

**JG-R Student Welfare**

7/1/23

**RATIONALE/OBJECTIVE:**

The Cobb County School District (District) is committed to the welfare of students from their entry on a school bus or school property to their return to the bus stop or leaving school property. Therefore, appropriate methods are established and observed in all schools to report health problems, including suspected child abuse, to prevent accidents, and to handle accidents, should these occur.

**RULE:**

Employees should observe the following in providing for student welfare:

**A. HEALTH:**

1. Proper ventilation, heating, lighting, and furniture-sizing will be maintained in the classroom setting.
2. Frequent hand washing should be encouraged. Soap in some form and hand drying materials should be supplied.
3. Community efforts to promote health programs should be supported as approved by the principal.
4. Symptoms of possible contagious diseases or conditions should be reported to the school nurse.
5. School cafeterias will be monitored for safety and cleanliness in accordance with required governmental inspections.
6. The well-being of students who are employed will be protected through requirements established by State law.

**B. SAFETY:**

1. **Supervision:**  
Adequate supervision of students should be maintained as provided in Administrative Rule JGFB-R (Supervision of Students).
2. **Chaperones:**  
Chaperones should be provided for trips away from school or for overnight activities as provided in Administrative Rule IFCB-R (Field Trips).
3. **School Safety Plans:**  
Every District school shall prepare a School Safety Plan to help curb the growing incidence of violence in schools, to respond effectively to such incidents, and to provide a safe learning environment for District students and school personnel.
  - a. Contents:
    - (1) School Safety Plans shall also address:
      - (a) Preparedness for natural disasters;
      - (b) Hazardous materials or radiological accidents;
      - (c) Acts of violence;
      - (d) Acts of terrorism; and
      - (e) Security issues in school safety zones as defined in O.C.G.A. § 16-11-127.1(a)(1).
    - (2) School Safety Plans should also address security issues:
      - (a) Involving the transportation of students to and from school functions when such transportation is furnished by the District; and
      - (b) Involving school functions held during non-instructional hours.
  - b. Preparation:

School safety plans shall be prepared with input from:

- (1) Students enrolled in that school;
- (2) Parents/guardians of such students;
- (3) Teachers in that school;
- (4) Community leaders,
- (5) Other school and District employees; and
- (6) Local law enforcement, fire service, public safety, and emergency management agencies.

c. **Communication:**

School Safety Plans should be developed and communicated to faculty and staff in accordance with expectations set by the District's Department of Public Safety.

d. **Submission Requirements:**

The original School Safety Plan should be submitted to the District's Department of Public Safety with a copy retained by the school and a copy submitted to the designated assistant superintendent. Public Safety shall submit each school's plan to the local emergency management agency.

e. **Other Provisions:**

- (1) Fire, disaster, emergency (e.g., bomb threat, intruder alert, etc.), and take-cover drills within the District should be in conformance with state, county, city, and local requirements and in accordance with the rules and regulations prescribed by the Cobb County Board of Education and instructions issued by the Department of Public Safety through the Emergency Procedures Manual.
- (2) Evacuation routes will be posted in accordance with state and local fire marshal requirements.
- (3) The District should appropriately cooperate with the Cobb County Emergency Management Agency, Georgia Emergency Management Agency, and Federal Emergency Management Agency authorities and other government agencies in the event of a declared emergency situation.

4. **Chains and Padlocks:**

Schools will refrain from using chains and padlocks on egress doors whether or not the building is occupied.

5. **Portable Handheld Radios:**

- a. Fire safety authorities require portable two-way radios in all portable classrooms.
- b. After School Programs (ASP) should have access to a portable handheld radio that is capable of communicating beyond the local area.

6. **Emergency Contact Information:**

Emergency After-Hour Contact information for school personnel should be reported in accordance with the expectations of the CCSD **Police Department**.

7. **Decorations:**

- a. Live holiday trees may be permitted in classrooms under the following conditions:
  - (1) No lights.
  - (2) Keep water in the tree stand.
  - (3) The tree should not be located near a heat source.
- b. Artificial trees that are labeled fire "retardant" or "resistant" may be decorated with lights that are labeled "UL Approved."
- c. Electrical wall decorations should be securely fastened to the wall away from anything flammable. They should be unplugged after class each day.
- d. Electrical cords and other items should be securely fastened to avoid tripping and unnecessary alarm activation.
- e. Candles or open flames may be used only in accordance with state, county, city, and local fire safety requirements. Questions regarding these requirements may be directed to the Department of Public Safety.

8. **Activity/Athletic Fields:**

All activity and athletic fields, including District owned playground facilities, should comply with the following:

- a. Use during the school day should be limited to those students registered in each respective school.
- b. Use after school hours is subject to Principal approval and regulations.

- c. Playground apparatus and equipment should be approved by the Supervisor of Health and Physical Education prior to installation and use.
  - d. Gymnasium apparatus and physical education/athletic equipment and facilities should be used under direct supervision by a District employee.
9. **Bicycle Use:**
- a. Principals should establish procedures for bicycle parking at their respective schools.
  - b. Bicycle riding on school campuses while school is in session should be prohibited.
10. **Emergency Student Information:**
- In cases of emergency, necessary information to notify parents/guardians and licensed physicians should be maintained in the school office and entered in the Student Information System. This information should include the following:
- a. Parent/guardian phone numbers: home, cell, and business;
  - b. Parent/guardian addresses: home and business;
  - c. Emergency Contacts: Phone numbers and addresses of persons through whom necessary parent/guardian contact may be made and who may check the student out of school if the parent/guardian cannot be reached;
  - d. Physicians: Address and phone numbers of family physicians.
  - e. In cases of emergency every effort should be made to contact parents/guardians after immediate care of the student has been completed. If contact with the parents/guardians cannot be made, emergency medical services will be contacted. Any action taken in cases of accidents without the knowledge of a parent/guardian of a student should immediately be reported to the Office of the Director of Public Safety and the designated assistant superintendent.
11. **Eye Protection:**
- a. In order to ensure the safety and eye protection of students, employees, and visitors in the schools, persons are required to wear appropriate industrial-quality, school designated eye protection equipment at all times while participating in or observing any course of instruction involving exposure to any of the following:
    - (1) Molten materials.
    - (2) Milling, sawing, filing, turning, shaping, cutting, grinding or stamping of any solid materials.
    - (3) Heat treatment, tempering or kiln-firing of any materials.
    - (4) Welding.
    - (5) Repair or servicing of any vehicle.
    - (6) Caustic or explosive materials or materials that shatter.
    - (7) Finishing materials and solvents.
    - (8) Injurious radiations or other hazards.
  - b. Each school will provide eye protection equipment to every student, employee or visitor that is clean, in good repair, durable, capable of being disinfected and that meets the requirements specified in "Practice for Occupational and Educational Eye and Face Protection," American National Standards Institute, Z87.1-1968, while they are using or observing machines or operations. Use of equipment with structural or optical defects should be prohibited. Persons whose vision requires the use of eyeglasses shall be provided goggles that can be worn over corrective spectacles without disturbing the adjustment of the spectacles.
  - c. Each school that uses lasers in classrooms and laboratories will register them with the Georgia Department of Human Resources and adhere to the Rules and Regulations for Laser Radiation, Chapter 290-5-27, Georgia Department of Human Resources.
12. **Science Classroom Safety:**
- Additional measures to be observed in science classrooms: Because of the special nature of the chemistry laboratory and the use of chemicals in other science laboratories, all students, employees, and visitors to a classroom or laboratory whenever chemicals are being used, carried, or heated, and when laboratory apparatus and materials are being prepared or returned to the stockroom, should be required to:
- a. Wear chemical splash goggles (ANSI Z87.1 compliant, see above).
  - b. Wear close-toed shoes, securely tied (no platform shoes).
  - c. Tie, pin, or otherwise secure hair behind the shoulders.
  - d. Refrain from wearing loose-fitting, overhanging, or dangling articles of clothing or jewelry.

- e. Secure books, backpacks, and personal belongings well away from the areas where the chemicals are being used.

**13. Assistance to Staff:**

Any student, with administrative approval, may assist a staff member with appropriate activities. These activities must not endanger the safety or welfare of the student.

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

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

**C. SUSPECTED CHILD ABUSE:**

According to the required procedures outlined by DFCS Protocol (Form JG-1), any District employee or volunteer who forms reasonable cause to believe a student is subject to physical or sexual abuse from any source shall report the suspected abuse in accordance with State laws, O.C.G.A. § 19-7-5.

**D. CHILDREN AT EMPLOYEE WORKSTATION:**

1. Having children at workstations is a privilege that may be allowed employees at the discretion of administrators at their individual school/work site. In addition to any local school or department regulations regarding children at workstations, the following procedures are established:
  - a. Pre-school age and younger children are not allowed at employee workstations for child-care purposes.
  - b. No child, regardless of age, is allowed at employee workstations for child-care purposes during established student hours.
  - c. Children are not allowed at employee workstations during pre-planning, post-planning, or any other scheduled workday.
  - d. Children of employees are not allowed to attend parent/teacher conferences, faculty meetings, or other meetings of this nature.
  - e. Employees assume the responsibility of ensuring that their children do not interfere with their work responsibilities or the responsibilities of other staff members.
2. Parents who choose to take advantage of this privilege, with the appropriate permission, will be responsible for any injuries that occur to their child(ren) or others as a result of their child(ren) accompanying them at the workstation.
3. Parents are responsible for supervision of their child(ren) under this rule and will be monetarily responsible and liable for any damage or injury that occurs based upon their child(ren)'s presence at the workstation or other school property.

Reclassified an Administrative Rule: 9/1/04

Revised: 5/26/05; 12/14/06; 10/10/12

Re-coded: 1/7/13 (Previously coded as Administrative Rule JL)

Revised: 2/11/19; 8/1/22; 7/1/23

Legal Reference

O.C.G.A. 19-15-2	Child Abuse Protocol
O.C.G.A. 16-6-5.1	Sexual assault by persons with supervisory or disciplinary authority
O.C.G.A. 15-11-58	Child welfare - removing a child from home
O.C.G.A. 16-6-9	Prostitution
O.C.G.A. 19-7-5	Reporting child abuse
O.C.G.A. 20-2-1184	Mandatory reporting of students committing certain prohibited acts
O.C.G.A. 20-2-1185	School safety plans; drills
O.C.G.A. 49-5-41	Persons and agencies permitted access to records
Rule 160-4-8-.04	Child Abuse and Neglect Reporting