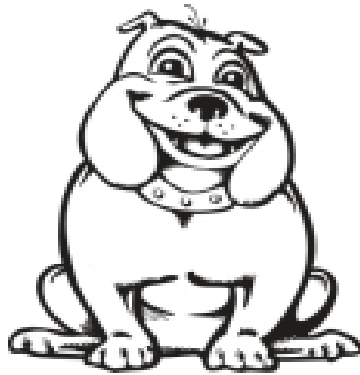


***LYONS UPPER ELEMENTARY  
SCHOOL***

***“BE Better Together at L.U.E.S.!”***



**STUDENT HANDBOOK  
AND  
CODE OF CONDUCT**

**2019-2020**

***Mr. Barry Waller, Superintendent***

***Mrs. Tabatha Nobles, Principal***

## TOOMBS COUNTY SCHOOL SYSTEM

*If you need assistance with the policies, information, and/or forms included in this handbook, please call or visit the school office.*

*Si usted asistencia con la informacion o las formas que estan en este libro, porfavor llame a visite la oficina de la escuela.*

### **POLICY JCDA: STUDENT CODE OF CONDUCT (revised 07/10/14)**

The Toombs County Board of Education recognizes the right of all children who reside in the Toombs County School District to attend its public schools. However, with that right comes the responsibility to maximize one's own learning opportunities without jeopardizing or interfering with fellow classmates right to learn. It is the purpose of the Toombs County School District to operate the school system in a manner that will provide an orderly process of education and that will provide for the welfare and safety of all students who attend our schools.

Each of our schools primary goals is to educate, not to punish; however, when the behavior of an individual student comes in conflict with the rights of others, corrective actions may be necessary for the benefit of that individual and the school as a whole. Accordingly, students shall be governed by policies, regulations and rules set forth in this Code of Conduct and Discipline Procedures.

**A student shall: *Respect constituted authority, including teachers, administrators, bus drivers, and other school employees.***

***This shall include compliance with school rules and Regulations and applicable provisions of law;***

***Attend school daily, except when excused, and be on time to All classes and other school-day functions;***

***Pursue and attempt to complete the course of study prescribed By the state and local school authorities;***

***Protect and take care of the schools property and the property Of others;***

***Dress and groom to meet fair standards of health and common Standards of decency;***

***Avoid the use of indecent or obscene language, both written And oral; and***

***Avoid conduct that will demean or slander others.***

With full sanction by the Georgia General Assembly, the Governor, the State School Board, the State School Superintendent, the Toombs County School Superintendent, and the Toombs County Board of Education, the principal and faculty of each school will enforce rules and regulations that are necessary for the efficient operation of the school, the health, and general welfare of each student as outlined in the schools and school systems policy and procedures handbook. Parents have the primary responsibility for

the proper conduct of their children. Violation of school policies by students shall jeopardize their right to attend Toombs County Schools.

Discipline in the classroom is the responsibility of each teacher. Discipline in the buildings, halls, and playground is the responsibility of every teacher. Students causing discipline problems on the school buses are subject to the same or similar corrective measures as those who misbehave on the school campus. Progressive discipline procedures are utilized on the buses ranging from warnings for minor infractions given by the bus drivers to permanent suspension from the bus for major infractions given by the school system administrators and/or the Toombs County School System Tribunal.

**STUDENTS** are the major contributors to the educational process and they put forth their best efforts during the process when they:

*Accept responsibility for their actions and education while abiding by established school rules, regulations, and laws of the community, state, and nation;*

*Come to school with a positive attitude in order to maximize opportunities for academic and personal growth;*

*Model positive behavior and language which reflect cooperation with all members of the school community; and*

*Come to school prepared to learn, bringing only those items and materials which are appropriate for the educational program.*

**SCHOOL SYSTEM PERSONNEL** provide a safe and supportive environment conducive to learning and based on high standards of conduct and performance when they:

*Consider issues related to school safety when engaging in the school improvement planning process;*

*Participate in the assessment and provision of a safe learning environment, including school security, school climate, and disciplinary interventions;*

*Use assessment findings in determining school improvement goals and professional development needs;*

*Model behavior standards by acting in a respectful manner towards students, other staff, and parents;*

*Implement established discipline policies and programs consistently;*

*Stay informed and remain alert to ensure that the school and system emergency preparedness plans are activated when a crisis develops;*

*Establish in conjunction with school improvement teams procedures for interacting with the media to promote school initiatives and to inform the community in the event of a crisis; and*

*Help in developing a curriculum that meets the educational needs of all students.*

### **PROGRESSIVE DISCIPLINE**

The Toombs County School System utilizes a system of progressive discipline involving the concept that the degree of discipline will be directly correlated to the severity of the behavior, that previous discipline history and other relevant factors will be taken into account, and that due process as required by state and federal law will be followed. Furthermore, discipline includes opportunities for students to practice character traits related to the misbehavior (based on traits identified in Georgia's Character Education Program). The progressive discipline model is divided into five categories as follows.

**Level I-** Level I discipline is used for minor acts of misconduct which interfere with orderly school procedures, school functions, extracurricular programs, approved transportation, or a student's own learning process. Level I discipline management techniques include, but are not limited to, the following: detention, loss of recess, isolation, conferences, school service projects, restriction from school programs or assemblies, partial or whole day in-school-suspension, cleaning or repair of damage, etc.

**Level II-** Level II discipline offenses are intermediate acts of misconduct that require administrative intervention such as repeated acts of minor misconduct possibly directed against persons or property. Level II discipline management techniques include, but are not limited to, the following: conferences,

restriction from programs and assemblies, detention, in school suspension for up to 5 days, out of school suspension for up to 3 days, cleaning/repair of any damage, financial restitution, corporal punishment, etc.

**Level III-** Level III discipline offenses are serious acts of misconduct, serious disruptions of the school environment, threats to health, safety, and property, and other acts of serious misconduct. Level III discipline management techniques include, but are not limited to, the following: restriction from programs and assemblies, in school suspension for up to 10 days, out of school suspension for up to 5 days, cleaning/repair of damage, financial restitution, corporal punishment, etc.

**Level IV-** Level IV discipline offenses are the most serious acts of misconduct. These offenses must be immediately be reported to the principal. They may also require the use of outside agencies or law enforcement. Level IV discipline management techniques include, but are not limited to, the following: out of school suspension for up to 10 days, cleaning/repair of damage, financial restitution, corporal punishment, expulsion, etc.

**Level V-** Level V discipline is used for students in grade six or higher whose behaviors cause them to be excluded from the regular school program. Examples of Level V behavior include chronically disruptive behavior, extremely violent behavior, and weapon possession. Students in this category may be subject to decisions made by the school discipline tribunal including alternative placement, expulsion, etc.

### **DISCIPLINARY PROCEDURES**

A major consideration in the application of discipline code is that disciplinary action taken by school officials is the *least extreme measure* that can resolve the discipline problem; yet, it will become more progressive if necessary. Circumstances to be considered include, but are not limited to, the following factors: age, health, maturity, academic placement of the student, prior conduct, attitude, cooperation of the parents, willingness to make restitution, and the seriousness of the offense. Such factors may be taken into account in determining the punishment to be imposed, including any decision to impose a punishment that is more or less severe than suggested in this Code of Conduct.

Consequences of a student's behavior range from teacher-student conferences to short-term suspension (10 or fewer days) from school. Other examples of consequences are temporary *or permanent (teacher initiated)* removal from class or activity (permanent removal from an extra-curricular activity must be approved by the school principal after deliberation with the activity sponsor); after school detention, behavioral probation, referral to student services, parent conference, In-School Suspension (ISS), suspension of driving privileges for high school students, counseling, corporal punishment, restitution, and referral to appropriate law enforcement or juvenile court officials. Students may be suspended due to repeated violations of any rule. The **MAXIMUM** punishments for any offense include long-term suspension or permanent expulsion, but these punishments will be determined only by a disciplinary tribunal as outlined in Georgia State Statute and Toombs County School Board Policy.

A conference with the student must precede any immediate suspension from school. If immediate suspension is the action that is taken by the school administrator, it will not exceed 10 school days (Grades 4-12) and 5 days consecutive or cumulative (Grades PreK-3) and ***parents/guardians will be notified*** either in person, by phone, or by mail. School officials may involve law enforcement officials when evidence surrounding a situation necessitates their involvement.

*\*No student in public preschool through third grade shall be expelled or suspended from school for more than five consecutive or cumulative days during a school year without first receiving a multi-tiered system of supports, such as response to intervention, unless such student possessed a weapon, illegal drugs, or*

*other dangerous instrument or such student's behavior endangers the physical safety or other students or school personnel pursuant to O.C.G.A. 20-2-742.*

You may expect school officials to conduct regular searches of school lockers, desks, or any other school property. Individual students, student book bags/pocket books, student cars, and all other cars parked on school property shall be subject to inspection and search by school authorities at all times without further notice to students or parents. Such searches may be conducted using drug-sniffing dogs or hand-held metal detectors. Individual student searches shall not be overly intrusive ***unless there is reasonable suspicion that the student is carrying a weapon. (Refer to JCDAE for Toombs County Weapon Policy)***

The Toombs County School System reserves the right to use walk-through and hand-held metal detectors and drug-sniffing dogs at any school function, including activities which occur outside normal school hours or off the school campus. ***Students and school employees or school visitors are hereby notified that metal detectors and drug-sniffing dogs will be used at the discretion of school administrators and/or law enforcement personnel to make our school physical facilities as safe as possible.***

## **NOTICES**

CIVIL RIGHTS COMPLIANCE:

PUBLIC NOTICE - English

Students, parents, employees and the general public are hereby notified that the Toombs County Board of Education is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex, handicap and/or age in its activities, programs or employment practices [including Career, Technical and Agricultural Education (CTAE) {Vocational} Programs] as required by Title VI, Title IX and Section 504. Lack of English language skills will not be a barrier to admission and participation in CTAE programs.

For information regarding civil rights or grievance procedures, contact Sabrina Woodruff, Title VI and Title IX Coordinator or Carmen Roberts, 504 Coordinator at 117 East Wesley Avenue, Lyons, GA 30436, Telephone: 912-526-3141.

NOTICIA PUBLICA - Espanol

A los estudiantes, padres, empleados y al público en general se les notifica que el Consejo de Educación del Condado de Toombs es una institución de igualdad en oportunidades educativas y no discriminará en base a raza, color, nacionalidad de origen, sexo, minusvalía y/o edad en sus actividades, programas, o prácticas de empleo [incluyendo Programas de Career, Technical and Agriculture Education (CTAE)- *Educación de Carrera, Técnica, y Agrícola*- {Vocacional} ] como es requerido por Título VI, Título IX y la Sección 504. Falta de destreza en el lenguaje inglés no será una barrera para la admisión y participación en programas de CTAE.

Para información en cuanto a derechos civiles o procesos de quejas, contacte al Sabrina Woodruff, Coordinador de Título VI y Título IX o Carmen Roberts, Coordinadora de la Sección

504 en 117 East Wesley Avenue, Lyons, GA 30436. Teléfono 912-526-3141.

#### TITLE IX:

English:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving financial assistance.” In order to comply with Title IX, the Toombs County Board of Education has appointed Sabrina Woodruff to coordinate its Title IX program. Mrs. Woodruff will be available in reference to any grievance, question or complaint dealing specifically with Title IX. Normal channels of communication, from student to administrator to Board of Education, are to be completed before the student grievance procedure is utilized.

Espanol:

Ninguna persona en los Estados Unidos ,debera en base del sexo, que no lo incluyan para participar en,o negarle beneficios de, o ser sujetos de descriminacion bajo ningun tipo de programa educativo o actividad que reciba asistencia economica. En orden de cumplir con Title IX, el departamento de Educacion de Toombs County a asignado al Mrs. Sabrina Woodruff para cordinar el programa del Title IX. El Mrs. Woodruff esta disponible en referencia a castigos, preguntas y quejas en referencia especificamente con Title IX. Canales normales de comunicacion seran entre el estudiante y el administrador del Departamento de Educacion seran completado antes que el castigo del estudiante sea sometido.

#### PROHIBITING DISCRIMINATION IN EDUCATION:

The following procedure should be used by students, parents of students, or employees in the resolution of grievances:

Step 1: Any grievance concerning possible discrimination should be presented to the superintendent in writing. An answer, in writing, will be presented to the aggrieved party within ten (10) working or school days.

Step 2: If satisfaction is not received by the aggrieved party, he/she may, within five (5) working or school days, appeal in writing to the superintendent of schools. The superintendent will answer the appeal in writing within ten (10) working or school days.

Step 3: If satisfaction is then not received by the aggrieved party, the next step in the process is through written appeal, within a five (5) day period, to the Board of Education. Written reply will then be forth-coming from the regularly scheduled board meeting at which the grievance is heard.

Step 4: The last step of the procedure would be written appeal to the State Board of Education requesting a hearing.

## **GENERAL INFORMATION**

The following alphabetical list of policies and procedures will serve as a guide for students, parents, teachers, and administrators. These procedures will govern the conduct of students during school hours, at school related functions, and on the school bus. These guidelines should be studied by students and parents alike as they are expected to know these policies and abide by them. The rules explained in this handbook are administrative rules; they do not take precedence over state and federal laws.

No list of policies can cover every possible situation or circumstance that may arise. If a situation does arise which is not covered in the written policies, or if extenuating circumstances affecting the welfare of a student or the school arises, the administration will use discretion in dealing with it. In addition, the possible consequences for rule infractions are simply guidelines. **The administration reserves the right to enforce a different punishment based on the situation.**

Also, additional, school-specific information (i.e. arrival and departure procedures, etc.) will be sent home at the beginning of each school year. Please fill out the student registration form (front and back), the medical information form, the corporal punishment form, the attendance notice, the Internet acceptable use policy, the publication of student work form, the sex education and PRIDE survey permission form (5th grade only), the medication administration authorization form (if necessary), the bus rider information sheet (if your child rides a bus), and the acknowledgment form and return to school immediately. **It is mandatory for these forms to be filled out completely and returned to school!**

***SPECIAL NOTE: The 2019-2020 school year has 170 student days as opposed to 180 as in the past. These days are extended to make up the equivalent of 180 days. This year, one day of attendance will actually equal 1.086 days. When a specific number of days is referenced in policies and rules (ex. the attendance policy and the promotion retention policy), it is referring to the equivalent of that number of days. If you have questions, please contact your child's school.***

## **ALCOHOL AND OTHER DRUGS**

A student shall not possess, sell, use, transmit, or be under the influence of any drugs, prescription drug, narcotic drug, counterfeit drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, depressants, stimulants, alcoholic beverage, or intoxicant of any kind:

- (a) on the school grounds and immediately before or immediately following school hours;
- (b) on the school grounds at any other time when the school is being used by



- any school group;
- (c) off the school grounds at a school function, activity, or event; and
- (d) enroute to and from school.

Use of a drug properly authorized by a medical prescription from a registered physician, accompanied by a note signed by legal guardians granting permission to take the medication, shall not be a violation of this policy. However, the Toombs County Board of Education recognizes the danger of the improper use of prescription or over-the-counter drugs, and authorizes the administration to take disciplinary action against such abuses should they arise.

All substantiated cases involving illicit drugs shall be reported to the proper legal authority and referred to the Board of Education with the recommendation for long-term suspension in accordance with the policy as follows:

First Offense - Out of school suspension for up to 10 days or more depending on the severity of the offense. Board action will be required for more than 10 days.

Second Offense - Expulsion from school for remainder of existing semester plus one additional semester with total loss of credit for both semesters.

All cases of persons selling drugs or intoxicants listed above shall be referred to the Board of Education with the recommendation for disciplinary action.

For improper use of prescription and over-the-counter drugs:

First Offense - Three days detention / loss of recess and parent notification.

Second Offense - Three days in-school suspension or one day out of school suspension and parent conference before returning to school.

Third Offense - Ten days in-school suspension or three days out of school suspension.

The sale or distribution of prescription and over-the-counter drugs will be dealt with by the policy pertaining to illicit drugs.

### **ASSAULT AND/OR BATTERY (OF SCHOOL PERSONNEL)**

Physical assault and battery of teachers, administrators, other school personnel, or persons attending school functions will not be tolerated.

Possible Consequences:

Immediate suspension (up to 10 days of school) and referral to disciplinary tribunal

Recommendation for expulsion for the remainder of the semester or next semester

Possible arrest and prosecution

### **ASSAULT AND/OR BATTERY (OF ANOTHER STUDENT)**

Any student involved in offenses of extreme violence, threats or actions that do bodily harm to another, or using any object that could be considered a deadly weapon will be punished.

First Offense - 3 to 5 days ISS

Second Offense - 7 to 10 days ISS

Third Offense - 3 days OSS

Likewise, verbal assault of students will not be tolerated.

First Offense - Paddling or ISS for 1 to 3 days

Second Offense - ISS for 3 to 5 days and parent conference

Third Offense - 7 to 10 days ISS and parent conference

Fourth Offense - 3 days OSS

## **ATTENDANCE, ABSENCES, AND EXCUSES**

Regular attendance is a state requirement (code section 20-2-690.1 regarding compulsory attendance). Parents are responsible for getting their children to comply with attendance regulations. Parental cooperation with teachers and administrators is expected and will help to support the academic program of the student. ***To be counted present, a child must attend school for at least ½ of the instructional minutes for that grade level.***

The Toombs County Board of Education approves of the rationale provided under State Board Policy JBD, Rule 160-51-.10; therefore, students are required to meet mandatory school attendance policies and shall be excused for absences from school under the following circumstances.

1. Personal illness or attendance in school endangering a student's health or the health of others.
2. A serious illness or death in a student's immediate family necessitating absence from school.
3. A court order or an order by a governmental agency, including preinduction physical examinations for service in the armed forces, mandating absence from school.
4. Celebrating religious holidays, necessitating absence from school.
5. Conditions rendering attendance impossible or hazardous to student health or property.
6. A period not to exceed one day is allowed for registering to vote or voting in a public election.

Absences shall not penalize student grades if the following conditions are met:

1. Absences are justified and validated for excusable reasons.
2. Make up work for excused absences has been completed satisfactorily.
3. A grade average of 70 or higher has been earned in the course work.

Other guidelines regarding absences are noted below:

- *The Toombs County Board of Education will provide hospital homebound services as soon as possible following a parent or guardian's notification to a school system official that the student is ill and under a physician's care. Other rules governing hospital homebound services will continue as noted in the hospital/homebound policy.*
- Students who are absent from school are required to bring an excuse for their absence to the personnel office between 8:00-8:15 A.M. on the first day back to school.

- Absences, which are lawful and therefore excusable, shall be governed in accordance with the rules of the State of Georgia and the rules and regulations of the State Department of Education and local policy. If an absence is not lawful, it is unexcused.
- All student excuses will be kept in a personal file.

NOTES: When a student is absent, the parent may call and request that day's assignments by 8:15 in the morning. By requesting the assignments early, teachers are able to get them together throughout the day without interrupting instructional time. If the request is made later than this time, teachers may not have sufficient time to gather the materials. The parent may pick up the assignments in the office at 2:30 or later. Also, students should bring a written excuse signed by the parent or a doctor's excuse on the first day back to school. The excuse should include the student's name, the date of the absence, the reason for the absence, and a phone number where the parent/guardian may be reached, and the signature of the parent or guardian.

## **BOOKBAGS**

If students wish to bring bookbags to school in which to carry books and personal belongings, they may do so. Students may carry bookbags that are solid in nature. Bookbags that are equipped with rollers and handles must have retractable handles. This rule applies to students who are bus riders or car riders. When boarding the bus, students must sit in their assigned seats with their bookbags in their laps.

## **BULLYING**

The Toombs County Board of Education believes that all students can learn better in a safe school environment. Behavior that infringes on the safety of students will not be tolerated. Bullying, as the term is defined in Georgia law, of a student by another student is strictly prohibited. Such prohibitions are included in the Student Code of Conduct for all schools within the school system.

Bullying is defined as follows:

An act which occurs on school property, on school vehicles, at school bus stops, or at school related functions or activities, or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of the school system, that is:

1. Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;
2. Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or
3. Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:
  - a. Causes another person substantial physical harm within the meaning of Code Section

16-5-23.1 or visible bodily harm as such term is defined in Code Section 16-5-23.1;

- b. Has the effect of substantially interfering with a student's education;
- c. Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- d. Has the effect of substantially disrupting the orderly operation of the school.

The term applies to acts which occur on school property, on school vehicles, at designated bus stops, or at school related functions or activities or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of the local school system. The term also applies to acts of cyberbullying which occur through the use of electronic communication, whether or not the electronic act originated on school property or with school equipment, if the electronic communication (1) is directed specifically at students or school personnel, (2) is maliciously intended for the purpose of threatening the safety of those specified or substantially disrupting the orderly operation of the school, and (3) creates a responsible fear of harm to the students' or school personnel's person or property or has a high likelihood of succeeding in that purpose. Electronic communication includes, but is not limited to, any transfer of signs, signals, writings, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system.

#### Reporting:

Administrative procedures may be developed at each school encouraging a teacher or other school employee, student, parent, guardian, or other persons who have control or charge of a student, either anonymously or in the person's name to report or otherwise provide information on bullying activity.

Any teacher or other school employee who, in the exercise of his or her personal judgment and discretion, believes he or she has reliable information that would lead a reasonable person to suspect that someone is a target of bullying should immediately report it to the school administrator.

Any report will be appropriately investigated by the administration based on the nature of the complaint in a timely manner to determine the following:

- a. whether bullying has occurred;
- b. whether there are other procedures related to illegal harassment or discrimination that should be implemented; and
- c. what other steps should be taken.

### Retaliation Prohibited:

Any report of retaliation for reporting bullying will also be investigated and addressed as called for in this policy and in accordance with school procedures.

### Discipline:

Acts of bullying shall be punished by a range of consequences through the progressive discipline process, as stated in the codes of conduct for the Toombs County School System and specified particularly in the school's grade appropriate discipline procedures. Such consequences shall include, at a minimum and without limitation, disciplinary action or counseling, as appropriate under the circumstances. However, upon a finding by the disciplinary hearing officer, panel or tribunal that a student in grades 6-12 has committed the offense of bullying for the third time in a school year, an IEP team shall be convened to consider appropriate consequences if the student is receiving services as specified in PL 94-142, or as necessary to conform to other Federal statutes. Otherwise, the student shall be assigned to the Toombs County Alternative School for not less than one semester. Nothing herein shall limit any school official from recommending a student be assigned to an alternative school prior to the third offense of bullying if circumstances warrant.

### Notification of Bullying Offense:

Upon a finding by a school administrator that a student has committed an act of bullying or is a victim of bullying, the administrator or designee shall notify the parent, guardian, or other person having control or charge of the student by telephone call or through written notice, which may be done electronically.

### General Notification of Bullying Prohibition:

Students and parents will be notified of the prohibition against bullying and the penalties for violating the prohibition by posting information at each school and by including the information in the "Calendar of Events, Policies and Procedures for Toombs County Schools." The information will also be posted on the school system website under Board Policies for the Toombs County School System.

### Immunity

Any person who reports in good faith an incident of bullying shall be immune from civil liability for any damages caused by such reporting.

In determining when and how to implement this policy and any procedures related to it, educators will exercise their professional judgment and discretion. Therefore, the policy is not to be construed as imposing ministerial duties on individual employees of the Toombs County School System. Further, it is not intended to interfere with the duties of law enforcement.

## **CHARACTER EDUCATION**

As specified in Georgia law, character education will be taught at all grade levels. The curriculum will focus on the development of the following character traits: courage, patriotism, citizenship, honesty, fairness, courtesy, tolerance, generosity, school pride, respect for the Creator, creativity, loyalty, virtue, respect for others kindness, cooperation, cleanliness, self-control, compassion, diligence, punctuality, perseverance, self-respect, cheerfulness, patience, respect for the environment, sportsmanship.

## **CHEATING ON SCHOOL WORK**

Cheating on schoolwork will not be tolerated. The offense carries an automatic zero (0) and the possibility of further disciplinary action (i.e. ISS, paddling, etc.).

## **CHRONIC DISCIPLINARY PROBLEMS**

Students who present consistent and chronic disciplinary problems will be handled through the progressive discipline plan. Furthermore, when problems persist, they will be handled through the Tiers of Intervention process, and those students may be referred to the student support team and/or behavior support process in order to identify appropriate and relevant strategies and to provide support in dealing with the misbehavior.

## **CLASSROOM PROCEDURES**

The teacher's classroom discipline plan will be explained by the teacher.

## **CONFERENCES/PARENT COMMUNICATION**

Teachers are available for conferences during their planning period on any given day. However, you must call and make an appointment. Also, teachers may contact parents to set up a conference if the need arises. Appointments can be made to talk with administrators if necessary as well.

## **CORPORAL PUNISHMENT**

No student has the right to interfere with the educational opportunities of other students. For that reason, it is expected that each student will observe a code of personal conduct that will allow every student the opportunity to learn in the Toombs County School System. The principal and faculty are charged with the enforcement of necessary rules of conduct that will provide for the efficient operation of the school. Although parents have the primary responsibility for the proper conduct of their children, school faculty members and administrators must have the authority to act in a reasonable and prudent manner in the place of the parent at the school setting.

Since violation(s) of certain school policies by students can jeopardize their right to attend Toombs County Schools, other alternatives for punishment in lieu of out-of-school suspension (OSS) may be considered; the use of corporal punishment is one such option.

Any principal or other designated school administrator employed by the Board of Education, in

order to maintain proper control and discipline over pupils under his or her care and supervision, may, in the exercise of sound discretion, administer corporal punishment to any pupil or pupils under his or her care and supervision. No other employee of the Board or any other person, including the parents or guardian of such child or children, may administer corporal punishment in any school or on any school property in this school district. The following requirements must be strictly adhered to in the administering of corporal punishment:

1. The corporal punishment shall not be excessive or unduly severe.
2. Corporal punishment shall never be used as a first line of punishment for misbehavior unless the pupil was informed beforehand that specific misbehavior could occasion its use; provided, however, that corporal punishment may be employed as a first line of punishment for those acts of misconduct which are so antisocial or disruptive in nature as to shock the conscience.
3. Corporal punishment must be administered in the presence of another certified employee of the school system and the witness must be informed beforehand and in the presence of the pupil of the reason for the punishment.
4. The administrator who administered corporal punishment must provide the child's parents, upon request, a written explanation for the reasons for the punishment and the name of the witness who was present; provided, however, that such an explanation shall not be used as evidence in any subsequent civil action brought as a result of said corporal punishment.
5. Corporal punishment shall not be administered to a child whose parents or legal guardian have filed with the principal of the school a statement expressly objecting to the use of corporal punishment or a statement from a medical doctor licensed in Georgia stating that corporal punishment is detrimental to the child's mental or emotional stability.

## **DISRESPECTFUL CONDUCT**

Disrespectful conduct towards teachers, administrators, other school personnel, or students will not be tolerated.

First Offense - Paddling or 1 to 3 days ISS

Second Offense - 3 to 5 days ISS

Third Offense - 5 to 7 days ISS

Fourth Offense - 3 to 5 days OSS

## **DELIVERIES TO STUDENTS**

The school will not accept deliveries such as flowers, food, etc. for students. There is no space in the office to put them and the students have nowhere to keep them. The school cannot accept the responsibility for possible contaminated food, allergic reactions to flowers, hazardous conditions caused on the school buses, etc. Deliveries also cause a serious disruption of classes.

## **DISCIPLINARY TRIBUNAL**

Students who present chronic, consistent, and severe disciplinary problems and/or classroom disruptions could be referred to the disciplinary tribunal in order to determine future placement. The disciplinary tribunal is a committee composed of countywide administrators including, but not limited to, principals, assistant principals, and appropriate central office administrators. Meetings are held to make decisions regarding school and bus disciplinary incidents.

## **DISHONESTY**

Lying to school/system officials (administrators, teachers, paraprofessionals, other staff members, etc.) and other forms of dishonesty will not be tolerated.

First Offense - 1 day ISS

Second Offense - 3 days ISS

Third Offense - 5 days ISS

## **DRESS CODE (Grades K-12)**

The Toombs County School System requires students to dress in a manner conducive to maintaining an academic focus. Therefore, student dress should reflect acceptable standards of neatness and modesty and should not distract from the education of students. The administration reserves the right to determine if a student's dress, hairstyle, etc. are too casual, too revealing, or too distracting to be considered appropriate for school.

### **Tops**

- Long or short sleeved shirts, dress shirts, t-shirts, polo style shirts, sweaters, and sweatshirts which are size appropriate will be permitted. No sleeveless, halter, tank or spaghetti strap tops are allowed. No hostile or inappropriate graphics or language on shirts is permitted.
- Shirrtails must be below the waist line even with arms raised about the head or when the student is seated.
- Shirts with deep scooped necklines will not be allowed.
- Sheer fabric outer wear will not be allowed.
- Jackets are permitted but may not be worn to cover inappropriate clothing. Trench coats are not permitted.

### **Bottoms**

- Pants, khakis, jeans, and athletic pants (e.g. warm-ups) that are size appropriate; worn at the waist, and are hemmed or cuffed are allowed. All students must wear bottoms snugly enough to keep them well above the hips. **In Grades 9-12, leggings and spandex apparel are not permitted. Holes in pants must not extend above the knee. Any holes above the knee must have clothing worn underneath.**
- Pajama pants are not permitted.
- In **GRADES 6-12**, shorts that are size appropriate are permitted for students; however, they must be no shorter than 5 inches from the top of the knee. Dresses, jumpers, and overalls will be allowed.



- In **GRADES 9-12**, dresses and skirts must be no shorter than 3 inches above the knee. Slits in skirts must not extend beyond 3 inches above the knee. Dresses or skirts worn over tights/leggings must also meet the 3 inch rule.
- Shorts are permitted for students in **Grades K-5**; however, shorts must not be worn as to show any undergarments while sitting, standing, or bending.
- In **GRADES 6-8**, dresses and skirts must be no shorter than 5 inches above the knee. Slits in skirts must not extend beyond 5 inches above the knee. Dresses, skirts, or shirts worn over tights/leggings must also meet the five inch rule. If pants or shorts have holes that are more than 5 inches above the knee, shorts, tights, or pants must be worn underneath so that no skin is showing.
- All pants, overalls, and jumpers must have all buttons buttoned and all fasteners fastened.
- Only tops listed in the “tops” section above may be worn under jumpers and overalls.

### **Headgear**

- Headgear of any type is unacceptable; however, school administration has the right to reserve discretion of headgear within their building and will notify students/faculty within the student handbook of any exceptions to this rule. No hats, bandanas, sweat bands, hoods, knit caps or stocking caps may be worn anywhere on school grounds or buses. In **Grades 9-12**, headgear (hats) may be worn in the common areas of the school or in the classroom at teacher discretion.
- Sunglasses are not permitted.

### **Shoes**

- Flip flops or slides of any kind are not permitted in Grades K-8.
- All shoes worn must be secured at the toe and heel with shoelaces tied, buckles secured, or Velcro fastened.
- Bedroom shoes of any kind are not acceptable or any shoes of extended length (clown shoes) or height (not to exceed 2 inches).

### **Jewelry/Accessories**

- Chains hanging from pockets, dog collar-like necklaces, spiked collars, bracelets, studded anklets or belts are not permitted.
- Gloves are not permitted in the building.
- Belts must be flat with no symbolic message on the buckle or belt.
- Any jewelry or accessories that create a distraction to the learning environment (as determined by administration) will not be permitted.

### **Hair**

- Hair must be free of curlers, picks, or combs at all times.
- Hair must be of a **natural human color (Grades K-8 only)**. Wigs may be worn if the student is medically fragile as noted by a physician’s statement, and the wig is necessary because of loss of hair.
- Any hair style that may create a distraction to the learning environment (as determined by administration) will not be permitted.

### **General Guidelines for Students:**

- All clothing, bottom or tops, must have appropriate hems and no inappropriate holes, frays, rips or tears.

- All clothing must be appropriately sized. No oversized or baggy garments (for example: pants must be worn at the natural waistline and not drag the floor). Clothing should not be excessively tight or form-fitting. As with all clothing decisions, administrators will have the final say as to whether a garment is too loose or too tight.
- All garments should cover the body in an appropriate manner and not reveal the anatomy of the person other than the head and neck, or low extremities of the arms and legs.
- No objects should be attached to clothing unless sponsored by the school (spirit ribbons, pins, patches, etc.)
- Clothing, jackets, jewelry, and accessories may not advertise anything associated with alcohol, tobacco, guns, violence, drugs, or gang-related activity, sexual connotations, or any item that creates a hostile or disruptive environment.
- Cosmetics, including but not limited to eye make-up, nail polish and lipstick, can only be worn in a manner as to not draw excessive attention to the person.
- Bandanas are not permitted.
- Proper undergarments must be worn at all times. Undergarments must not be exposed.
- In the event of a medical necessity, e.g. broken leg, 504 plan, IEP, the school or system administrator may take temporary variations in this policy.
- A new student (one who has not previously enrolled) will be allowed five school days to make arrangements to conform to the system dress code.
- School administrators may alter the dress code for special occasions or extracurricular activities.

### **DRESS CODE VIOLATIONS**

Violation of the dress code will not be allowed. Offenders will be given a verbal warning by school personnel if the student simply needs to make an adjustment in the manner in which the clothing is worn.

If school personnel observe a violation of dress code that can't be immediately corrected and a warning given, then a referral should immediately be written and sent to a school administrator. The school administrator will search the student's discipline file for prior referrals and make a decision for punishment based on a progressive discipline plan concerning the dress code.

Consequences may include dress modification, parent contact to bring appropriate clothing, or ISS. A student's refusal to comply with dress code, repeated offenses, or violations of a severe nature may result in progressive disciplinary action (i.e., Out of School Suspension).

**The school does not wish to have to interrupt the student's time in class or inconvenience parents by having to send a student home to change clothes or have clothes brought to school. For this reason, it is suggested that rather than wear clothing which is questionable and which might not be allowed, it would be better for students to wear clothing that is definitely within the outline of the dress code. The school earnestly asks for parents' cooperation in this matter.**

## **EARLY DISMISSAL**

Once a student arrives on campus, or boards a school bus, he or she may not leave before the end of the school day without checking out through the school office. You are encouraged to schedule appointments with your doctor or dentist at times other than during school hours.

However, when the child must be taken out of class early the following procedure must be followed:

1. The parent or guardian must come to the office to request early dismissal. **Please bring a picture i.d. with you when you come to check out a student!**
2. When possible the parent should send a written permission slip to the teacher for the student to leave at a specific time. This written permission must be signed by the parent or guardian whose signature is on file in the school office. Telephone calls will not be accepted as permission for a student to leave school. Written permission slips should be turned in at the beginning of the school day.

If it becomes necessary for you to pick up your child early, please do so before 2:45 P.M. This helps to avoid unnecessary confusion near the end of the day when teachers and students are concluding the days' activities and preparing to load buses.

## **EMERGENCY DRILLS**

Emergency drill instructions are provided for teachers. These will be discussed with students. When an alarm is sounded, all students must proceed as directed in a quick, quiet, and orderly manner. Remain quiet to hear any possible change of instructions. An all clear will be sounded when the drill is over.

## **ENROLLMENT**

To enroll a child, the following must be received from the parent at the time of enrollment.

- A certificate of immunization
- An eye, ear and dental certificate
- A Birth Certificate
- A copy of the students' Social Security card

(A social security card is voluntary. Parents not providing one must fill out a form stating that fact.) No student shall be denied enrollment in the Toombs County School District for declining to provide a social security number or for declining to apply for one. When transferring from another school you must provide a withdrawal form from that school which indicates the program and level for reading and math. Students transferring to the school shall be assigned to the grade level indicated as appropriate according to records received from the transferring school. Such placement shall be tentative pending teacher observation of achievement level and analysis of standardized achievement test scores. Placement may be changed later by the school administration in accordance with what is educationally best for the pupil. Parents will be notified of any change of placement.

## **FIELD DAY**

Field day is scheduled during April or May each year. It is a day set aside for friendly, fun, outside competition. Anyone wishing to buy field day T-shirts may do so. Parents of our students and interested community members are invited to come view the games. Regular school lunches will be available for both students and parents. Parents are encouraged to send sunscreen with their child to avoid sunburn.

## **FIGHTING**

Students who are involved in fighting will receive an immediate office referral.

First Offense - Paddling or 1 to 3 days ISS

Second Offense - 3 to 5 days ISS

Third Offense - 5 to 7 days ISS

Fourth Offense - 10 days ISS

Fifth Offense - 3 days OSS

## **FIRE ALARM OR FIRE EXTINGUISHER**

Any student caught activating a fire extinguisher or fire alarm under false pretenses will be punished.

First Offense - 1 to 3 days ISS

Second Offense- 5 days ISS

Third Offense - 3 days OSS

## **FIREARMS**

Possession of any type of firearm on school property will result in automatic referral to the Toombs County Board of Education for long-term suspension or expulsion. Students will be suspended from school until the disciplinary tribunal can convene.

## **FIRECRACKERS/FIREWORKS/STINK BOMBS/POPPERS**

Possession of, or being involved in the popping of, firecrackers, any type of fireworks, poppers, or stink bombs in the building or on the school campus is prohibited.

First Offense - 3 days ISS and parent conference

Second Offense - 5 days ISS

Third Offense - 7 days ISS

## **FOOD AND DRINKS**

No student shall have food or drink in the halls or classrooms at any time without special permission from the teacher or administrator. No food or drinks may be taken from the lunchroom.

First Offense - 3 days detention / loss of recess

Second Offense - 1 to 3 days ISS

Third Offense - 3 to 5 days ISS

Fourth Offense - 5 to 7 days ISS

## **FORGING NOTES**

Forging excuses, papers to be signed, or other notes will be considered grounds for disciplinary action.

First Offense - 3 days detention/loss of recess and notification of parents

Second Offense - 1 to 3 days ISS

Third Offense - 5 to 7 days ISS

Fourth Offense - 10 days ISS

## **GAMBLING**

Students will not gamble on school property or while attending an activity under school supervision. Gambling includes playing cards, betting, matching, etc., for money or property. Failure to abide by this rule will result in 3 days ISS.

## **GANG ACTIVITY**

Gang activity is prohibited on all campuses in the Toombs County School System and will not be tolerated in any form including symbols, clothing, actions, or graffiti. Bandannas of any color cannot be brought to school or worn at school at any time. Students found to be in violation of this policy will be subject to evaluation by the school administration and administered punishment as determined by the severity of the offense. Options for punishment will include the following:

First Offense - 3 to 5 days ISS and notification of parents

Second Offense - 7 to 10 days ISS and notification of parents

Third Offense - 5 days OSS

Fourth Offense - 10 days OSS and referral to the Toombs County Tribunal with a recommendation of expulsion.

## **HEALTH ISSUES**

Early in the morning it is often difficult to make a decision about whether or not your child is sick enough to stay home from school. With minor symptoms, you often cannot tell whether he/she is going to get better or worse during the course of the day.

The main reasons for keeping your child home are:

- If he/she is too sick to be comfortable at school; and/or
- If he/she might spread a contagious disease to other children.

As a rule of thumb, a child should stay home if there is:

- A fever over 100.4° F;
- Vomiting more than once;
- Diarrhea;
- A very frequent cough;
- Persistent pain (ear, stomach, etc.); and/or
- A widespread rash.

If any of these symptoms occur during the school day, you will be notified and required to take your child home. If the parent cannot be contacted, the emergency number provided will be called. If no contact can be made, the student will be kept in class or in the nurse's station until contact is made or until dismissal time. **Home, work, and emergency telephone numbers should be kept up to date with the school office and the homeroom teacher. This is for the safety of your child!**

Most of the above listed problems need to be discussed with your child's pediatrician to determine if an office visit is needed. On the other hand, children who don't have a fever and only have a mild cough, runny nose, or other cold symptoms can usually be sent to school without harm to themselves or others. The following guidelines apply:

- **Minor cold or allergy** symptoms should not be a reason to miss school.
- If your child's **cough** is worse than you might expect with a common cold, you may need to consult your child's doctor.
- A single episode of **vomiting**, without any other symptoms, may not be reason enough for the child to miss school, but be sure the school can reach you if symptoms occur again during the day. A single episode of watery **diarrhea** probably warrants not going to school.
- Children with **fever** (generally considered to be over 100.4°) should stay home until there is no fever for 24 hours without the use of fever reducing medications such as Tylenol or Motrin.
- Children diagnosed with **strep throat or scarlet fever** should remain out of school until they are without fever and have been on antibiotics for 24 hours.
- Children with **pinkeye** should see their doctor. If diagnosed, children should remain home until they have been on antibiotic eye drops at least 24 hours or until their doctor recommends their return.
- **Middle ear infections** are not contagious to others. Children should stay home if they have fever or pain.
- Children who have been diagnosed with the **flu** should stay home until symptoms improve (usually 5 to 7 days) or until the doctor recommends returning.
- **Impetigo** is contagious and is passed by direct contact. The child's physician will recommend the length of time to be out of school.
- **Chickenpox** is highly contagious. Children with chickenpox must stay home until all bumps are scabbed and no new bumps have appeared for 2 days. Your child is contagious at least 2 days before the rash started, so you need to notify the school and classmates.
- **Ringworm** is a contagious fungal infection. It may be treated with anti-fungal creams and should be covered during school hours.
- **Scabies** should be treated immediately.
- **Head Lice:** It is the policy of this administration that no child should have to endure or cause another child to endure public school nuisances such as pediculus capitis (head lice). If the school health professional or school administration determines that a student is infected with active (moving) lice, the student's parents or guardians will be contacted and requested to remove the child from school for treatment and remediation of the

condition. If it is determined that a student is infected with nits, the parents or guardians will be notified so that the nits can be removed when the child gets home from school. A student will be checked upon returning to school on the following school day. If the condition has not been remediated, the school health professional or school administration will repeat the same procedures outlined above until the condition has been remediated. If, after following this process for five concurrent school days, the student's condition has not been remediated by the parent or guardian, a referral will be made to law enforcement for legal proceedings to take place.

Whenever there is doubt about sending your child to school, consult your child's doctor before doing so. A phone conversation may be all that is necessary. You may also call the Children's Healthcare of Atlanta 24-hour nurse advice line at 1-404-785-5437 for advice when your child's doctor's office is not open.

*This general healthcare information should not be used as a substitute or in place of contacting your child's healthcare provider. © Children's Healthcare of Atlanta*

Remember to send a written excuse when your child is absent due to illness per the absentee policy.

Students with sutures, staples, cast, etc. will not be allowed to participate in PE/Recess without a signed note from the physician. Students must have a note from the physician to return to PE/Recess after sutures, staples, cast, etc. are removed.

### **HOMELESS STUDENTS (McKinney-Vento Act)**

Upon completion of the Toombs County Student Residency Statement, a student may meet the federal definition for homeless. Homeless students will be enrolled in school, even if the student is unable to provide documentation normally required for enrollment. Placement decisions will be made without delay. Homeless students may participate in classes, as well as other school activities. Please contact the local Homeless Liaison, Mrs. Pamela Sears at 912-526-3141 for additional information.

### **HOMEWORK**

There is overwhelming evidence that completion of homework has a dramatic, positive impact on achievement. If students take an assignment home that is an expansion of the work being done in class, we fully expect them to do it to the best of their ability. As long as there is evidence that all the assignments have been attempted, there will be no negative consequence. It is important that your child does his/her assignments. The purpose of homework is:

1. To reinforce materials taught at school;
2. To instill in the child a sense of responsibility;
3. And to involve the parent in the learning process.

Homework may be written assignments or other activities such as listening, reading, watching a TV program, doing research, playing an educational game, routine studying such as drill review

or memorization. Homework assignments that stimulate thinking and allow young people to make discoveries lead to creative and challenging experiences. The amount of homework will not exceed the student's abilities to accomplish it in a reasonable amount of time.

## **HOME-SCHOOLED STUDENTS**

When children who have been previously home-schooled are enrolled in Toombs County schools, decisions regarding appropriate placement must be made. We will place the student as indicated by the parent; however, if the student is not successful in the grade/course in which he has been placed, we reserve the right to challenge the placement. In such cases, the student will be required to take a comprehensive placement examination to determine the student's level of achievement and proper placement.

## **HONOR ROLL/STAR HONOR ROLL**

We feel that students should be encouraged to achieve academic excellence and should be recognized for their achievements. Students who maintain an overall 90 or above average will receive an honor roll award. Students who earn a 90 or above in all subjects will receive a STAR honor roll award.

## **HOSPITAL/HOMEBOUND**

If a student is expected to be absent from school for 7 consecutive or more days due to illness, injury, or hospitalization, the parent and/or physician should request hospital/homebound services. Forms may be obtained from the school office and must be completed by the parent and physician and returned to school. A teacher will be assigned by the principal to tutor the student during the extended absence.

## **IMMUNIZATIONS**

The Toombs County School System will adhere to all rules of the Georgia Department of Human Resources Division of Public Health related to immunizations. For any child attending any school in the state of Georgia for the first time, a parent or guardian must submit a valid certificate of immunization. School or facility officials, for justified reasons, may allow a child to attend for up to 30 calendar days after first admittance without a valid certificate of immunization. Certificates of Immunization are to be issued in accord with the current Official Immunization Schedule. A certificate may be issued for a child who has not received all required immunizations with the conditions that the child is in the process of completing required immunizations and that immunizations are being scheduled with the shortest intervals recommended in the current Official Immunization Schedule. The certificate must be retained and monitored for accuracy by the school or facility while the child continues in attendance. Children whose parents fail to renew said certificates within the time allotted shall not be permitted to continue in attendance. © Georgia Department of Human Resources, Division of Public Health

## **IN-CLASS ISOLATION (TIME-OUT)**

Teachers are responsible for maintaining order and discipline in their classrooms. When a



student's behavior becomes disruptive, a teacher must implement strategies to correct the behavior. After other methods such as verbal corrections, assigned seats, and detention hall/loss of recess have been attempted, in-class isolation may be used in order to correct subsequent misbehavior. During in-class isolation, a student would be separated from the other students in the classroom yet remain visible to the teacher at all times. By utilizing this technique, students are able to remain in class and complete assignments as opposed to receiving an office referral.

## **INJURIES**

If your child sustains an injury at school, and it is reported to the office, the following procedure will be followed:

1. Minor injuries, scrapes, and minor cuts will be attended to by the school nurse or a school official and the parent or guardian will be notified by phone or a letter will be sent home with the student.
2. In case of more serious injury, when the parents/guardian cannot be contacted, the emergency contact person will be called: If neither of these persons can be reached, the child will either be transported to the hospital emergency room or an ambulance will be called depending on the circumstances and the schools assessment of the situation.
3. The function of the school in relation to sudden illness and accident is one of emergency in the handling of these situations. School personnel shall act promptly and intelligently in emergencies for the saving of life, the prevention of further injury, and the alleviation of pain. As soon as possible the parent or guardian of the injured child shall be notified. The school will record and keep on file all records of accidents occurring at school.

## **IN-SCHOOL SUSPENSION - ISS**

In-School Suspension is a program to which a student is assigned for disruptive behavior for a specified amount of time. Disruptive behavior includes any behavior that interferes with the educational process, requires individual attention beyond the traditional program, and/or severely threatens the general welfare of students. In-school suspension is a short term, highly structured and highly supervised program designed to provide an alternative to student suspension. They are placed in a setting other than the regular classroom where they will be allowed to do classwork assigned by their teachers. This work will be graded and averaged with a student's regular classroom grades. In addition they are counted in attendance at school. Student behavior and academic progress will be closely monitored. If students fail to do assigned work or have additional behavioral problems in the ISS program, additional days will be required or possible out of school suspension will be assigned. Parents will be notified when a student is assigned to ISS as well as the reasons why such assignment was made.

## **INTERNET USE**

### **TOOMBS COUNTY SCHOOL SYSTEM**

### **ACCEPTABLE USE AND INTERNET SAFETY POLICY**

**Descriptor Code: IFBG**

**TOOMBS COUNTY SCHOOL SYSTEM  
ACCEPTABLE USE AND INTERNET SAFETY POLICY**

The Toombs County School System currently provides computers with Internet access to provide students and employees with exposure to the vast educational resources available through the Internet and the World Wide Web. As responsible members of the Toombs County community, it is expected that all users will follow and adhere to the guidelines established below based on common sense and decency, rules established by the schools, rules established by the Toombs County Board of Education, laws established by the State of Georgia, and the United States of America. Strict adherence to the following guidelines will help ensure a positive and productive learning environment for all. In addition, the school district will educate all students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

**All persons using the Internet and Internet Technologies (i.e., Twitter, etc.) in the Toombs County School System will:**

**A. Respect others' rights to freedom from harassment and intimidation.**

1. Do not send abusive, threatening, or clearly unwanted messages to others.
2. Do not insult, gossip, tease or treat others with cruelty while online. This form of behavior is a form of bullying and will not be tolerated.
3. Do not intentionally cause others' work to be disrupted by your actions.
4. Do not identify, imply, or infer gang affiliation.
5. Do not continuously disrupt others while they are using the Internet.
6. Do not use pseudonyms or anonymous sign-ons.
7. Do not disclose personal information, such as name, school, address, and telephone number outside of the school network.
8. Do clearly and correctly identify yourself in all electronic communications.

**B. Use the Internet for purposes that are legal and generally acceptable for students and employees.**

1. Do not solicit the sale or exchange of any illegal or illicit drugs.
2. Do not advertise, sell, or purchase any illegal items.
3. Do not discuss or solicit any illegal actions including the solicitation of an illegal action by another.
4. Do not access material that is obscene, pornographic, child pornography, and "harmful to minors", or otherwise inappropriate for educational uses.
5. Do allow students to use electronic mail, chat rooms, and other forms of direct electronic communications for school-related purposes only with teacher's approval.
6. Do allow teachers to use electronic mail, chat rooms, and other forms of direct electronic communications for school-related purposes **ONLY**, at appropriate times. (**Not during instruction.**)
7. Do not use school resources to engage in "hacking" or attempts to otherwise compromise system security.
8. Do not use any internet resources to access social-networking sites during school hours.
9. All of the rules described in the document apply when using computers at school or even from home.

**C. Respect and adhere to the laws concerning copyright and other intellectual property rights.**

1. Get permission before copying files from another user. Copying files or passwords belonging to another user, without their express permission, may constitute plagiarism or theft.
2. Never change files or passwords of other users.
3. Reasonably protect computers and software from viruses, "Trojan horses," and file damage of all types.
4. Do appropriately cite resources found on the Internet and used in academic writings.
5. Never download or install any commercial software, shareware, or freeware onto the local

hard drive, network drives or disks, except with written permission from the Network Administrator. This includes toolbars, weather programs, or music programs.

**D. Recognize limitations to the privacy of electronic documents.**

1. Always respect others' privacy and expect others to respect your privacy as well.
2. Understand that electronic communications are similar to pieces of paper in an unsealed envelope, the privacy of which is generally accepted, but able to be breached.
3. Understand that network managers may need to view the contents of files to diagnose or correct problems.

**ENFORCEMENT OF POLICY**

- A. Toombs County School System uses a technology protection measure that blocks or filters Internet access to some Internet sites that are not in accordance with the policy of Toombs County School System.
- B. The Technology protection measure that blocks or filters Internet access may be disabled by a Toombs County School System technology staff member for research purposes to allow a student to visit a site, with legitimate educational value.
- C. Students are required to complete an Internet safety course. The curriculum focuses on educating students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response. The course consists of an interactive presentation and will be completed prior to the end of the first semester of the school year. Students enrolling after the first semester are required to participate individually with a designated presenter. All students in grades 3-12 will sign a verification form indicating they have participated in the course. Students in grades K-2 will not be required to sign off, but the designated presenter will list the names of those who complete the K-12 instruction.
- D. Toombs County School System staff will monitor students' use of the Internet, through either direct supervision, or by monitoring Internet use history, to ensure enforcement of the policy.
- E. These guidelines were put in place by the Superintendent, administrators and/or other appropriate personnel that provide for monitoring the online activities of users within the Toombs County network. The system that filters, blocks, and monitors internet traffics is in place to restrict visual depictions that are (i) obscene, (ii) child pornography, or (iii) harmful to minors, as stated in the Children's Internet Protection Act of 2000.
- F. Even though every effort has been made to protect the school system from unwanted material, the global influence of the internet makes it difficult for all undesired material to be blocked. Therefore, the Board cannot assure parents or the public that the students and/or staff will be completely blocked from sending or receiving objectionable communications. All staff and students must assume responsibility for their own behavior and communications over the Toombs County network.
- G. The Toombs County Board of Education makes no warranties of any kind, either expressed or implied, for the resources it provides over the internet. The Toombs County Board of Education will not be responsible for any damages suffered while using the services, including but not limited to, loss of data, loss or damage to personal equipment, delays, non-deliveries, service interruptions, or exposure to offensive or threatening material. Computer users are strongly encouraged to maintain back-up files of all information that is not easily replaced.
- H. The Toombs County Board of Education specifically denies any responsibility for the accuracy obtained through the Internet. Any information obtained through the Internet is a responsibility undertaken by the user, as the Internet is fundamentally unregulated and the information found there has not been verified for accuracy. The Toombs County Board of Education denies any responsibility for the accuracy of the information obtained through its computing resources.

**VIOLATION OF POLICY**

Access to technology is a privilege, not a right. This privilege may be revoked at any time. Any violation of school policy and rules may result in loss of school-provided access to the Internet. Additional disciplinary action may be determined in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.

## **TOOMBS COUNTY SCHOOL SYSTEM**

### **Security Awareness**

#### **Purpose of this policy**

- To safeguard the integrity of the Toombs County School System's computers, network, and data.
- To ensure that the use of all electronic communications complies with the policies of the Toombs County School System.
- To protect the Toombs County School System against any damaging legal consequences.

#### **Use of Passwords and IDs**

- Access to the Toombs County network is restricted to authorized users. Each user is given a login name and a generic password. The first time a user logs in, the user needs to change their password. The password and/or paraphrase should be easy for you to remember but NOT easy for others to guess. It should be an alphanumeric password and special characters are suggested. Please understand that when you are logged in under your account, you are responsible for ALL activity under that login. If you feel your password has been compromised or just need help in changing it, please let the System/Network Administrator assist you.
- Employees, students, and temporary workers shall acknowledge that they have been informed and are aware of Toombs County Board of Education Policy by signing the Acceptable Use and Internet Safety policy form.

#### **Use of Computers**

- All users will log off of their computer when leaving it unmonitored for any amount of time. When the staff leaves for the day, computers are to be turned off unless otherwise instructed for updating purposes.
- Any personal equipment (computers, laptops, PDA's, digital cameras, external hard drives, flash drives, etc.) that is brought into the Toombs County network system should be approved by the media specialist or the technology staff prior to hooking it up. This is to ensure that we have installed our virus software or scanned the device so that our network will not be compromised.
- All computers are behind a filter for the CIPA rules. Do not attempt to bypass any filters to gain access to blocked websites.
- Do not attempt to buy, sell nor advertise anything using the school computer and network.

#### **Use of Software**

- All employees are prohibited from installing any software that has not been approved by the technology department. All programs should be approved BEFORE they are purchased or installed. This is to ensure compatibility with our servers and workstations. The Toombs County Board of Education complies with all copyright and licensing laws.

#### **Virus Protection**

- All servers, computers, and laptops will have antivirus software running on them at all times to protect them from outside threats. The antivirus will run a nightly scan on computers and will be updated with the newest virus definitions weekly. When installed and properly configured, this product provides significant protection from viruses.

## **INTIMIDATING, HARASSING**

Verbalizations, gestures, or physical contacts that are done in an aggressive manner are strictly

prohibited.

First Offense - 3 to 5 days ISS

Second Offense - 5 to 7 days ISS

Third Offense - 10 days ISS

## **KNIVES AND OTHER WEAPONS OTHER THAN FIREARMS**

Any type of instrument designed to do bodily harm will be considered a weapon. Any type of cutting edge will be considered a knife. Possession will result in:

First Offense - 5 days ISS

Second Offense - 7 to 10 days ISS

Third Offense - Up to 10 days OSS and referral to the Toombs County Board of Education for long-term suspension.

Any knife, lighter, or other such weapon, brought to school by mistake must be turned in to the office or a teacher immediately to avoid punishment.

## **LEAVING CLASS**

No student may leave a class without permission from the teacher. If a student receives permission to leave the class, then the student must go directly to the destination and return quickly. Care should be taken not to disturb other classes.

## **HALL RULES**

1. No playing in the halls going to or from any location.
2. No hats are to be worn by students at school at any time.
3. Students are to keep hands, feet, and objects off of the walls.
4. Students should not let other students in front of them or behind them. **NO BREAKING IN LINE.**
5. Absolutely no running in the halls or on the breezeways.
6. No stopping for water in halls on the way to load buses in the afternoons.
7. Please remember to be very quiet in the halls in order to avoid disturbing classes.
8. Remember to walk on the right side of the hallway.

## **LIGHTERS/MATCHES**

Cigarette lighters and matches will not be allowed at school.

First Offense - 1 day detention/loss of recess/or ISS

Second Offense - 1 to 3 days ISS

Third Offense - 3 to 5 days ISS

Fourth Offense - 5 to 7 days ISS

Any knife, lighter, or other such weapon, brought to school by mistake must be turned in to the office or a teacher immediately to avoid punishment.

## **LUNCH PROGRAM**

Breakfast and lunch meals are provided at no cost to students.

All students are required to go to the cafeteria with their class. Students wishing to bring their lunch may do so, but it must be eaten in the cafeteria. Glass drink containers are not allowed. After the group has finished, the class will go with the teacher back to class.

### **LUNCHROOM RULES**

1. Students may whisper at tables after they are seated. Loud talking and loud laughing will not be tolerated.
2. Use good table manners.
3. Pick up all necessary items when going through the line.
4. Raise hand for permission to leave your seat.
5. Leave table neat and clean.
6. No food, drinks, or straws may be taken from the lunchroom.
7. Students are not to run to lunch or break in the lunch line.
8. Students are expected to return trays and utensils to service area (no trays or trash should be left on tables).
9. There will be no selling or trading of food between students.

Food related disabilities include diabetes, PKU, or a food allergy anaphylaxis (allergy so severe that death could result). In cases of these, accommodations will be made in the meal items served. In order for accommodations to be made, students must have a letter from their doctor which includes the disability, the diet restrictions, the major life activity affected, the foods to be omitted, and the foods to be substituted. If food allergies are not life-threatening, accommodations may be made and will be considered on a case-by-case basis. Again, a note from the doctor must be submitted. The note must include the disability, the foods to be omitted, and the foods to be substituted.

## **MANDATED REPORTING (CHILD ABUSE, NEGLECT, ETC.)**

Georgia state law and State Board of Education rule require that school personnel (i.e., teachers, counselors, school custodians, lunchroom workers, bus drivers, and other system personnel) report suspected child abuse, whether it is physical, sexual, or emotional, to the proper authorities using school system protocol.

## **MEDICAL/MEDICATION INFORMATION**

Each student is required to have a completed medical information form (see appendix of this handbook) on file in the office/nurse's station. In case of emergency, this form will give a general medical description of your child. Also, there is a section for emergency contacts and phone numbers on this form. We **MUST** have a number where someone can be reached in case your child has an emergency or becomes sick and needs to go home. Please remember to update phone numbers as changes occur. This is for the safety of your child.

If medication is to be given at school, a signed, updated form (see appendix) must be on file at

the school at all times. The parent or guardian must give permission for medicine to be given at school. (This includes prescription medication as well as over-the-counter medications such as Tylenol, Motrin, etc.) Medication shall be given at school but arrangements must be made in advance of when the medicine needs to be given. Prescription medication will be dispensed if it is in the original prescription bottle, properly labeled with the child's name, medication, dosage, and time for administration along with the date. Do not write on the medicine bottle. The pharmacy will give you a free extra bottle for this purpose if you request it. *We will not be able to administer medications that are not in the properly labeled prescription bottle.*

(Over-the-counter medications must also be in the original bottle, properly labeled with dosage directions.) Please do not halve medications unless the doctor has ordered it that way, in which case it will state that on the bottle. For children who take medication regularly, we will try to keep you informed of when our supply is running low but please remember that it is up to the parents to know when the medicine will run out and to send more. Also, please make doctors appointments well in advance of running out of medication. If dosages change, a new form must be filled out before we can give medication to the child.

Whenever possible, please arrange for medicine to be taken before school or after school. If this is not possible, we will assist you in meeting the medical needs of your child, but we need your cooperation in securing proper documentation for administering medication to your child. PLEASE NOTE: WE WILL NOT ADMINISTER ASPIRIN OR HERBAL PRODUCTS WITHOUT A DOCTOR'S ORDER.

Over-the-counter medications (Pepto-Bismol, Tylenol, Advil, Hydrocortisone Cream, Midol, and all others) will be considered ONLY under the following circumstances:

- The parent must have a completed medication authorization form (see Appendix) on file in the nurse's station.
- The reason for administering the medication must be indicated on the form.
- The parent must provide the medicine in the original bottle (preferably a small amount).
- After the medication has been given 10 times, the parent will be notified and the medication will no longer be administered without a written order from the physician.

Students may keep certain medications (such as inhalers, Epi-pens, etc.) with them at all times for self-administration provided that all of the following requirements are met:

- The doctor indicates that self-administration of medication is permitted and recommended. This must be in writing and kept in the student's medical file.
- A consent form signed by the student's parent/guardian indicates that the student may self-administer the medication.
- The school nurse is reasonably assured that the student is able to identify and select the appropriate medication, knows the frequency and purpose of the medication as ordered, and follows proper self-administration procedures.
- The school nurse has assessed and documented the student's health status and abilities and determined self-administration to be safe and appropriate for that particular student.

We prefer for parents to bring all medicines to school instead of sending the medicine with the child. However, because we realize that may not always be possible, we will allow students to bring their medicine to school. Please be aware that these medicines should be kept secure. *We are not responsible for any medication before it is given to the school nurse or teacher.* We will not send medicine home with students on the bus. Medicines not picked up by the parent/guardian will be destroyed.

## **MESSAGES**

A student should receive after school instructions before leaving home in the morning so the student will not need to call home from school. Parents are requested not to call the school unless there is an emergency.

## **OUT-OF-SCHOOL SUSPENSION - OSS**

Students assigned to ISS repeatedly and students who exhibit extremely inappropriate behavior will be assigned out-of-school suspension. During this suspension, the student may not attend school or be on the school campus. If grades are taken during the suspension, the student will receive a zero on those assignments. Students will not be allowed to make up missed schoolwork.

## **PARENTAL INVOLVEMENT**

Parents/guardians, as well as community members, are encouraged to participate in the educational process of students. This involvement is encouraged through parent/teacher/administrator conferences, parent volunteer programs, parent participation in family-teacher organizations, parent and community participation on the school council, parent meetings and/or workshops, newsletters and other notes sent home, collaboration with community agencies, etc. A parent resource center with information regarding parenting, resources, discipline, etc. is also available. Parents may inquire with the school counselor to check out materials from the resource center. In addition, student handbooks will be sent home at the beginning of each year and throughout the year as necessary for new students. Parents and students are requested to sign the acknowledgment form and return it to school.

## **PBIS**

School-wide PBIS is a prevention approach to school-wide discipline. It is a framework that focuses on the use of evidence-based practices and solid, effective data-based decision-making to improve academic and social contexts. The three tiered approach provides additional interventions for students if behavioral / social needs increase. School-wide positive behavior interventions and supports (PBIS) is a systemic framework for addressing challenging behaviors within schools. The goal is to increase the academic and social behavior outcomes for all students. The following school-wide consequences will be used as appropriate for the situation: verbal warning, warning, silent lunch, loss of recess, parent contact, and office referral. A separate letter will be sent home with detailed information.



## **PERSONAL PROPERTY**

Jackets, coats, notebooks, lunch boxes, etc. should be marked with the student's name. Items that are lost will be placed in the lost and found. Students should return found articles to the office. At the end of each school year, unclaimed items will be donated to the Salvation Army. It is recommended that articles of great value, either monetary or sentimental, not be brought to school.

## **PROFANITY, VULGARITY, OBSCENE GESTURES, PORNOGRAPHY**

Use of profane, vulgar, or obscene words, gestures, or actions on or at school events or functions will not be tolerated. In addition, any pornographic materials, including pictures or student drawings, are strictly prohibited.

First Offense - Paddling or 1 to 3 days ISS

Second Offense - 3 to 5 days ISS

Third Offense - 7 to 10 days ISS

## **PROMOTION/RETENTION POLICY**

### **\*LOCAL REQUIREMENTS\***

#### Administrative Rule

### **KINDERGARTEN**

#### **Criteria for promotion:**

Students in Kindergarten must be recommended for promotion by the classroom teacher. This recommendation should be based on documentable data and may include such sources as classroom performance, subject area achievement, teacher observations, EIP checklists, DIBELS, benchmarks, and other sources.

Additionally, students in Kindergarten **MUST:**

1. Achieve a Meets or Exceeds score as determined by the Georgia Kindergarten Inventory of Developing Skills (GKIDS).
2. Pass the locally developed 1<sup>st</sup> Grade Placement Test.
3. Have fewer than 15 absences for the entire school year.

### **GRADES ONE THROUGH FIVE**

#### **Criteria for promotion:**

Students in grades one through five must be recommended for promotion by the classroom teacher. This recommendation should be based on documentable data and may include such sources as classroom performance, subject area achievement, DIBELS assessment, Reading Inventory, norm-referenced test results, *Georgia Milestones*, teacher observations, EIP checklists, performance on locally developed assessments, benchmarks, and other sources.

Additionally, students in grades one through five **MUST:**

1. Earn a yearly average of 70 or higher in Reading.
2. Earn a yearly average of 70 or higher in Math.
3. Earn a yearly average of 70 or higher in **two out of three** of the following subjects:  
English/Language Arts, Science, Social Studies.
4. Have fewer than 15 absences for the entire school year.

If the parents or teachers decide to appeal a retention decision, the principal will convene a meeting of the placement/appeals committee and will notify the parents and teachers of the time and place of such meeting. Regardless of the decision of the placement/appeals committee to retain or place the student, a plan of accelerated, differentiated, or additional instruction shall be developed and documented.

In grades K-5, a Promotion/Retention Committee will review the records of any student who does not meet promotion criteria.

**State Board Rule 160-4-2-.11, PROMOTION, PLACEMENT, AND RETENTION** requires that students demonstrate mastery of grade level content and skills on *Georgia Milestones* in the area of Reading (*English/Language Arts*) in grades 3, 5, and 8 and in Mathematics in grades 5 and 8. Students who are not on grade-level and score at Level I (*Beginning Learner*) are considered candidates for retention and shall be given the opportunity for accelerated, differentiated, or additional instruction in the applicable subject(s) prior to the retesting opportunity.

**THE PROMOTION FOR SPECIAL EDUCATION STUDENTS IS DETERMINED BY THE ACHIEVEMENT OF IEP OBJECTIVES. THE PROMOTION/RETENTION OF STUDENTS WHO DO NOT MEET IEP OBJECTIVES WILL BE DETERMINED BY THE PROMOTION/RETENTION COMMITTEE.**

The decision of the placement appeals committee shall be final!

NOTE: Local and state requirements must be met in order for a student to be automatically promoted to the next grade.

### **PRIMARY AND ELEMENTARY SCHOOLS (K-5) PROMOTION-RETENTION APPEALS COMMITTEE AND PROCEDURES**

At the end of each school year, a committee of teachers and school-level administrators, and counselor(s) will make promotion-retention decisions based on state and local promotion retention requirements. [See Promotion/Retention Local Rules & Regulations). In the event that a parent or legal guardian desires to appeal the decision of the school-level committee, the parent/guardian must write a formal letter to the school principal requesting an appeal. A meeting of the appeals committee will be arranged and notification will be mailed to the parent/guardian within ten days following the request for appeal. Mailing the notice to the parent/guardian's last known address shall constitute sufficient notice.

**Members of the promotion-retention appeals committee may include the following with a minimum of three members\* hearing any appeal:**

1) Two teacher representatives or teacher designees\*\* from the school where the child attended during the school year that the promotion-retention decision was made.

2) Instructional Supervisor(s) from the other elementary and/or primary school in the school system (i.e., the elementary or primary school not attended by the child at the time of the promotion-retention decision).

3) Curriculum Director

4) Title I Coordinator/Instructional Supervisor

5) Support Services Coordinator

\*Note: If some members are unable to attend, the meeting will be held as scheduled provided that a minimum of three members are present. Otherwise, the meeting will be rescheduled.

\*\*Note: Teacher designees will be used where there is a conflict of interest.

### **Procedures for Meetings of the Promotion-Retention Appeals Committee:**

Parents/Guardians and school representatives (teachers, administrators, etc.) will be given no more than 20 minutes to present their case. The designated chairperson of the appeals committee will take notes or tape the meeting. Committee members may ask questions during the process. After each side is presented, the school representative and parents/guardians will be excused. The appeals committee will deliberate to determine if the decision of the school-level committee should stand or if it should be reversed. Notification will be sent in writing to the attention of the school principal. The principal will notify the parents of the decision by mail within ten days of the meeting. At the principal's discretion, he/she may notify the parent/guardian by phone. The decision of the appeals committee will be final!

### **PUBLIC DISPLAY OF AFFECTION**

It is inappropriate for students to show public, physical displays of affection to one another.

First Offense - Detention or 1 day ISS

Second Offense - 1 to 3 days ISS

Third Offense - 3 to 5 days ISS

### **RADIOS, ELECTRONIC DEVICES, ETC.**

Students may not bring electronic devices on campus at any time. If these items are brought on campus they will be confiscated, and parents may pick them up from the principal/assistant principal at the end of the semester. Teachers will not be held responsible for items collected.

First Offense - 1 day detention

Second Offense - 1 day ISS

Third Offense - 3 days ISS

Fourth Offense - 5 days ISS

### **RECESS**

The area of the campus to be used for recess will be explained by the teacher. No student may leave this area during recess without permission from the teacher on duty.

A concession stand may be open at recess. Students may bring snack from home as well. Students are expected to help keep the campus clean. Do not throw drink cans, wrappers, and other litter on the campus. Place it in the trash cans provided. Do not take any food into the classroom after recess.

Proper behavior is expected during recess. No horseplay (throwing things, wrestling, etc.) will be allowed during recess. This is a time provided for using the restroom, getting water, and talking with friends. Keep walkways clear. Footballs, basketballs, baseballs, etc. will not be allowed.

First Offense - Lose recess

Second Offense - Paddling or 1 day ISS

Third Offense - 3 to 5 days ISS

## **RECESS DETENTION HALL / LOSS OF RECESS**

Misbehavior may result in a student being denied the privilege of recess, including snack. Any student who has been told to report to detention hall by a teacher must do so immediately at the beginning of recess. He/She will remain there until dismissed by the teacher. During loss of recess, students will not be allowed to talk, play, or sleep. Failure to abide by detention/loss of recess rules will result in additional days being assigned. Repeated detention hall visits will result in stiffer punishment.

## **REPORT CARDS**

A report card is sent home each eight weeks. At the end of each eight weeks, the teacher will record on the report card the student's grade. Semester grades will also be recorded at the end of each semester. Parents should sign the report card on the space provided and return it the following day. A child must be enrolled for 15 days of the eight weeks period before a report card will be issued. ANY GRADE BELOW 70 IS FAILING.

## **SCHOOL BUSES**

Students are expected to behave properly on the school bus and at the bus stop and to follow instructions given by the driver at all times. Failure to do so may endanger all those who are waiting at the bus stop and/or riding on the bus. Continued misbehavior on the bus or at the bus stop will result in suspension from riding the bus.

## **Student Rules of Conduct on Buses**

### **Regular Routes, Field trips, and Athletic/Band Trips**

1. Students shall be prohibited from acts of physical violence, bullying, physical assault, battery or verbal assault of other persons on the school bus, disrespectful conduct toward the school bus driver or other persons on the school bus and other unruly behavior.
2. Students will ride on assigned buses. Parents must request in writing any exceptions to this rule along with the nature of the emergency and a phone number where they may be contacted. The administrator of the student's school must sign the request and a copy will be

given to the Transportation Department Director and to the driver. Parents will assume responsibility for the student when a request is made.

3. No pets or live animals are allowed on the bus.

4. Students must be at the stop at the designated time and be ready to board with the least possible delay (5 minutes before the bus arrives). This will be strictly enforced.

5. Students are expected to sit three to a seat unless otherwise directed by the driver and to occupy the seat to which they are assigned. Students must be in an upright position facing forward.

6. For safety purposes, noise level should remain low enough not to distract the driver. Students must remain completely quiet at railroad crossings.

7. Students must not use or possess tobacco, alcohol, drugs, vapes or weapons.

8. Students must not use obscene language or gestures.

9. Willful damage or destruction of any part of the bus is definitely prohibited. Any such damage must be paid for by the student or parent.

10. Students must not eat or drink on the bus (including cough drops and chewing gum), or throw objects inside the bus or out of the bus window.

11. Students must not extend arms, head, or other parts of the body out the windows. Students must not shout out of the bus window or door.

12. Students will be permitted to carry only books and school related items which can be held in the student's lap. Large band instruments will be placed as designated by the driver.

13. Items for sale for school projects may be transported as long as they can be contained in the student's lap. Such items will not be sold on the bus.

14. The driver may elect certain students for special training to be used in the event of any emergency. No student will be used as a bus monitor.

15. Hats or head wear must be removed upon boarding the bus. School dress code policies apply to all student bus riders.

16. Students must not pass or possess notes or have objects that might interfere with the school bus operation (including pencils, hair brushes, aerosol cans, perfume, etc.). These items may not be in sight once the student boards the bus.

17. Students shall be prohibited from using mirrors, lasers, flash cameras, or any other lights or reflective devices in a manner that might interfere with the operation of the school bus.

18. Students must have all electronic devices and cell phones silenced so that they do not interfere with the operation of the school bus. If earphones/buds are used, they are to be in one ear only due to safety reasons. Earbuds must be removed when loading and unloading the bus for student safety.

19. Drivers will submit provided conduct forms to report misconduct on the bus to the assistant principal/principal of the student's school. The principal or assistant principal will provide the transportation director a copy of the action taken. The parents will be provided a copy of the report.

20. Students \*Grades PreK-5 may only be dropped off at their stop if they are accompanied by a middle/high school sibling who rides the bus with them OR if an adult is present at the stop.

\*If a student is at least 9 years of age, a parent may sign a Toombs County Bus Waiver to drop off the student at his/her stop without adult supervision.

## **BUS CONDUCT**

- I. Minor Offenses - Minor offenses include, but are not limited to, the following: turning around in seat; sitting improperly; talking to others outside his or her seat; eating or drinking (including cough drops and gum); making rude gestures; repeatedly putting arms, legs, feet in the center aisle; yelling or making noises; having objects out on the bus; throwing paper; pushing, shoving, or tripping; being out of seat; passing or possessing notes; wearing hat or headgear on bus; talking at railroad crossings; etc.
- II. Major Offenses - Major offenses include, but are not limited to, the following: chronic disobedience (Note: 3 minor offenses constitute chronic disobedience); sexual harassment; assault against school employee; throwing objects off the bus; fighting; possessing or using tobacco, alcohol, drugs, or weapons; destruction of school property; etc.
- III. Consequences - On the first minor offense, the bus driver will send a note home to the parents notifying them of the student's misbehavior. On the second minor offense, the bus driver will notify parents of the ongoing misbehavior. On the third minor offense, the misbehavior becomes' chronic disobedience which is a major offense. For major offenses, the consequences will be as follows.

**1<sup>st</sup> referral to the office:** The administrator will discuss appropriate bus behavior with the student and contact the parents concerning the referral including steps that will be taken on future referrals. (Note: This action will be taken for chronic disobedience only. For all other major offenses, the consequences will begin at the next level of punishment. See next paragraph). On the first referral to the office for bus misbehavior, school policy shall require a meeting of the parent or guardian and school officials to form a school bus behavior contract.

**2<sup>nd</sup> referral to the office:** (This is the first consequence for all major offenses except chronic disobedience.) The student will be suspended from the bus for 1 day, OR the student will receive a paddling. The option of a paddling will be offered for chronic disobedience only, and this option will be at the administrator's discretion.

**3<sup>rd</sup> referral to the office:** The student will be suspended from the bus for 3 days, and a second parent conference will be required to discuss the student's behavior on the school bus.

**4<sup>th</sup> referral to the office:** The student will be suspended from the bus for 5 days.

**5<sup>th</sup> referral to the office:** The student will be suspended from the bus for 7 days.

**6<sup>th</sup> referral to the office:** The student will be suspended from the bus for 10 days.

**7<sup>th</sup> referral to the office:** The student will be suspended from the bus for 15 days. The student will appear before a disciplinary tribunal.

**NOTE: STEPS CAN BE SKIPPED AT THE ADMINISTRATOR'S DISCRETION ACCORDING TO THE OFFENSE!**

Transportation changes may not be made by phone. If there is a change in your child's regular transportation to and from school, the request must be made in writing. For your convenience, there is a form included in the appendix of this handbook that you may use for this purpose. This request must list the specific reason for the bus or car rider change and must have your signature. We cannot accept changes by phone; this is for the safety of your child! Also, change requests must be turned in to the office prior to 9:00 A.M. in order to be approved. Bus changes may be made for emergencies only. It is not acceptable to change your child's bus arrangements frequently. You will only be allowed 5 emergency bus changes for the entire school year. After 5 bus changes, you will be required to attend a mandatory conference at your child's school.

Please note: Students attending school in grades Pre-k thru 5, will not be allowed to get off the bus alone without a parent/adult present. The adult who receives the child at their bus stop must be listed on the student's pick up sheet at their school. If no one is home or visible the drivers will contact the school. On the first occurrence, Drivers will be allowed to complete their route and come back by the child's house. The school will attempt to contact the parents/guardians. If the parents/guardians cannot be reached, the school will call the emergency contacts. The Sheriff's Department and Department of Family and Children's Services may be contacted also. On the second occurrence, The driver will make contact with the school. The driver will be directed to return the child to school at the end of the route. The child will be left on a school campus under the direction of an administrator or designee. If parents/guardians cannot be reached, the school may contact the sheriff's office and Department of Family and Children's Services. On the second occurrence, the student will receive a "major" bus discipline referral and will have consequences as outlined under the school bus discipline policy.

## **SCHOOL DISTURBANCES**

Acts that cause disruption of learning opportunities and/or threaten the safety of others will not be tolerated.

Penalty at discretion of principal, depending on circumstances.

Parent, student, teacher conference.

First Offense - 3 days ISS

Second Offense - 5 days ISS

## **SELLING OR TRADING ON CAMPUS**

Students are not allowed to sell or trade any items to another student while on the school campus.

First Offense - Detention / Loss of Recess

Second Offense - Paddling or 1 day ISS

Third Offense - 3 to 5 days ISS

(Note: Only items from approved school/system fundraisers may be sold on campus.)

## **SEXUAL HARASSMENT**

Sexual harassment is defined as deliberate, repeated, unsolicited physical actions, gestures, or verbal or written comments of a sexual nature, when such conduct has the purpose or effect of interfering with a student's academic performance or creating an intimidating, hostile, or

offensive learning environment. Such behavior will not be tolerated.

First Offense - 3 to 5 days ISS

Second Offense - 5 to 10 days ISS

Third Offense - 5 to 10 days OSS

## **STATE AND FEDERAL LAWS**

Any student violating or attempting to violate a law of the State of Georgia and/or the United States of America while on the campus of Toombs County Schools or at any school function or event shall be subject to disciplinary action.

Possible consequences:

ISS (up to 10 days)

Possible referral to the Board of Education for long-term suspension or expulsion.

Possible arrest and prosecution

## **STATE AND LOCAL TESTING PROGRAMS**

In the spring, students in third through fifth grades will be given the Georgia Milestones Assessment System (GMAS) test in the areas of reading, language arts, science, social studies, and math. The GMAS is given to obtain information regarding students' achievement based on the Georgia Standards of Excellence, to obtain information used in the evaluation of instruction and the curriculum, and to obtain information used in decisions regarding promotion/retention of students. Parents will be notified of the results.

## **STEALING**

It is most important that all students respect the property of others and not take anything that belongs to someone else. Theft will not be tolerated.

First Offense - 3 to 5 days ISS

Second Offense - 5 to 10 days ISS

Third Offense - 5 to 10 days OSS

## **STUDENT RECORDS**

Any parent or guardian who wishes to inspect a student's permanent records should make a request through the principal's office. A school official will be present to review and interpret the record. Pupil records may be released to a third party with the written permission of the parent or guardian.

When a student transfers to a new school, records will be sent upon receipt of a written request from the parent, guardian, or new school. Special education records require a separate written request and are released through the director of special education services.

## **STUDENT SUPPORT TEAM AND TIERS OF INTERVENTION**

The Tiers of Intervention and the SST process enable the school personnel to examine a student's academic, behavioral, or social difficulties. When students have difficulties, interventions will be implemented based specifically on the students' issues. If difficulties continue, a referral to



the support team may be made. General screening may be done and usually consists of vision and hearing tests and the gathering of achievement and/or disciplinary data. The SST Committee, which is chaired by a school official and includes teachers, parents, counselors, and other relevant personnel, makes recommendations as to future educational planning, possibly including further evaluation. If necessary, parental permission is requested before any further testing is begun. Any further testing is conducted under the supervision of the director of special education.

In addition, the behavior support is provided through the Tiers of Intervention and the SST process. The process of disciplining students will include due consideration, as appropriate in light of the severity of the behavioral problem, of student support services that may help the student address behavioral problems and that may be available through the school, the school system, other public entities, or community organizations. The behavior support process must recognize and build on strengths that exist in all young people, their families, and communities, creating a system of supports and opportunities that promote positive choices and behavior. It is designed to provide services to the chronic disciplinary student and functions as a mechanism for identifying and addressing those behaviors and environmental influences that promote the positive emotional, mental, social, and physical health needs of students. The behavior support process is student centered, family focused, prevention oriented, community based, and goal oriented. In this process, the team of teachers, administrators, counselors, parents, and/or other parties will meet to provide support strategies and customize effective and relevant supports and services for the student. If discipline issues affect academic performance of the student, the behavior support process will be included in the SST process. Parents may request to review the academic and/or behavioral Tiers of Intervention plans.

## **TARDIES**

Students are expected to report to school on time. A student is tardy if they reach school after the designated time. Tardy students must come to the office to check in before they go to their classrooms. Students who arrive late may not eat breakfast unless their bus is late. The following procedure will be followed for a student with excessive tardies per semester.

5<sup>th</sup> tardy - Letter to parents

6<sup>th</sup> tardy - Mandatory Parent Conference

## **TEACHER AUTHORITY**

Teachers have the responsibility to file reports when there is knowledge concerning students who exhibit behavior that repeatedly or substantially interferes with the teacher's ability to communicate effectively with students in his or her class or with the ability of the student's classmates to learn and when such behavior is in violation of the student code of conduct. The administration will respond by employing appropriate discipline management techniques and will notify parents and teachers of the misbehavior/consequence.

Furthermore, when students exhibit behavior that repeatedly and substantially interferes with classroom operation and violates the code of conduct and previous reports have been filed or the behavior poses an immediate safety threat, the teacher has the authority to remove that student

from his/her classroom. Upon removal of a student, the teacher will file a detailed report regarding the removal by the end of the school day. The principal/designee will send the parents written notification that the student was removed from class, including the circumstances surrounding the removal. The principal will discuss the student's removal from the classroom with the teacher and student by the end of the day or the beginning of the next day, giving oral or written notification concerning the grounds for removal and presenting the evidence. The student will be given the opportunity to present his/her explanation. At this point, the principal will seek to return the student to class. If the teacher consents, the student will return to class; however, if the teacher withholds consent, the principal will make temporary placement by the end of the first school day after removal. The principal will then convene a placement review committee composed of teachers and administrators in order to determine appropriate placement. The placement review committee (PRC) will return the student to class if determined such placement is the best alternative or only available alternative or refer student to principal or principal's designee for appropriate action. The decision of the PRC will be given in writing.

In all cases, the rights of individuals will be ensured and protected, and the parents will be given prompt notification of any action taken as required by law.

## **TEACHER AND PARAPROFESSIONAL QUALIFICATIONS**

In compliance with the requirements of the Every Students Succeeds Act, **Lyons Upper Elementary School** would like to inform you that you may request information about the professional qualifications of your student's teacher(s) and/ or paraprofessional(s). The following information may be requested:

- Whether the student's teacher—
  - has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
  - is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
  - is teaching in the field of discipline of the certification of the teacher.
  
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If you wish to request information concerning your child's teacher's and/ or paraprofessional's qualifications, please contact **Mrs. Tabatha Nobles** at **912-526-5816**.

Conforme a los requisitos de la Ley para que todos los alumnos tengan éxito, a la **Lyons Upper Elementary School** le gustaría comunicarle que puede solicitar información sobre las calificaciones profesionales del (de los) maestro(s) y/o paraprofesional(es) de su hijo/a. Puede

solicitarse la siguiente información:

- Si el maestro del alumno:
  - ha cumplido con la calificación y los requisitos para la licencia del Estado para los niveles del grado y las asignaturas en las que el maestro enseña;
  - está enseñando en carácter provisional o de emergencia a través del cual no se exigen los requisitos para la licencia ni la calificación del Estado y
  - está enseñando en el campo de la disciplina de la certificación del maestro.
  
- Si son paraprofesionales los que le brindan servicios al alumno y, de ser así, sus calificaciones.

Si desea solicitar información acerca de las calificaciones del maestro y/o paraprofesional de su hijo/a, comuníquese con **Mrs. Tabatha Nobles**, al **912-526-5816**.

## **TELEPHONE**

Students as a general rule are not allowed to place calls unless there is an emergency.

## **TEXTBOOKS**

Textbook care is the responsibility of each individual student. Students must pay for any lost or damaged books that have been assigned to them. Cost will be determined by the condition of the book when issued.

## **THREATS - ZERO TOLERANCE POLICY**

Making threats to persons or property will not be tolerated. This includes threatening to do bodily harm, to kill, to blow up, to burn down, to destroy, etc.

First Offense - 5 days ISS

Second Offense - 5 days OSS

Third Offense - 10 days OSS

## **TOBACCO**

Students are not to use tobacco in any way or to possess tobacco on school property during the school day or during school trips and activities.

First Offense - 1 to 3 days ISS with parent conference

Second Offense - 5 to 7 days ISS

Third Offense - 7 to 10 days ISS

Fourth Offense - 10 days OSS with recommendation of expulsion

## **TOYS**

Students may not bring toys and other games to school unless special permission is granted by the teacher or the administration. If these items are brought on campus, they will be confiscated

and returned to the parents at the end of the semester. Teachers will not be held responsible for items collected.

First Offense - 1 day detention

Second Offense - 1 day ISS

Third Offense - 3 days ISS

## **TUITION OF NON-RESIDENT STUDENTS**

A tuition fee will be charged for any student not living in the Toombs County School District. However, certain exemptions for payment will be made for out-of-system student(s) under the following conditions:

1. If a parent or legal guardian pays school tax in Toombs County, the student is exempt from tuition.
2. Children and/or grandchildren of full-time Toombs County System Employees are exempt from tuition.
3. If the student maintains a "B" yearly average and has satisfactory conduct and attendance (generally no more than two discipline referrals, and few, if any, unexcused absences per academic year), the student is exempt from tuition.

Out-of-district tuition is currently set a \$600.00 for the 2019-2020 school year and must be paid one week in advance of each semester. If a student's account is in arrears, the student will be withdrawn from school on the eleventh day following the written notification of the arrearage.

Out-of-district student's tuition is determined by the student's educational placement within the Toombs County School System. The tuition is based on the current local expenditure requirements necessary for completing the student's educational plan. The Toombs County School District has limited space and resources available to serve out-of-system students. Therefore, the Board reserves the right to refuse enrollment to any out-of-system student whose admission will require the Toombs County School Board to provide additional classrooms, teachers, personnel, etc., not otherwise necessary, once its program or individual school capacity has been filled. The school administrator may refuse enrollment to any non-resident student who does not meet non-resident tuition exemptions.

The Toombs County Board of Education does not discriminate on the basis of color, race, sex, religion, national origin, age, or handicap in its admission practices.

## **VANDALISM AND/OR DESTRUCTION OF SCHOOL PROPERTY**

Willful and malicious destruction of and/or threat to destroy any school property will not be tolerated. This includes such actions as the use or threat of bombs and explosives, setting fires, using smoke bombs, and the deliberate and serious destruction of school property. In addition, willful and malicious destruction or vandalism of any public property, property belonging to school personnel, or other students' property will not be tolerated.

CONSEQUENCES INCLUDE THE FOLLOWING:

- Restitution for all damages
- ISS (up to 10 days)
- Suspension (up to 10 days)
- Possible referral to Board of Education for possible long-term suspension.
- Possible arrest and prosecution.

**VISITORS**

PARENTS OR OTHER ADULTS WHO HAVE BUSINESS AT THE SCHOOL MUST REPORT TO THE OFFICE TO OBTAIN A VISITOR'S PASS. All visitors are expected to leave promptly when their business is completed. No school age children are allowed to visit at any time during school hours unless special permission is authorized by the principal. This policy is designed to protect your child.

**WEAPONS**

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Descriptor Term:	Descriptor Code:	Issued Date:
<b>WEAPONS</b>	<b>JCDAE</b>	<b>07/10/14</b>

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It is the policy of the Toombs County Board of Education that a student shall not possess, use, handle or transmit any object that reasonably can be considered a weapon on property or in a building owned or leased by a school district, at a school function, or on a bus or other transportation provided by the school district. Weapons may include, but are not limited to:

1. Any handgun, firearm, rifle, shotgun or similar weapon; any explosive compound or incendiary device; or, any other dangerous weapon as defined in O.C.G.A. § 16-11-121, including a rocket launcher, bazooka, recoilless rifle, mortar, or hand grenade.
2. Any hazardous object, including 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. Such term shall not include any of these instruments used for classroom work authorized by the teacher.

Students who possess any weapon described in paragraph 1 in violation of this policy will be subject to a minimum of a one calendar year expulsion. The Superintendent shall have the authority either before or after the student is referred for a tribunal hearing to reduce the mandated one year expulsion under circumstances where the one year expulsion appears excessive to the superintendent. The tribunal shall also have the authority to modify such expulsion requirement on a case-by-case basis in determining the appropriate punishment. Finally, in any tribunal decision appealed to the board of education, the board may reduce the mandated punishment but shall consider whether the superintendent and/or tribunal considered a reduction and any rationale in denying such a reduction. Students who possess other weapons or hazardous objects as described in paragraph 2 will be subject to discipline as specified in the student code of conduct.

### **Reporting Requirements**

All employees must report violations of this policy to the principal or assistant principal of the school. If the principal has reasonable cause to believe that a report is valid, he/she must immediately make an oral report to the Superintendent and to the appropriate law enforcement authority and district attorney.

The student's parents or guardian will be notified immediately of his/her child's involvement in any activity involving weapons.

Students will be given a copy of the Code of Conduct, which includes a statement of prohibited conduct with regard to weapons and possible disciplinary actions.

### **WITHDRAWAL OR TRANSFER**

The procedure for withdrawal from Toombs County Schools is:

1. The student's parents must accompany the student on the day of withdrawal.
2. The student must obtain a withdrawal form from the secretary, records clerk, or principal.
3. The student must turn in all books that were issued to him/her and each teacher must sign the withdrawal form.
4. The student must return all library books to the library and pay any fees. He/She must get the librarian's signature on the withdrawal form.
5. All financial obligations to the school must be paid.
6. The student must leave the withdrawal form in the office. A copy will be sent with the student's records to the receiving school.