook.com/CobbCountySchools) and follow @CobbSchools on Twitter.

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

## **Notification Regarding Telephone Consumer Protection Act (TCPA)**

The Cobb County School District (District) utilizes an automated system to communicate to families on a variety of subjects using telephone number(s) provided by families. These communications include, but are not limited to, student absences/tardies, emergency closings due to inclement weather, other school emergencies, other situations concerning the health and safety of students, and school and District announcements. However families are free to choose not to receive such communications. Families can change their communication status, change their contact information, request email communication, or remove their telephone number(s) from the communication list entirely. In order to opt-out of the communication process, or change their communication status or information, families should visit <http://www.cobbk12.org/generalinfo/blackboard/>. Families can also call the Automated Calling System Specialist at 770-514-3895 or email [communications@cobbk12.org](mailto:communications@cobbk12.org).

## **Right to Know Professional Qualifications of Teachers and Paraprofessionals**

In compliance with the requirements of the Elementary and Secondary Education Act the Cobb County School District informs parents that you may request information about the professional qualifications of your student's teacher(s). The following information may be requested:

1. Whether the teacher has met the Georgia Professional Standards Commission requirements for certification for the grade level and subject areas in which the teacher provides instruction;
2. Whether the teacher is teaching under an emergency or other provisional status through which Georgia qualifications or certification criteria have been waived;
3. The college major and any graduate certification or degree held by the teacher;
4. Whether the student is provided services by paraprofessionals, and if so, their qualifications.

If you wish to request information concerning your child's teacher's qualification, please contact the principal.

# **Medications and Health Care at School - Questions and Answers**

Additional questions and answers about medications and health care at school are provided on the School Health Services section of the District website 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 JGCD-2 must be completed and filed with the School Clinic.

## **2. Where can I find medication authorization forms?**

Medication 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 and click on ‘Policies & Rules,’ under the ‘Board’ menu option. Click on Section “J-Students.” Find Administrative Rule JGCD-R (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 or trained school staff 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 authorization form. The information on the prescription bottle label must match the new 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 (i.e. Tylenol), aspirin, antacids, cough drops, throat lozenges and oral antihistamines with a completed “Authorization to Carry Over-the-Counter Medication” Form JGCD-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 their epinephrine auto injector, insulin or asthma inhaler at school?**

Yes, students may carry inhalers, epinephrine auto injectors or insulin with a completed “Authorization to Carry a Prescription Medication” Form JGCD-10 on file in the clinic.

## **7. If I give my child fever- reducing medication for a fever, can I still send them to school?**

No, students with a fever should not be given fever- reducing medication in order to return to school. Students may not return to school until free of fever for 24 hours.

## **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.

## **10. Can my child take herbal medication at school?**

No. Over-the-counter diet pills, vitamins, dietary supplements, including minerals or herbs will not be given.

# **Complaint Procedure under the Elementary and Secondary Education Act of 1965**

Legal Reference:

Section 9304 – General Applicability of State Educational Agency Assurances

## **A. Grounds for a Complaint**

Any individual, organization or agency (“complainant”) may file a complaint with the Cobb County School District (CCSD), if that individual, organization or agency believes and alleges that CCSD is violating a Federal statute or regulation that applies to a program under the Elementary and Secondary Education Act of 1965 (ESEA). The complaint must allege a violation that occurred not more than one year prior to the date that the complaint is received, unless a longer period is reasonable because the violation is considered systemic or ongoing.

## **B. Complaints can be filed for all Federal Programs and Private Schools**

## **C. Complaint Originating at the Local Level**

All complaints originating at the local level should not be filed with the Georgia Department of Education (GaDOE) until every effort has been made to resolve the issue through local written complaint procedures. If the complainant has tried to file a complaint at the local level to no avail, the complainant must provide the GaDOE with written proof of their attempt to resolve the issue at the local level.

## **D. Filing a Complaint**

A complaint must be made in writing and signed by the complainant. The complaint must include the following:

1. A statement that CCSD has violated a requirement of the Federal statute or regulation that applies to an applicable program;
2. The date on which the violation occurred;
3. The facts on which the statement is based and the specific requirement allegedly violated (include citation of the Federal statute or regulation given at the top of this document);
4. A list of the names and telephone numbers of individuals who can provide additional information;
5. Whether a complaint has been filed with any other government agency, and if so, which agency;
6. Copies of all applicable document supporting the complainant’s position, and
7. The address of the complainant.

Submit your documentation and appeal in writing to the following contact

Mary Elizabeth Davis  
Cobb County School District  
Chief Academic Officer  
514 Glover Street  
Marietta, GA 30060

## **E. Investigation of Complaint**

Within ten working days of receipt of the complaint, the Superintendent of his designee will issue a Letter of Acknowledgement to the complainant that contains the following information:

1. The date the District received the complaint;
2. How the complainant may provide additional information;
3. A statement of the ways in which the District may investigate or address the complaint, and
4. Any other pertinent information.

If the complaint involves a specific CCSD Area or department, the superintendent will also send a copy of the Letter of Acknowledgement to the Area Superintendent & the Office of Accountability, along with a copy of the complaint. The Superintendent or his designee will contact the identified CCSD Area or Department to clarify the issues and review the complaint process.

The Superintendent of his designee will review the information and determine whether:

1. Additional information is needed;
2. An on-site investigation must be conducted;



3. Other measures must be taken to resolve the issues raised in the complaint; or
4. A Letter of Findings can be issued.

#### **F. Right of Appeal**

If an individual, organization or agency aggrieved by the final decision of the CCSD, that individual, organization, or agency has the right to request review of the decision by the GaDOE. The appeal must be accompanied by a copy of the CCSD's decision and include a complete statement of the reasons supporting the appeal.

#### **G. Filing an Appeal Review with the Georgia Department of Education**

Procedures for filing with the Georgia Department of Education can be found at:  
[http://archives.gadoe.org/title\\_complaint.aspx](http://archives.gadoe.org/title_complaint.aspx)

Submit your documentation and appeal in writing to the following address:

Georgia Department of Education  
Office of Legal Services  
205 Jesse Hill Jr. Drive SE  
2052 Twin Towers East  
Atlanta, GA 30334

Once the complaint is received the Office of Legal Services, it will be copied and forwarded to the appropriate Federal Program Manager.

## ***Notification of Online Learning Options***

In July 2012, Senate Bill 289 passed allowing students opportunities to take online courses. This legislation does not require an online course to graduate, but provides an online learning option should your student or you choose this option. In addition, House Bill 175 passed establishing a clearinghouse for stakeholders to find online courses and online course providers in the state of Georgia. This letter is to inform you about the key components of each piece of legislation and how to find online learning opportunities for your student.

#### **Overview of Senate Bill 289:**

- Districts must notify students and parents of online options beginning in the 2013-2014 school year.
- Districts must allow students to take an online course even if the course is offered in the local district.
- Online courses can be accessed through the Georgia Virtual School, local virtual schools, or vendor online schools.
- If the online course is taken in lieu of any of the regular 6 periods, then the school will pay for the course. If an online course is chosen in addition to the regular 6 periods, the parent will pay for the course.

#### **Overview of House Bill 175:**

- This bill mandates the creation of an online clearinghouse of online courses and online course providers to give parents and students the ability to search the clearinghouse for availability to online courses, online course providers, and guidelines for what constitutes high quality online courses.

#### ***Accessing Georgia's Online Clearinghouse:***

The Georgia Online Clearinghouse provides students and parent with information and access to high-quality academic and career-oriented courses, aligned to state and national standards, through a variety of online providers. To access the information found in the clearinghouse go to: [http://www.gadoe.org/\\_layouts/GADOEPublic.SPApp/Clearinghouse.aspx](http://www.gadoe.org/_layouts/GADOEPublic.SPApp/Clearinghouse.aspx)

Step One: Type in the course you need (for example, 9th grade Literature)

Step Two: Type in your zip code. You will then see a list of the online course providers in Georgia who have the course you selected. The program provider's names have been linked for users to access their site for registration information.

Step Three: Utilize the provider's site to register the student in the selected online course.

## **Internet Acceptable Use**

Students must adhere to and support all policies and implementing regulations issued by the Cobb County School District, including Administrative Rule IFBG-R (Technology Acceptable Use). 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 (Administrative Rule JCDA-R).

### **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. Disclosing or failing to secure account password(s).
19. Exploring the configuration of the computer operating system or network, running programs not on the, 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.
21. Exploring the configuration of the computer operating system or network, running programs not approved for use, or attempting to do anything not specifically authorized by District personnel or policies, Rules or regulations.
22. Leaving an unsecured workstation without logging out of the network.
23. Executing or installing software or applications not approved by the District's Technology Services Division.
24. Failing to notify appropriate District personnel of potential security incidents.

For the full text of Administrative Rule IFBG-R, visit the District website at [www.cobbk12.org](http://www.cobbk12.org). Locate and click on 'Policies & Rules' under the 'About CCSD' menu option.

## Online Technology Consent

This year, students will be using a variety of online Web applications as a resource to enhance their learning experience. While the education community supports the use of such applications in K-12 institutions, many of the Terms of Service and/or Privacy Policies of such applications state that, due to Federal Law, any users under the age of 13 must obtain explicit parental permission to use their sites and often require an email address (which will not be provided by CCSD).

All websites and tools have been and will continue to be thoroughly examined by experienced educators. Many of these tools are commonly used in education today, but new tools arise every day. Common Web application tools that your child may encounter and use include, but are not limited to (almost all of which require an email account to use):

- Networks: A networking site is a place where teachers and students can communicate, collaborate, and share content. Examples include email and cloud file storage and sharing.
- Blogs: A blog is a website where student work can be published online.
- Podcasts: A podcast is a digital audio file that is distributed over the Internet for playback.
- Videos: A video is a recording displaying moving images and audio. Digital video files can incorporate photos, voiceovers, and music.
- Social Bookmarking: Social Bookmarking is a way for Internet users to save, classify, and share websites.

As these applications are instrumental in the development of the curriculum, we are asking that you and your child please review the permission form below. Should your expectations change, we must be notified in writing. If you return this form indicating that you do not give your child permission to use these Web application tools, an alternative assignment will be provided. If you consent to your student's use of these tools, no further action is required.

### STUDENT INFORMATION

- Students are responsible for good behavior/character online just as in our school building. Students are not permitted to use obscene, profane, threatening, or disrespectful language. Students should notify the teacher of anything inappropriate. Bullying will not be tolerated.
- Copyright infringement occurs when an individual reproduces a work that is protected by a copyright without permission from the creator. If the user is unsure whether or not they can use the material, they should request permission from the copyright owner.
- All use of Web application tools must be in accordance with the Acceptable Use Policy of the District. <http://www.cobbk12.org/centraloffice/adminrules/I/IFBG-R.pdf>

### PARENT INFORMATION

These are the laws and policies that help to protect our students online:

Children's Internet Protection Act (CIPA): The school is required by CIPA to have technology measures and policies in place that protect students from harmful materials including those that are obscene and pornographic. Any harmful content contained within inappropriate sites will be blocked. <http://fcc.gov/cgb/consumerfacts/cipa.html>

Children's Online Privacy Protection Act (COPPA): COPPA applies to commercial companies and limits their ability to collect personal information from children under 13 years of age. No personal student information is collected for commercial purposes. <http://www.ftc.gov/privacy/coppafaqs.shtml>

Family Educational Rights and Privacy Act (FERPA): FERPA protects the privacy of student education records and gives parents the right to review records. Under FERPA, schools may disclose directory information in certain circumstances. More information regarding FERPA may be found in this Guide (<http://www.cobbk12.org/centraloffice/communications/>). <http://www2.ed.gov/policy/gen/guid/fpco/ferpa>

Cobb County School District Administrative Rules:

IFBG-R (Internet Acceptable Use): <http://www.cobbk12.org/centraloffice/adminrules/I/IFBG-R.pdf>

JCDA-R (Code of Conduct): <http://www.cobbk12.org/centraloffice/adminrules/J/JCDA-R.pdf>

### **OBJECTION PROCEDURE:**

**If, after reading the information provided regarding the use of Web tool applications in your child's school, you do not consent to your child's use of Web application tools, please notify the Principal of the school in writing by September 1, 2017 or within 10 days of enrollment.**

## **Homeless Students**

The McKinney-Vento Homeless Assistance Act (the Act) ensures educational rights for children and youth experiencing homelessness. The primary goal is educational stability. The Act defines homeless students as those who lack a fixed, regular and adequate nighttime residence. This includes:

1. Children and youth who are forced to share the housing of other persons due to the loss of housing, economic hardship, or a similar reason; live in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; live in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
2. Children and youth who have a primary nighttime residence that is not designed for or ordinarily used as regular sleeping accommodations for human beings;
3. Children and youth who live in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; or,
4. Migratory children who are living in circumstances set forth in items 1, 2 and 3.

Unaccompanied Youth are students who are not in the physical custody of a parent/guardian and are living in a homeless situation. (see Administrative Rule JBC[1]-R for more details.)

Homeless students have certain educational rights: enroll without delay in school without proof of residency, 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 for eligibility or for more information regarding homeless education services, contact the Homeless Education Program (HEP) office at 678-503-0173. Eligible students or their families should complete Form JBC(1)-1 [Student Residency Statement (SRS)]. The form is available online at [www.cobbk12.org](http://www.cobbk12.org) in the Board Policy Manual under section JBC(1)-R or the local school. Fax the completed form to the HEP office at 770-437-5935 (fax) or give the form to the school.

Eligibility for homeless education services is for one school year only. Renewal is not automatic. Each school year, a new SRS form should be submitted after July 1 in order for the HEP to determine if a student continues to qualify for homeless services.

The School District does not discriminate on the basis of race, national origin, color, sex, disability or age in administering the McKinney-Vento Act. See the "Chart of Responsibilities for Responses to Civil Rights Concerns" in this Guide for the title, telephone number and address of the person(s) responsible for coordinating compliance efforts related to Title VI, Title IX, Section 504, Title II, and the Age Discrimination Act.

## **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 JB-R [Student 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 enrollment. See 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:

(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, work samples (as included on District blogs, websites and/or videos),; dates of attendance and schools attended, degrees/ honors/awards received, photograph, participation in school activities and sports, 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 Social Security Number, in whole or in part, is not considered directory information and 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. Student work samples may also be included in publications such as those listed above, as well as on District blogs, websites and/or videos. In addition, student work samples may also be displayed as part of public performances including, but not limited to, art shows, curriculum nights, etc.

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, Cobb and Douglas Public Health, Georgia Department of Public Health, Cobb County Public Library System, District Attorney and Solicitor’s Offices, the Professional Standards Commission, PTA and other school support organizations, U.S. Armed Forces recruitment agencies, other State, Federal, and Local governmental 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, schools 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, blogs, or social media sites for the purposes of recognizing student achievement, instructional purposes or informing the community about school events.

The District also records and maintains audio recordings and video or photographic footage and images (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, school or District publications, websites, blogs, and social media sites. 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 and images (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, the Professional Standards Commission, 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 footage will be considered education records for the students involved in prohibited conduct, subject to the protections and procedures for release or review under FERPA. (See District Administrative Rule JG(1)-R (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 1, 2017 or within 10 days of enrollment.**

## **Notice of Rights of Students and Parents Under Section 504**

Section 504 of the Rehabilitation Act of 1973, commonly referred to as “Section 504,” is a nondiscrimination statute enacted by the United States Congress. The purpose of Section 504 is to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal to those provided to non-disabled students. For more information regarding Section 504, or if you have questions or need additional assistance, please contact your local system’s Section 504 Coordinator at the following address:

514 Glover Street Marietta, GA 30060 Phone: 770-426-3320 Email: Gretchen.Walton@cobbk12.org

The implementing regulations for Section 504 as set out in 34 CFR Part 104 provides parents and/or students with the following rights:

1. Your child has the right to an appropriate education designed to meet his or her individual educational needs as adequately as the needs of non-disabled students. 34 CFR 104.33.
2. Your child has the right to free educational services except for those fees that are imposed on non-disabled students or their parents. Insurers and similar third parties who provide services not operated by or provided by the recipient are not relieved from an otherwise valid obligation to provide or pay for services provided to a disabled student. 34 CFR 104.33.
3. Your child has a right to participate in an educational setting (academic and nonacademic) with non-disabled students to the maximum extent appropriate to his or her needs. 34 CFR 104.34.
4. Your child has a right to facilities, services, and activities that are comparable to those provided for non-disabled students. 34 CFR 104.34.
5. Your child has a right to an evaluation prior to a Section 504 determination of eligibility. 34 CFR 104.35.
6. You have the right to not consent to the school system’s request to evaluate your child. 34 CFR 104.35.
7. You have the right to ensure that evaluation procedures, which may include testing, conform to the requirements of 34 CFR 104.35.
8. You have the right to ensure that the school system will consider information from a variety of sources as appropriate, which may include aptitude and achievement tests, grades, teacher recommendations and observations, physical conditions, social or cultural background, medical records, and parental recommendations. 34 CFR 104.35.
9. You have the right to ensure that placement decisions are made by a group of persons, including persons knowledgeable about your child, the meaning of the evaluation data, the placement options, and the legal requirements for least restrictive environment and comparable facilities. 34 CFR 104.35.
10. If your child is eligible under Section 504, your child has a right to periodic reevaluations, including prior to any subsequent significant change of placement. 34 CFR 104.35.
11. You have the right to notice prior to any actions by the school system regarding the identification, evaluation, or placement of your child. 34 CFR 104.36.
12. You have the right to examine your child’s educational records. 34 CFR 104.36.
13. You have the right to an impartial hearing with respect to the school system’s actions regarding your child’s identification, evaluation, or educational placement, with opportunity for parental participation in the hearing and representation by an attorney. 34 CFR 104.36.
14. You have the right to receive a copy of this notice and a copy of the school system’s impartial hearing procedure upon request. 34 CFR 104.36.
15. If you disagree with the decision of the impartial hearing officer (school board members and other district employees are not considered impartial hearing officers), you have a right to a review of that decision according to the school system’s impartial hearing procedure. 34 CFR 104.36.
16. You have the right to, at any time; file a complaint with the United States Department of Education’s Office for Civil Rights.

## **Section 504 Procedural Safeguards**

**1. Overview:** Any student or parent or guardian (“grievant”) may request an impartial hearing

due to Cobb County School District’s (the “school system”) actions or inactions regarding your child’s identification, evaluation, or educational placement under Section 504. Requests for an impartial hearing must be in writing to the school system’s Section 504 Coordinator; however, a grievant’s failure to request a hearing in writing does not alleviate the school system’s obligation to provide an impartial hearing if the grievant orally requests an impartial hearing through the school system’s Section 504 Coordinator. The school system’s Section 504 Coordinator will assist the grievant in completing the written Request for Hearing.

**2. Hearing Request:** The Request for the Hearing must include the following:

- a. The name of the student.
- b. The address of the residence of the student.
- c. The name of the school the student is attending.
- d. The decision that is the subject of the hearing.
- e. The requested reasons for review.
- f. The proposed remedy sought by the grievant.
- g. The name and contact information of the grievant.

## **Section 504 Procedural Safeguards (continued)**

Within 10 business days from receiving the grievant's Request for Hearing, the Section 504 Coordinator will acknowledge the Request for Hearing in writing and schedule a time and place for a hearing. If the written Request for Hearing does not contain the necessary information noted above, the Section 504 Coordinator will inform the grievant of the specific information needed to complete the request. All timelines and processes will be stayed until the Request for Hearing contains the necessary information noted above.

**3. Mediation:** The school system may offer mediation to resolve the issues detailed by the grievant in his or her Request for Hearing. Mediation is voluntary and both the grievant and school system must agree to participate. The grievant may terminate the mediation at any time. If the mediation is terminated without an agreement, the school system will follow the procedures for conducting an impartial hearing without an additional Request for Hearing.

### **4. Hearing Procedures:**

- a. The Section 504 Coordinator will obtain an impartial review official who will conduct a hearing within 45 calendar days from the receipt of the grievant's Request for Hearing unless agreed to otherwise by the grievant or a continuance is granted by the impartial review official.
- b. Upon a showing of good cause by the grievant or school system, the impartial review official, at his or her discretion, may grant a continuance and set a new hearing date. The request for a continuance must be in writing and copied to the other party.
- c. The grievant will have an opportunity to examine the child's educational records prior to the hearing.
- d. The grievant will have the opportunity to be represented by legal counsel at his or her own expense at the hearing and participate, speak, examine witnesses, and present information at the hearing. If the grievant is to be represented by legal counsel at the hearing, he or she must inform the Section 504 Coordinator of that fact in writing at least 10 calendar days prior to the hearing. Failure to notify the Section 504 Coordinator in writing of representation by legal counsel shall constitute good cause for continuance of the hearing.
- e. The grievant will have the burden of proving any claims he or she may assert. When warranted by circumstances or law, the impartial hearing officer may require the recipient to defend its position/decision regarding the claims (i.e. A recipient shall place a disabled student in the regular educational environment operated by the recipient unless it is demonstrated by the recipient that the education of the person in the regular environment with the use of supplementary aids and services cannot be achieved satisfactorily. 34 C.F.R. §104.34). One or more representatives of the school system, who may be an attorney, will attend the hearing to present the evidence and witnesses, respond to the grievant testimony and answer questions posed by the review official.
- f. The impartial review official shall not have the power to subpoena witnesses, and the strict rules of evidence shall not apply to hearings. The impartial review official shall have the authority to issue pre-hearing instructions, which may include requiring the parties to exchange documents and names of witnesses to be present.
- g. The impartial review official shall determine the weight to be given any evidence based on its reliability and probative value.
- h. The hearing shall be closed to the public.
- i. The issues of the hearing will be limited to those raised in the written or oral request for the hearing.
- j. Witnesses will be questioned directly by the party who calls them. Cross-examination of witnesses will be allowed. The impartial review official, at his or her discretion, may allow further examination of witnesses or ask questions of the witnesses.
- k. Testimony shall be recorded by court reporting or audio recording at the expense of the recipient. All documentation related to the hearing shall be retained by the recipient.
- l. Unless otherwise required by law, the impartial review official shall uphold the action of school system unless the grievant can prove that a preponderance of the evidence supports his or her claim.
- m. Failure of the grievant to appear at a scheduled hearing unless prior notification of absence was provided and approved by the impartial review official or just cause is shown shall constitute a waiver of the right to a personal appearance before the impartial review official.

**5. Decision:** The impartial review official shall issue a written determination within 20 calendar days of the date the hearing concluded. The determination of the impartial review official shall not include any monetary damages or the award of any attorney's fees.

**6. Review:** If not satisfied with the decision of the impartial review official, any party may pursue any right of review, appeal, cause of action or claim available to them under the law or existing state or federal rules or regulations.



# Chart of Responsibilities for Responses to Civil Rights Concerns

Policies/Rules 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)**
  - Age Discrimination Act (Age Act) of 1975, 42 U.S.C. Sections 6101, et seq., 34 C.F.R. Part 110
- **Americans with Disabilities Act** of 1990 (ADA, Title II)
- Section 504 of the **Rehabilitation Act** of 1973
- Public Law 101-476, **Individuals with Disabilities Education Act (IDEA)**

These laws prohibit, and the Cobb County School District (District) forbids discrimination on the basis of race, color, sex (including pregnancy and related conditions), religion, national origin, age, military status, disability, or any other legally protected status in all District programs and activities. This includes District academic, extracurricular, athletic, Homeless Education Programs pursuant to the McKinney-Vento Act, 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 inquires or concerns regarding the District's non-discrimination policies/rules. Alternatively, a parent or student may contact his/her principal or Area Assistant Superintendent to share concerns. Contact emails for these individuals are available at [www.cobbk12.org](http://www.cobbk12.org) or by calling (770) 426-3300.

Facilities Accessibility  
(770) 590-4518

Director of Construction  
514 Glover St, Marietta, GA 30060

Student Issues (Including Title IX, and VI)  
(770) 426-3340

Director, Student Support  
514 Glover St, Marietta, GA 30060

Student Program Accessibility (Including Title II, ADA, IDEA and Section 504)  
(770) 426-3320

Assistant Superintendent, Teaching & Learning Support and Specialized Services  
514 Glover St, Marietta, GA 30060

Employee Issues (Including ADEA)  
(770) 426-3398

Chief Human Resources Officer  
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

## Information Regarding Discrimination and/or Harassment

Any student (or parent/guardian or friend of a student) who has been the victim of discrimination and/or harassment 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 Rules JAA-R (Equal Educational Opportunities) and JCAC-R (Harassment Reporting and Investigation). The full text of these Rules can be found at [www.cobbk12.org](http://www.cobbk12.org). Penalties for such behavior also appear in the Student Code of Conduct.

The District does not tolerate discrimination and/or harassment based upon race, creed, color, national origin, religion, sex, age, or disability. Students or employees found to have engaged in such acts will be promptly and appropriately disciplined in such a way as to eliminate and deter future conduct related to discrimination and/or harassment. The District encourages collaboration with students and parents to prevent discrimination and/or harassment on the basis of race, creed, color, national origin, religion, sex, age or disability.

Any person who knowingly makes a false charge of discrimination and/or 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 Office of Policy and Student Support, Cobb County School District, P.O. Box 1088, Marietta, Georgia, 30060. These rules are included in Administrative Rule ICC-R (Curriculum 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

**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 website at [www.cobbk12.org](http://www.cobbk12.org), for more complete information. The Rules can be accessed online under the About CCSD/Policies & Rules section.

**COBB COUNTY SCHOOL DISTRICT | 2017-2018 CODE OF CONDUCT**

|                                |               |               |
|--------------------------------|---------------|---------------|
| <b>Student Code of Conduct</b> | <b>JCDA-R</b> | <b>7/1/16</b> |
|--------------------------------|---------------|---------------|

**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, while using the school technology resources, or in the case of cyberbullying, whether or not the electronic communication originated on school property or with school equipment. 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.

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

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 Leadership and Learning Assistant Superintendent.

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

**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.

| School Level      | Range of Consequences  |
|-------------------|--|
| Elementary School | Administrative conference to three (3) days of Administrative Detention and/or restitution |

|               |  |
|---------------|--|
| Middle School | Administrative conference to three (3) days of In-School Suspension (ISS) and/or restitution |
| High School   | 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.

| School Level      | Range of Consequences  |
|-------------------|--|
| Elementary School | In-School Isolation (ISI) to five (5) days Out-of-School Suspension (OSS) and/or restitution                         |
| Middle School     | In-School Suspension (ISS) to five (5) days Out-of-School Suspension (OSS) and/or restitution                        |
| High School       | 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 Leadership and Learning 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. Consequences for middle school and high school students may also 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.
- **NOTE:** Middle schools and high 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(s) to remove a disruptive student from his/her class pursuant to O.C.G.A. § 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 JDF-R (Teacher Authority to Remove Students from Classroom).

**E. Student Enrollment/Conduct Relative to Georgia Driver’s Licenses:**

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

**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 JB-R (Student 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 con-

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

- Schools will notify parents/guardians when a student has accumulated five (5) unexcused absences.
- Schools will also notify parents/guardians of students 14 years of age and older when the student has accumulated seven (7) unexcused absences during the school year.
- 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 Leadership and Learning Assistant Superintendent may give greater discipline in egregious circumstances.

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

1. No student shall possess, consume, store, or be under any degree of influence of alcoholic beverages (including related products such as “near” beer, non- alcoholic beer, and non-alcoholic wine coolers) 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. **(Level 2-3)**
3. No student shall falsely present or identify a substance to be alcohol or an illegal drug. **(Level 2-3)**
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).

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

#### **Consequences for Possession or Personal Use: (A-1, A-5 and A-6 above)**

- **First Offense:**
  - ◇ **Elementary School:**
    - o Minimum of one (1) day of out-of-school suspension.
    - o Maximum of ten (10) days of out-of-school suspension.
  - ◇ **Middle and High School:**
    - o Minimum of ten (10) days of out-of-school suspension.
    - o Maximum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension/expulsion for a specified time.
  - ◇ Notify the appropriate Leadership and Learning Assistant Superintendent.
  - ◇ **Contact Public Safety.**
  - ◇ **Option:** For middle school and high school students, the student may reduce the out-of-school suspension by three days by attending the Gaining Results in Intervention and Prevention (GRIP) Program 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:**
  - ◇ **Elementary School:**
    - Minimum of one (1) day of out-of-school suspension.
    - Maximum of ten (10) days of out-of-school suspension.
  - ◇ **Middle and High School:**
    - Minimum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension for the remainder of the current semester.
    - Maximum of ten (10) days of out-of-school suspension plus a recommendation for expulsion for a specified time.
  - ◇ Notify the appropriate Leadership and Learning Assistant Superintendent.
  - ◇ **Contact Public Safety.**
- **Third and Subsequent Offenses:**
  - ◇ **Elementary School:**
    - Minimum of one (1) day of out-of-school suspension.
    - Maximum of ten (10) days of out-of-school suspension.
  - ◇ **Middle and High School:**
    - Minimum of ten (10) days of out-of-school suspension plus a recommendation for expulsion from school for a period of one (1) calendar year.
    - Maximum of ten (10) days of out-of-school suspension plus a recommendation for permanent expulsion.
  - ◇ Notify the appropriate Leadership and Learning Assistant Superintendent.
  - ◇ **Contact Public Safety.**

**Consequences for Buying, Selling, Distributing and Possessing with Intent to Distribute: (A-4 above)**

- **First Offense:**
  - ◇ **Elementary School:**
    - Minimum of three (3) days of out-of-school suspension.
    - Maximum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension/expulsion for a specified time.
  - ◇ **Middle and High School:**
    - Minimum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension for the remainder of the current semester.
    - Maximum of ten (10) days of out-of-school suspension plus a recommendation for expulsion for a specified time.

**NOTE:** Student shall have the option to attend GRIP but will not receive a reduced suspension.
  - ◇ Notify the appropriate Leadership and Learning Assistant Superintendent.
  - ◇ **Contact Public Safety.**
- **Second Offense:**
  - ◇ **Elementary School:**
    - Minimum of three (3) days of out-of-school suspension.
    - Maximum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension/expulsion for a specified time.
  - ◇ **Middle School:**
    - Minimum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension for the remainder of the current semester.
    - Maximum of ten (10) days of out-of-school suspension plus a recommendation for expulsion for a specified time.
  - ◇ **High School:**
    - Minimum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension/expulsion for the remainder of the current school year.
    - Maximum of ten (10) days of out-of-school suspension plus a recommendation for expulsion for a specified time.
  - ◇ Notify the appropriate Leadership and Learning Assistant Superintendent.
  - ◇ **Contact Public Safety.**
- **Third and Subsequent Offenses:**
  - ◇ **Elementary School:**
    - Minimum of three (3) days of out-of-school suspension.
    - Maximum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension/expulsion for a specified time.
  - ◇ **Middle and High School:**
    - Minimum of ten (10) days of out-of-school suspension plus a recommendation for expulsion for one (1) calendar year.
    - Maximum of ten (10) days of out-of-school suspension plus a recommendation for permanent expulsion.
  - ◇ Notify the appropriate Leadership and Learning Assistant Superintendent.
  - ◇ **Contact Public Safety.**

**B. ATTENDANCE VIOLATIONS:**

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

1. A student shall not be truant by failing to attend school in compliance with the Georgia Compulsory Attendance Laws. **(Level 1)**

2. No student shall be tardy for a class or activity for which he/she is enrolled without a valid excuse. **(Level 1)**
3. No student shall miss any class or activity for which he/she is enrolled without a valid excuse. **(Level 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.

- **Elementary School:**
  - ◇ Minimum of one (1) day of out-of-school suspension.
  - ◇ Maximum of ten (10) days of out-of-school suspension.
  - ◇ **Contact Public Safety.**
- **Middle and High School:**
  - o **First Offense:**
    - ◇ Minimum of ten (10) days of out-of-school suspension.
    - ◇ Maximum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension/expulsion for a specified time.
    - ◇ **Contact Public Safety.**
  - o **Second Offense:**
    - ◇ Minimum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension for the remainder of the current semester.
    - ◇ Maximum of ten (10) days of out-of-school suspension plus a recommendation for expulsion for one (1) calendar year.
    - ◇ **Contact Public Safety.**
- **Third Offense:**
  - ◇ Minimum of ten (10) days of out-of-school suspension plus a recommendation for expulsion for one (1) calendar year.
  - ◇ Maximum of ten (10) days of out-of-school suspension plus 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 CO<sub>2</sub> 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. **Elementary and Middle School:** Students shall not use, display, or turn on communication beepers, cellular phones, video phones, or electronic devices during instructional time, class change time, breakfast or lunch. The Principal shall determine specified times on campus when electronic devices may be used for instructional purposes. **(Level 1)**  
**High School:** Students shall not use, display, or turn on communication beepers, cellular phones, video phones, or electronic devices during instructional time for non-instructional purposes and without the express permission of the teacher. 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. **(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.
  - **Consequence: (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, Instagram or Snapchat during the regular school day for non-instructional purposes and without the express permission of the teacher. **(Level 1-2)**
4. Students shall not use audio or visual recording devices without the permission of a school administrator or as permitted by Administrative Rule JG(1)-R (Monitoring-Recording Staff and Students). This includes, but is not limited to, using recording devices to video, photograph 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. **(Elementary School – Level 2) (Middle and High School – 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 Saturday School, Detention, or In-School-Suspension. **(Level 1-2 as applicable for Middle School and High School only)**

#### **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. **(Elementary School – Level 1-2) (Middle and High School – 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 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. **(Elementary School – Level 1-2) (Middle and High School – Level 1-3)**

2. No student shall make false calls to emergency services including false fire alarms which create a potentially dangerous interruption to the normal school operation and to both the physical and emotional well-being of students and staff.
  - a. **False Call to Emergency Services:**

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

    - **First Offense:**
      - ◇ **Elementary School:**
        - Minimum of one (1) day of out-of-school suspension.
        - Maximum of ten (10) days of out-of-school suspension.
      - ◇ **Middle School:**
        - Minimum of five (5) days of out-of-school suspension.
        - Maximum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension/expulsion for a specified time.
      - ◇ **High School:**
        - Minimum of ten (10) days of out-of-school suspension.
        - Maximum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension/expulsion for a specified time.
      - ◇ **Contact Public Safety.**
    - **Second Offense:**
      - ◇ **Elementary School:**
        - Minimum of one (1) day of out-of-school suspension.
        - Maximum of ten (10) days of out-of-school suspension.
      - ◇ **Middle and High School:**
        - Minimum of ten (10) days of out-of-school suspension.
        - Maximum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension/expulsion for a specified time.
      - ◇ **Contact Public Safety.**
    - **Third and Subsequent Offenses:**
      - ◇ **Elementary School:**
        - Minimum of one (1) day of out-of-school suspension.
        - Maximum of ten (10) days of out-of-school suspension.
      - ◇ **Middle and High School:**
        - Minimum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension for the remainder of the current semester.
        - Maximum of ten (10) days of out-of-school suspension plus a recommendation for 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:**
      - ◇ **Elementary School:**
        - Minimum of one (1) day of out-of-school suspension.
        - Maximum of ten (10) days of out-of-school suspension.
      - ◇ **Middle and High School:**
        - Minimum of five (5) days of out-of-school suspension.
        - Maximum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension/expulsion for a specified time.
      - ◇ **Contact Public Safety.**
    - **Second Offense:**
      - ◇ **Elementary School:**
        - Minimum of one (1) day of out-of-school suspension.
        - Maximum of ten (10) days of out-of-school suspension.
      - ◇ **Middle and High School:**
        - Minimum of ten (10) days of out-of-school suspension.
        - Maximum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension/expulsion for a specified time.
      - ◇ **Contact Public Safety.**
    - **Third and Subsequent Offenses:**
      - ◇ **Elementary School:**
        - Minimum of one (1) day of out-of-school suspension.
        - Maximum of ten (10) days of out-of-school suspension.
      - ◇ **Middle School:**
        - Minimum of (10) days out-of-school suspension a recommendation for long-term suspension for the remainder of the current semester.

- o Maximum of ten (10) days of out-of-school suspension plus a recommendation for expulsion for a specified time.
- ◇ **Contact Public Safety.**
- ◇ **High School:**
  - o Minimum of ten (10) days out-of-school suspension a recommendation for long-term suspension for the remainder of the current semester.
  - o Maximum of ten (10) days of out-of-school suspension plus a recommendation for 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:**

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. **(Elementary School – Level 1-3) (Middle and High School – Level 2-3)**
2. No student shall display identified gang tattoos. **(Elementary School – Level 1-3) (Middle and High School – Level 2-3)**
3. No student shall hold himself/herself out as a member of a gang. **(Elementary School – Level 1-3) (Middle and High School – Level 2-3)**
4. No student shall recruit or solicit membership in any gang or gang-related organization. **(Elementary School – Level 1-3) (Middle and High School – Level 2-3)**
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. **(Elementary School – Level 1-3) (Middle and High School – Level 2-3)**

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

**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. **(Elementary School – Level 1-3) (Middle and High School – Level 2-3)**

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. **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.

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

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

◇ **Elementary School:**

- o Minimum of one (1) day of out-of-school suspension.
- o Maximum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension/expulsion for a specified time.

◇ **Middle and High School:**

- o Minimum of five (5) days of out-of-school suspension.
- o Maximum of ten (10) days of out-of-school suspension plus a recommendation for permanent expulsion.

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

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)**

**NOTE:** Schools should contact Student Support prior to charging a student with this section.

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

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

**Q. PARTIES TO THE OFFENSE:**

No student shall urge, encourage, counsel, further, promote, assist, cause, advise, procure, or abet any other student(s) to violate any section or paragraph of this Cobb County Code of Conduct. **(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 offenses are cumulative for grades 6-8 and 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 JHC-R

{School Clubs/Organizations and Student Organizations}], intentionally spitting, shanking [i.e. intentionally exposing another student's undergarments]). **(Level 2-3)**

6. No student shall participate in any type of fighting. **(Cumulative in grades 6-8 and grades 8-12)**
  - **First Offense:**
    - ◇ **Elementary School:**
      - Minimum of one (1) day of out-of-school suspension.
      - Maximum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension/expulsion for a specified time.
    - ◇ **Middle School:**
      - Minimum of three (3) days of out-of-school suspension.
      - Maximum of ten (10) days of out-of-school suspension.
    - ◇ **High School:**
      - Minimum of five (5) days of out-of-school suspension.
      - Maximum of ten (10) days of out-of-school suspension.
  - **Second Offense:**
    - ◇ **Elementary School:**
      - Minimum of one (1) day of out-of-school suspension.
      - Maximum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension/expulsion for a specified time.
    - ◇ **Middle School:**
      - Minimum of five (5) days of out-of-school suspension.
      - Maximum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension/expulsion for a specified time.
    - ◇ **High School:**
      - Minimum of ten (10) days of out-of-school suspension.
      - Maximum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension/expulsion for a specified time.
  - **Third and Subsequent Offenses:**
    - ◇ **Elementary School:**
      - Minimum of one (1) day of out-of-school suspension.
      - Maximum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension/expulsion for a specified time.
    - ◇ **Middle School:**
      - Minimum of ten (10) days of out-of-school suspension.
      - Maximum of ten (10) days of out-of-school suspension plus a recommendation for permanent expulsion.
    - ◇ **High School:**
      - Minimum of ten (10) days out-of-school suspension plus a recommendation for long-term suspension for the remainder of the current semester.
      - Maximum of ten (10) days of out-of-school suspension plus a recommendation for 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 grades 8-12)**
  - **First Offense:**
    - ◇ **Elementary School:**
      - Minimum of one (1) day of out-of-school suspension.
      - Maximum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension/expulsion for a specified time.
    - ◇ **Middle School:**
      - Minimum of five (5) days of out-of-school suspension.
      - Maximum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension/expulsion for a specified time.
    - ◇ **High School:**
      - Minimum of ten (10) days of out-of-school suspension.
      - Maximum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension/expulsion for a specified time.
    - ◇ **Contact Public Safety.**
  - **Second and Subsequent Offenses:**
    - ◇ **Elementary School:**
      - Minimum of one (1) day of out-of-school suspension.
      - Maximum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension/expulsion for a specified time.
    - ◇ **Middle School:**
      - Minimum of ten (10) days of out-of-school suspension.
      - Maximum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension/expulsion for a specified time.
    - ◇ **High School:**

- o Minimum of ten (10) days out-of-school suspension plus a recommendation for long-term suspension/expulsion for a specified time.
- o Maximum of ten (10) days of out-of-school suspension plus a recommendation for permanent expulsion.
- ◇ **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:**
  - ◇ **Elementary School:**
    - o Minimum of one (1) day of out-of-school suspension.
    - o Maximum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension/expulsion for a specified time.
  - ◇ **Middle School:**
    - o Minimum of three (3) days of out-of-school suspension.
    - o Maximum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension/expulsion for a specified time.
  - ◇ **High School:**
    - o Minimum of five (5) days of out-of-school suspension.
    - o Maximum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension/expulsion for a specified time.
- **Second Offense:**
  - ◇ **Elementary School:**
    - o Minimum of one (1) day of out-of-school suspension.
    - o Maximum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension/expulsion for a specified time.
  - ◇ **Middle School:**
    - o Minimum of five (5) days out-of-school suspension.
    - o Maximum of ten (10) days out-of-school suspension plus a recommendation for long-term suspension/expulsion for a specified time.
  - ◇ **High School:**
    - o Minimum of ten (10) days of out-of-school suspension.
    - o Maximum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension/expulsion for a specified time.
- **Third and Subsequent Offenses:**
  - ◇ **Elementary School:**
    - o Minimum of one (1) day of out-of-school suspension.
    - o Maximum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension/expulsion for a specified time.
  - ◇ **Middle School:**
    - o Minimum of ten (10) days of out-of-school suspension.
    - o Maximum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension/expulsion for a specified time.
  - ◇ **High School:**
    - o Minimum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension for the remainder of the current semester.
    - o Maximum of ten (10) day of out-of-school suspension plus a recommendation for permanent expulsion.

9. **Battery on a Student or a Person who is not a District Employee: (Cumulative in grades K-2, grades 3-5, grades 6-8 and grades 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:**
  - ◇ **Elementary School:**
    - o Minimum of one (1) day of out-of-school suspension.
    - o Maximum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension/expulsion for a specified time.
  - ◇ **Middle and High School:**
    - o Minimum of ten (10) days of out-of-school suspension.
    - o Maximum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension/expulsion for a specified time.
  - ◇ **Contact Public Safety.**
- **Second Offense:**
  - ◇ **Elementary School:**
    - o Minimum of one (1) day of out-of-school suspension.

- o Maximum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension/expulsion for a specified time.
- ◇ **Middle and High School:**
  - o Minimum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension for the remainder of the current semester.
  - o Maximum of ten (10) days of out-of-school suspension plus a recommendation for expulsion for a specified time.
- ◇ **Contact Public Safety.**
- **Third and Subsequent Offenses:**
  - ◇ **Elementary School:**
    - o Minimum of one (1) day of out-of-school suspension.
    - o Maximum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension/expulsion for a specified time.
  - ◇ **Middle School:**
    - o Minimum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension for the remainder of the current semester.
    - o Maximum of ten (10) days of out-of-school suspension plus a recommendation for expulsion for a specified time.
  - ◇ **High School:**
    - o Minimum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension for the remainder of the current semester.
    - o Maximum of ten (10) days of out-of-school suspension plus a recommendation for permanent expulsion.
  - ◇ **Contact Public Safety.**
- 10. **Physical Offenses upon District Employees: (Cumulative in grades K-2, grades, 3-5, grades 6-8 and grades 8-12)**  
**Hearing:**  
 If a student commits an act of physical threat (assault) upon a District employee, a mandatory disciplinary hearing be held in accordance with Administrative Rule JCEB-R (Student Hearing Procedure), regardless of the recommended discipline, unless the hearing is waived. A disciplinary hearing regarding a recommendation for a 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/student over 18.
  - 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.
  - **First Offense:**
    - ◇ **Elementary School:**
      - o Minimum of one (1) day of out-of-school suspension.
      - o Maximum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension/expulsion for a specified time.
    - ◇ **Middle School:**
      - o Minimum of five (5) days of out-of-school suspension.
      - o Maximum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension/expulsion for a specified time.
    - ◇ **High School:**
      - o Minimum of ten (10) days of out-of-school suspension.
      - o Maximum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension/expulsion for a specified time.
  - **Second Offense:**
    - ◇ **Elementary School:**
      - o Minimum of one (1) day of out-of-school suspension.
      - o Maximum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension/expulsion for a specified time.
    - ◇ **Middle School:**
      - o Minimum of ten (10) days of out-of-school suspension.
      - o Maximum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension/expulsion for a specified time.
    - ◇ **High School:**
      - o Minimum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension for the remainder of the current semester.
      - o Maximum of ten (10) days of out-of-school suspension plus a recommendation for expulsion for a specified time.
  - **Third and Subsequent Offenses:**
    - ◇ **Elementary School:**
      - o Minimum of one (1) day of out-of-school suspension.
      - o Maximum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension/expulsion for a specified time.

- ◇ **Middle and High School:**
  - Minimum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension for the remainder of the current semester.
  - Maximum of ten (10) days of out-of-school suspension plus a recommendation for permanent expulsion.
- b. **Physical Violence Without Harm:**

No student shall intentionally commit an act of assault or battery 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:**
    - ◇ **Kindergarten – 2<sup>nd</sup> Grade:**
      - Minimum of one (1) day of out-of-school suspension.
      - Maximum of five (5) days of out-of-school suspension.
    - ◇ **3<sup>rd</sup> Grade – 5<sup>th</sup> Grade:**
      - Minimum of one (1) day of out-of-school suspension.
      - Maximum of five (5) days of out-of-school suspension.
    - ◇ **Middle and High School:**
      - Minimum of ten (10) days of out-of-school suspension.
      - Maximum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension/expulsion for a specified time.
    - ◇ **Contact Public Safety.**
  - **Second and Subsequent Offense:**
    - ◇ **Kindergarten – 2<sup>nd</sup> Grade:**
      - Minimum of two (2) days of out-of-school suspension.
      - Maximum of ten (10) days of out-of-school suspension.
    - ◇ **3<sup>rd</sup> Grade – 5<sup>th</sup> Grade:**
      - Minimum of three (3) days of out-of-school suspension.
      - Maximum of ten (10) days of out-of-school suspension.
    - ◇ **Middle School:**
      - Minimum of ten (10) days out-of-school suspension.
      - Maximum of ten (10) days out-of-school suspension plus a recommendation for expulsion for a specified time.
    - ◇ **High School:**
      - Minimum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension for the remainder of the current semester.
      - Maximum of ten (10) days of out-of-school suspension plus a recommendation for permanent expulsion.
    - ◇ **Contact Public Safety.**
  - **Third and Subsequent Offenses:**
    - ◇ **Kindergarten – 2<sup>nd</sup> Grade:**
      - Minimum of three (3) days of out-of-school suspension
      - Maximum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension/expulsion for a specified time.
    - ◇ **3<sup>rd</sup> Grade – 5<sup>th</sup> Grade:**
      - Minimum of ten (10) days of out-of-school suspension.
      - Maximum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension/expulsion for a specified time.
    - ◇ **Middle and High School:**
      - Minimum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension for the remainder of the current semester.
      - Maximum of ten (10) says of out-of-school suspension plus a recommendation for permanent expulsion.
    - ◇ **Contact Public Safety.**
- c. **Physical Violence With Harm:**

No student shall intentionally commit an act of assault or battery, 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.

  - ◇ **Elementary School:**
    - Minimum of three (3) days of out-of-school suspension.
    - Maximum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension/expulsion for a specified time.
  - ◇ **Middle and High School:**
    - Ten (10) days of out-of-school suspension plus a recommendation for permanent expulsion.
    - In accordance with Administrative Rule JCEB-R (Student Hearing Procedure), the Hearing Officer/Panel may allow an expelled student to apply to attend the AEP.
    - 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).
  - ◇ **Contact Public Safety.**

## 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 JGCD-R (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 DFJ-R [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. **(Elementary School – Level 1-3 and contact Public Safety) (Middle and High School – 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 JCAC-R (Sexual Harassment Reporting and Investigation), 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 2-3)**
- 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 JCAC-R (Sexual Harassment Reporting and Investigation), 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:**

###### **◇ Elementary School:**

- o Minimum of one (1) day of out-of-school suspension.
- o Maximum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension/expulsion for a specified time.

###### **◇ Middle School:**

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

###### **◇ High School:**

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

◇ Notify the appropriate Leadership and Learning Assistant Superintendent.

###### **◇ Contact Public Safety.**

###### **• Second Offense:**

###### **◇ Elementary School:**

- o Minimum of one (1) day of out-of-school suspension.
- o Maximum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension/expulsion for a specified time.



- ◇ **Middle School:**
  - Minimum of ten (10) days of out-of-school suspension.
  - Maximum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension/expulsion for a specified time.
- ◇ **High School:**
  - Minimum of ten (10) of days out-of-school suspension plus a recommendation for long-term suspension for the remainder of the current semester.
  - Maximum of ten (10) days of out-of-school suspension plus a recommendation for expulsion for a specified time.
- ◇ Notify the appropriate Leadership and Learning Assistant Superintendent.
- ◇ **Contact Public Safety.**
- **Third and Subsequent Offenses:**
  - ◇ **Elementary School:**
    - Minimum of one (1) day of out-of-school suspension.
    - Maximum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension/expulsion for a specified time.
  - ◇ **Middle School:**
    - Minimum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension/expulsion for the remainder of the current school year.
    - Maximum of ten (10) days of out-of-school suspension plus a recommendation for expulsion for a specified time.
  - ◇ **High School:**
    - Minimum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension for the remainder of the current semester.
    - Maximum of ten (10) days of out-of-school suspension plus a recommendation for permanent expulsion.
  - ◇ Notify the appropriate Leadership and Learning 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:**
  - ◇ **Elementary School:**
    - Minimum of one (1) day of out-of-school suspension.
    - Maximum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension/expulsion for a specified time.
  - ◇ **Middle School:**
    - Minimum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension/expulsion for a specified time and a referral to Prevention/Intervention.
    - Maximum of ten (10) days of out-of-school suspension plus a recommendation for permanent expulsion.
  - ◇ **High School:**
    - Minimum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension for the remainder of the current semester.
    - Maximum of ten (10) days of out-of-school suspension plus a recommendation for permanent expulsion.
  - ◇ Notify the appropriate Leadership and Learning 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:**
  - ◇ **Elementary School:**
    - Minimum of one (1) day of out-of-school suspension.
    - Maximum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension/expulsion for a specified time.
  - ◇ **Middle School:**
    - Minimum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension for the remainder of the current semester.
    - Maximum of ten (10) days of out-of-school suspension plus a recommendation for expulsion for permanent expulsion.
  - ◇ **High School:**
    - Minimum of ten (10) days of out-of-school suspension plus a recommendation for expulsion for one (1) calendar year.

- o Maximum of ten (10) days of out-of-school suspension plus a recommendation for permanent expulsion.
- ◇ Notify the appropriate Leadership and Learning 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 JCDA-3 [Receipt of the Family Information Guide]) on file with the school. Unauthorized access and prohibited behaviors are fully discussed and defined in Administrative Rule IFBG-R (Technology Acceptable Use). 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 IFBG-R (Internet Acceptable Use). This includes any modification of school records. **(Level 1-3)**
9. Students may not use school technology devices to access chat rooms/social networking sites such as Facebook, Twitter or My Space. **(Level 1-2)**
10. Students may not use audio or visual recording devices without the permission of a school administrator or as permitted by Administrative Rule JG(1)-R (Monitoring-Recording Staff and Students). This includes, but is not limited to, using recording devices to video or record misbehaviors or to violate the privacy of others. **(Level 1-3)**

**X. TOBACCO:**

Student possession or use of tobacco or tobacco product substitutes (e.g., tobacco look-alikes, such as BaccOff), cigarette look-alikes (e.g., electronic cigarettes), hookahs and hookah look-alikes (e.g. electronic hookahs) on school property and at school-sponsored events is prohibited.

- **Elementary School – Level 1-2**
- **Middle and High School:**
  - o **First Offense:** Out-of-School Suspension for two (2) school days.
  - o **Second Offense:** Out-of-School Suspension for three (3) school days.
  - o **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 meet the following requirements:

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

the above classroom activities.

**Prohibition:** A student shall not possess, handle, transmit, or cause to be transmitted; use or threaten to use; sell, attempt to sell, or conspire to sell a weapon, either concealed or open to view, on school property. A weapon includes a dangerous weapon, firearm or hazardous object, as further defined below. All weapons shall be confiscated and given to 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 - Dangerous Weapon or Firearm (Loaded or Unloaded):**

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

Dangerous weapon means any weapon which fires explosive or non-explosive rockets or weapon which is designed to explode to injure, kill, destroy armor, or similar weapon used for such purpose as defined in O.C.G.A. § 16-11-121.

Firearm means a handgun, rifle, shotgun, or other weapon which will or can be converted to expel a projectile by the action of an explosive or electrical charge.

- **First and Subsequent Offenses:**
  - ◇ Minimum of ten (10) days of out-of-school suspension plus a recommendation for expulsion for one (1) calendar year as provided for in Georgia law.
  - ◇ Maximum of ten (10) days out of school suspension plus a recommendation for permanent expulsion.
  - ◇ The hearing officer, tribunal, panel, principal, Superintendent or Cobb County Board of Education has the authority to modify these expulsion requirements on a case-by-case basis.
  - ◇ Notify the appropriate Leadership and Learning Assistant Superintendent.
  - ◇ **Contact Public Safety.**

**Category II Weapon – Hazardous Object:**

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

Hazardous object means any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor, razor blade, spring stick, knuckles, whether made from metal, thermoplastic, wood, or other similar material, blackjack, any bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any instrument of like kind, any nonlethal air gun, and any stun gun or taser as defined O.C.G.A. § 16-11-106 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:**
  - ◇ **Elementary School:**
    - 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 of out-of-school suspension.
    - Maximum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension/expulsion for a specified time.
  - ◇ **Middle School:**
    - Minimum of ten (10) days of out-of-school suspension.
    - Maximum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension/expulsion for a specified time.
  - ◇ **High School:**
    - Minimum of ten (10) days of out-of-school suspension.
    - Maximum of ten (10) days of out-of-school suspension plus a recommendation for permanent expulsion.
  - ◇ **Contact Public Safety.**
- **Second and Subsequent Offenses:**
  - ◇ **Elementary School:**
    - 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 of out-of-school suspension.
    - Maximum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension/expulsion

- ◊ for a specified time.
- ◊ **Middle School:**
  - Minimum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension/expulsion for a specified time.
  - Maximum of ten (10) days of out-of-school suspension plus a recommendation for permanent expulsion.
- ◊ **High School:**
  - Minimum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension for the remainder of the current semester.
  - Maximum of ten (10) days of out-of-school suspension plus a recommendation for 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:**
  - ◊ **Elementary School:**

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 of out-of-school suspension.
    - Maximum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension/expulsion for a specified time.
  - ◊ **Middle School:**
    - Minimum of five (5) day of out-of-school suspension.
    - Maximum of ten (10) days of out-of-school suspension.
  - ◊ **High School:**
    - Minimum of five (5) day of out-of-school suspension.
    - Maximum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension/expulsion for a specified time.
  - ◊ **Contact Public Safety.**
- **Second and Subsequent Offenses:**
  - ◊ **Elementary School:**
    - 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 of out-of-school suspension.
    - Maximum of ten (10) days of out-of-school suspension plus a recommendation for long-term suspension/expulsion for a specified time.
  - ◊ **Middle School:**
    - Minimum of ten (10) days of out-of-school suspension.
    - Maximum of ten (10) days of out-of-school suspension plus a recommendation for permanent expulsion.
  - ◊ **High School:**
    - Minimum of ten (10) days of out-of-school suspension plus a recommendation long-term suspension/expulsion for a specified time.
    - Maximum of ten (10) day out-of-school suspension plus a recommendation for permanent expulsion.
  - ◊ **Contact Public Safety.**

Note: For items such as smoke bombs, stink bombs, fireworks, cigarette lighters, matches, or similar devices see Paragraph M. above.

**III. CLUBS AND ORGANIZATIONS:**

The names of student clubs and organizations, as defined by Administrative Rule JHC-R (School Clubs/Organizations 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 IDE-R (Co-Curricular Activities) and Administrative Rule IDF-R (Interscholastic Activities).

Adopted: 7/9/80

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

Reclassified an Administrative Rule: 9/1/04

Revised: 6/21/05; 7/1/06; 7/1/07; 7/1/08; 7/1/09, 6/9/10, 6/8/11; 6/13/12

Revised and Re-coded: 7/1/13

Revised: 6/11/14; 7/1/14; 7/1/15: 7/1/16

# COBB COUNTY SCHOOL DISTRICT DISTRICT ADMINISTRATIVE RULE

|                                  |  |        |
|----------------------------------|--|--------|
| IDF-R Interscholastic Activities |  | 7/1/16 |
|----------------------------------|--|--------|

## 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 and 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 standards of conduct, the District may withdraw the privilege of participation 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, on or off school grounds, and through the use of school or outside technology resources.

#### 2. Parental/Self Reporting of Law Enforcement:

Parents/guardians and/or students must report any charges against or arrest of a student or student 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, charges or behavior may result in additional consequences which may include, but is not limited to, doubling of the student's consequences for the behavior in question.

#### 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 the appropriate Student Code of Conduct (Administrative Rule JCDA-R, 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 the appropriate Student Code of Conduct (Administrative Rule JCDA-R, 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 use, possession, selling or buying over the counter drugs or products to get high; alcohol; illegal drugs; or prescription drugs in an unauthorized manner at any time is an offense. Such use, possession or distribution 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 Student must complete the GRIP (Gaining Results in Intervention and Prevention Program) which consists of one four hour Saturday session attended by the student and the parent, or another comparable program. If the student cannot attend the program until after the suspension is lifted, they must still attend the program in order to be eligible to compete in their next extracurricular/athletic season. Failure to attend or complete the program as required may result in continued extracurricular/athletic ineligibility beyond the initial suspension.

- o If offense is during the off season, 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 and must sit out 20% of games/matches/performances/competitions.
- **4th Offense and Subsequent Offense:**  
Suspension from all extracurricular activities for ninety (90) calendar days.

**D. FELONY:**

1. **Guidelines:**
  - a. A student who is arrested for, indicted for, convicted of, or charged with a felony or 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/her 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 may present or obtain documentation as required by the school to determine the circumstances of the matter and appropriate eligibility consequences, as determined at the discretion of school administration. Such incidents will be reviewed on an individualized basis and a legal determination in the matter may not be sufficient to change 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.
  - o 1st and Subsequent Offenses:
  - o 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 may present or obtain documentation as required by the school to determine the circumstances of the matter and appropriate eligibility consequences, as determined at the discretion of school administration. Such incidents will be reviewed on an individualized basis and a legal determination in the matter may not be sufficient to change 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 JHC-R [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.

Adopted: 9/28/00; 8/11/04

Reclassified an Administrative Rule: 9/1/04

Revised: 8/10/05; 6/10/09; 4/14/10

Revised and re-coded: 1/7/13 (Previously coded as Administrative Rule JICDD)

Revised: 7/1/13; 7/1/16

## 2017-2018 School Year Calendar

### July 2017

| 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 |    |    |    |    |    |

July 4 - Independence Day

### August 2017

| 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 2017

| 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  |

Sept. 4 - Labor Day

### October 2017

| 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 |    |    |    |    |

### November 2017

| 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. 7 - Election Day

Nov. 23 - Thanksgiving Day

### December 2017

| 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. 25 - Christmas Day

### January 2018

| 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. 1 - New Year's Day

Jan. 15 - MLK Day

### February 2018

| 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 |    |    |    |

Feb. 19 - Presidents' Day

### March 2018

| 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 2018

| 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 |    |    |    |    |    |

Apr. 2-6 - Spring Holidays

### May 2018

| 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 2018

| 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 - 91 days    2nd Semester - 89 days**

#### CALENDAR LEGEND

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

- Elementary/Middle School Conference Week
- Early Release Day (Refer to the District's online calendar for details)

Approved: 9/17/15

Revised: 5/12/17