

TOOMBS COUNTY SCHOOL SYSTEM
ELEMENTARY SCHOOL PARENT / STUDENT
HANDBOOK AND CODE OF CONDUCT
2013-2014

Dr. Kim Corley, Superintendent

Lyons Primary School
Mrs. Sandra Floyd, Principal

Lyons Upper Elementary School
Mrs. Tabatha Nobles, Principal

Toombs Central Elementary School
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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 JD: STUDENT CODE OF CONDUCT

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 school's primary goal 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.

- "Students 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 authorities;**
 - Protect and take care of the school's 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 school's and school system's policy and procedures handbooks.

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

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 for 1 day, 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 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 a discipline code is that the 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 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, 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 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 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.

You may expect school officials to conduct regular searches of school lockers, desks, or any other school property. Individual students, student book bags/pocketbooks, 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.**

The term weapon is defined as any object which is or may be used to inflict bodily injury or to place another in fear for personal safety or well-being. The following things may be defined as dangerous weapons: any pistol, revolver, or any weapon designed or intended to propel a missile of any kind, or any dirk, any bat, club, or other bludgeon-type weapon, any stun gun or taser, bowie knife, switchblade knife, ballistic knife, any other knife, straight-edge razor, razor blade, spring stick, metal knuckles, chains, blackjack, or any flailing instrument consisting of two or more rigid parts connected in such a way as to allow them to swing freely, which may be known as a nunchaku or fighting chain, throwing star, oriental dart, or any instrument that may have other intended uses but is used as a weapon to intentionally harm or harass other individuals. All individuals are hereby notified that under Georgia Law (O.C.G.A. 16-11-127.1) and other related law, a person found guilty of violating such law(s) shall pay a fine of not more than \$5000; imprisonment for not more than five years.

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 Agriculture 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 found in the Appendix at the back of this handbook, and return to school immediately. **It is mandatory for these forms to be filled out completely and returned to school!**

SPECIAL NOTE: The 2013-2014 school year has 160 student days as opposed to 180 in the past. These days are extended to make up the equivalent of 180 days. This year, one day of attendance will actually equal 1.125 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.

Students shall be counted present when they are serving as pages of the Georgia General Assembly or participating in a school sponsored activity.

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.

PLEASE READ AND SIGN THE ATTENDANCE NOTICE IN THE APPENDIX.

BOOKBAGS

If students wish to bring bookbags to school in which to carry books and personal belongings, they may do so. Bookbags will no longer have to be clear or mesh. **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

Descriptor Term:	Descriptor Code:	Date Proposed:	Date Adopted:
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BULLYING	JCDAG	June 30, 2011	July 14, 2011
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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.

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.

CLUBS AND/OR STUDENT ORGANIZATIONS

Throughout the school year, your child may have the opportunity to participate in one or more of the following clubs/organizations:

- Junior BETA Club
- Bible Club
- Yearbook Staff
- Newspaper Staff

As a parent, you may deny your child the opportunity to participate in any or all of these organizations if you choose by sending written notice to the school office. Please include your name, your child's name, the school year, and the organization(s) in which your child may not participate.

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.

Corporal punishment is authorized in the Toombs County School System by certified system administrators and teachers (substitute teachers and paraprofessionals are not authorized) under the following circumstances:

1. It must not be unduly severe.
2. It should not be used as the first line of punishment for misbehavior (documentation of other means of punishment for correction of student's behavior must be evident.)
3. It must be administered in the presence of designated professional employee(s) who has/have been informed beforehand, in the student's presence, of the reason for the punishment.
4. Upon request, the parent(s) will be provided written explanation of the reason(s) for the punishment and the name(s) of those present.
5. It must not be administered to a student whose parents on the day of enrollment have filed a statement prohibiting the use of corporal punishment for their child. Such request(s) must be made each year.

Corporal punishment is defined as reasonable bodily punishment, justly and reasonably administered. It may be administered with a wooden paddle approximately 24 inches long, 5 inches wide, and 1/4 to 1/2 inch thick, provided for use by the Toombs County School System.

We believe that more suitable and more effective means of punishment may be available, and corporal punishment should be used when other alternatives have shown little or no effect in correcting a child's misconduct.

Students who cause discipline problems on school buses, extra-curricular activities, or other school related events are subject to the same corrective measures (including corporal punishment) as those who misbehave on the school campus.

Please read, sign, and return the corporal punishment form included in the appendix of this handbook.

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

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

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.

ELECTRONIC DEVICES

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

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.

All students seeking admission to the Toombs County School System, but who do not reside within the school district may, at the sole discretion of the School Board, be accepted for admission to the Toombs County School System. For a student to enroll in a school in Toombs County, the student must not have been expelled or suspended from another school system. Students expelled from a school within the system cannot transfer to another school within the Toombs County School System.

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). Because this human parasitic insect can cause great annoyance to its host (children and adults), school medical personnel will routinely check students for infestation. If the school health professional determines that a student is infected, the student's parents or guardians will be contacted and requested to come to the school for a conference, and to remove the child from school for treatment and remediation of the condition. Students should not be removed from the school setting before 11:45 A.M. in order for the student to receive school attendance credit. (Under Georgia Law, O.C.G.A. 20-2-766.1, "Proceedings against parents for failure to cooperate in educational programs," may be brought by school officials when parents display a deliberate indifference by not attending conferences requested by school officials.) 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 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 1-404-250-5437 for advice when your child's

doctor's office is not open.

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

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

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, Cheryl Metzler at 912-526-3141, ext. 104, 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

We feel that students should be encouraged to achieve academic excellence and should be recognized for their achievements on a frequent basis. Students who maintain an overall 90 or above average in each 8 weeks grading period will be awarded an honor roll certificate. 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 or more consecutive 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 POLICY

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.

All persons using the Internet and Internet Technologies (i.e. My Big Campus, 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 other than My Big Campus.**
9. **All of the rules described in the document apply when using computers at school or whenever using My Big Campus, 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 the 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.

Please sign and return the Acceptable Use and Internet Safety Policy agreement in the Appendix of this handbook

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, 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 - 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

LUNCH

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.

Students will be given an application form for free and reduced price meals at the beginning of the year. When they have been filled out by the parent or guardian and returned, those eligible for free and reduced lunches will be notified. While the forms are being processed those students who were eligible for free and reduced prices at the end of the last term will continue to be eligible.

Students may pay for their lunch each day as they enter the cafeteria or they may pay by the week, month, or year. Those who prefer to pay by the week must do so on Monday of each week. If a student who has paid by the week is absent, his/her payment will be applied to the next week.

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. Students may not leave campus during the lunch period.
7. No food, drinks, or straws may be taken from the lunchroom.
8. Students are not to run to lunch or break in the lunch line.
9. Students are expected to return trays and utensils to service area (no trays or trash should be left on tables).
10. 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.

MATERIAL CENTER / SCHOOL STORE

School supplies and school promotional items may be purchased through the Material Center / School Store. Items will include pencils, erasers, ink pens, notebook paper, etc. Teachers will advise students of the location of the center/store and times that they will be allowed to purchase items.

MEDIA CENTER

The media center will be open to students during the school day. The rules are as follows:

1. Students must use the media center as a resource and not a social hall.
2. Students must have a library pass to come to the library.
3. Students may check out one book at a time for one week.
4. Students should return their book by placing them in the designated place. Do not put books back on the shelf!
5. Books more than two weeks overdue will be assumed lost and payment will be expected.
6. Notices for overdue library books may be given to teachers when necessary.
7. No running, loud talking, or unnecessary noise will be allowed.
8. Shelf markers must be used when selecting a book.
9. Gum, candy, and food are not allowed in the media center.

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.

This code of conduct, year-end data involving student discipline, and other school-related issues will be presented to the school council annually for review and revision, if necessary.

Also, the GA Parental Information and Resource Center (GA PIRC) is designed to strengthen partnerships among parents, teachers, principals, administrators, and other personnel in meeting the educational needs of children. The GA PIRC is a federally funded initiative of Communities In Schools of Georgia. The funding is provided by the U.S. Department of Education Office of Innovation and Improvement. GA PIRC works with state and federal programs to provide

information and resources on early childhood through high school parent involvement. Parents are provided with technical assistance in communicating effectively with teachers, principals, counselors, administrators and other school personnel.

The GA PIRC is required to provide statewide services which include making resources available to all schools and school districts in the state. GA PIRC provides assistance to schools and districts to address the parental involvement requirements of Title 1 and information regarding key No Child Left Behind provisions. The target audience includes parents of low-income, minority, and limited English proficient (LEP) children. Activities include helping parents understand (1) data that accountability programs make available to parents and (2) significance of that data as it relates to supplemental services and public school choice. In addition, parents receive support in becoming active participants in the development, implementation and review of school improvement plans.

The service delivery involves two major components: the GA PIRC and the GA Parents as Teachers (GA PAT) Network. The GA PIRC is responsible for answering the immediate needs of the state. This includes developing and/or maintaining a cohesive connection between the family, school and community as it relates to school and student success. Resources available from GA PIRC include a website with downloadable information, information on state and federal guidelines, support for school-situated parent centers and workshops. The GA PAT Network supports the Parents as Teachers certified parent educators serving parents of children from birth to the age of 5. Parents as Teachers is a parent education and support program serving families throughout pregnancy and until their child enters kindergarten.

For more information on GA Parental Information and Resource Center, please visit www.georgiapirc.net.

PERMANENT MARKERS

Students are not allowed to bring permanent markers to school. If students have permanent markers, they will be taken by the teacher, and the student's parent or guardian may pick them up. If students are caught writing on wall, desks, etc. with permanent markers, they will receive an office referral for vandalism.

PERSONAL PROPERTY

Jackets, coats, notebooks, lunchboxes, 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 Adopted June 8, 2006

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, MAP scores, benchmarks, and other sources.

Additionally, students in Kindergarten **MUST**:

1. Achieve a Total Readiness score as determined by the Georgia Kindergarten Inventory of Developing Skills (GKIDS).
2. Pass the locally developed 1st 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, norm-referenced test results, MAP scores, CRCT results, 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.

Students in grades three through five may be retained if they do not achieve grade level on the Criterion-Referenced Competency Test (CRCT) in Reading, English/Language Arts, Math, Science, and/or Social Studies.

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

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.

STATE REQUIREMENTS

In addition to the local requirements listed above, beginning with the 2003-2004 school year, no third grade student shall be promoted to the fourth grade if the student does not achieve grade level on the Criterion-Referenced Competency Test in reading. Beginning with the 2004-2005 school year, no fifth grade student shall be promoted to the sixth grade if the student does not achieve grade level on the Criterion-Referenced Competency Test in both reading and math. If a student does not perform on grade level on the CRCT, the principal will notify the parents in writing of the student's below-grade-level performance on the CRCT; the specific retests to be given; the opportunity for accelerated, differentiated, or additional instruction; and the possibility that the student might be retained at the same grade level for the next school year. A meeting will be convened immediately by the student's homeroom teacher in order to analyze the student's test scores and to plan the appropriate accelerated, differentiated, or additional instruction. After this instruction, the student shall be retested with the appropriate section(s) of the CRCT.

If a student does not perform at grade level on the second administration of the CRCT, the student shall be retained at the same grade level for the next school year. The principal will notify the parents and teachers in writing of the decision to retain the student. This notice shall also give notification of the option to appeal, describe the composition and functions of the placement/appeals committee, and give notification that, in order for a student to be promoted, the decision must be unanimous. If the parents or teachers decide to appeal, the principal will convene a meeting of the placement/appeals committee (see policy below) 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.

The decision of the placement appeals committee shall be final!

NOTE: Both the *LOCAL REQUIREMENTS* and the *STATE REQUIREMENTS* must be met in order for a student to be promoted to the next grade.

Descriptor Term: Promotion-Retention Appeals

Descriptor Code: IHE

Issue Date: 06/08/06

Updated: 05/10/07

PRIMARY, ELEMENTARY, MIDDLE SCHOOLS' (K-8) PROMOTION-RETENTION APPEALS COMMITTEE AND PROCEDURES

At the end of each school year, a committee of teachers and school-level administrators will make promotion-retention decisions based on state and local promotion retention requirements. [See 'Promotion/Retention Policy (Administrative Rule Adopted 06/08/06).] In the event that a parent or legal guardian desires to appeal the decision of the school-level committee, the parent/guardian shall formally state their intention to appeal or write a formal letter to the school principal requesting an appeal, *within ten days* following receipt of promotion/retention

notification. 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) Student Support Service 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 - Verbal warning or 1 to 3 days ISS

Second Offense - 3 to 5 days ISS

Third Offense - 5 to 7 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.

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 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).
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.

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, 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.
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. Drivers will use provided conduct forms to report misconduct on the bus directly to the assistant principal/principal of the student's school. The principal or assistant principal will give the driver a copy of the action taken, and parents will receive a copy of the report.
16. Hats or head wear must be removed upon boarding the bus.
17. Students must not pass or possess notes or have objects (including pencils, hair brushes, aerosol cans, perfume, etc.) in sight once they enter the bus that might interfere with the school bus operation.
18. 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.
19. Students must have all electronic devices and cell phones turned off and out of sight so that they do not interfere with the operation of the school bus.

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.

1st 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.

2nd 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.

3rd 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.

4th referral to the office: The student will be suspended from the bus for 5 days.

5th referral to the office: The student will be suspended from the bus for 7 days.

6th referral to the office: The student will be suspended from the bus for 10 days.

7th 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.

ALSO, PLEASE COMPLETE THE 'BUS RIDER INFORMATION SHEET' IN THE APPENDIX OF THIS HANDBOOK AND RETURN IT. YOUR CHILD **MUST** HAVE THIS FORM ON FILE IN ORDER TO RIDE THE BUS!

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

SCHOOL INSURANCE

Accident insurance is available. This insurance protects the student from the time the student leaves home until the student returns home providing he/she goes directly to and from school. Twenty-four hour coverage is also available. Forms are sent home at the beginning of each school year.

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 HARRASSMENT

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

Students enrolled in kindergarten will be given the GKIDS during the school year to determine levels of achievement. Students in PreK through second grades will be given the MAP assessment. Parents will be notified of the results.

In the spring, students in third through fifth grades will be given the Georgia CRCT test in the areas of reading, language arts, math, science and social studies. The CRCT is given to obtain information regarding students' achievement based on the Georgia Performance Standards and Common Core Georgia Performance Standards, 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.

Also, third and fifth grade students are given writing assessments during the school year.

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 DRESS CODE (Grades K-12)

The Toombs County Board of Education adopted a uniform dress code for students on May 13, 2003 to become effective at the beginning of the 2003 – 2004 school year. The dress code was amended on October 14, 2010. The dress code in effect is as follows:

Tops

Turtlenecks will be allowed and T-shirts will be permitted. No hostile writing on shirts is permitted.

Shirts must have short, three-quarter, or long sleeves; no sleeveless tops allowed.

(***MALES ONLY- Grades 6-12**)-All shirts must be tucked in and stay tucked in at all times while the student is on campus, before and after school, as well as on the bus. All shirts **must be long** enough to stay tucked in while bending, stretching, or sitting.

NO PROFESSIONAL OR COLLEGIATE JERSIES will be permitted.

Sheer fabric outer wear will not be allowed.

Layering of shirts to avoid tucking in an outer layer will not be allowed.

Blouses must have sleeves, a high neckline, and be long enough at the waist to cover the entire waist area when the student is standing and/or sitting.

Bottoms

Traditional pants or pleated slacks may be worn.

(Grades 6-12 only) Pants with belt loops must have a belt inserted through the belt loops and fastened snugly enough to keep the pants well above the hips.

All students Grades K-12 must wear pants/slacks snugly enough to keep the pants/slacks well above the hips.

Capri pants are acceptable for ladies (**pants must be below the knee with no portion of the knee showing when walking or sitting**).

All pants and jeans for men should be full length. **Traditional dress for men and women is expected (cross dressing will not be allowed).**

No shorts are allowed for students, **in grades 6 – 12**, except as an approved wear in physical education classes. **Shorts will not be permitted outside the physical education or sports setting. Specifically, shorts can be worn only on the court, on the playing field, or in the locker room. Allowable shorts (Grades 6 – 12) must be knee length. Field day participants will be allowed to wear shorts only if they are active participants in the field at the site of the events.**

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.

Dresses, jumpers, and overalls will be allowed.

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.

Sweat Suits/Wind Suits

(Grades 6-12 only) Sweat suits and wind suits will not be permitted unless participants are wearing them while engaged in school sporting events. Before or following the sporting event, uniform dress code will apply.

(Grades K-5 only) are allowed to wear sweat suits and wind suits. Appropriate tops and undergarments are required to be worn under sweat suits and wind suits.

Headgear

Headgear of any type is unacceptable. No hats, bandanas, sweat bands, hoods, knit caps or stocking caps may be worn **anywhere on school grounds or buses**.

Students who wear headgear during inclement weather (outside the building or school bus) must remove it before entering the school. These items must be stored in a backpack or locker. If they are worn at any time in the building or on the bus, a violation will be cited.

Sunglasses will not be tolerated.

Shoes

Flip flops of any kind are unacceptable.

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.

Belts must be flat with no symbolic message on the buckle or belt.

Only studs or conventional ear rings may be worn in the ear. The number of earrings must not exceed 4 per ear. No other accessories will be allowed for body piercing.

All permanent tattoos must be covered unless etched on the hands or face. Temporary tattoos or other types of body painting (except moderate types of makeup and lipstick) are not allowed.

Hair

Hair must be free of curlers, picks, or combs at all times.

Hair must be of a **natural human color**. 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.

Hair should be kept neat and combed and should not draw excessive attention to individuals.

Seasonal Wear

Trench coats are not permitted.

Vests, sweatshirts and sweaters are permissible; however, all V-neck sweaters and V-neck sweatshirts must be worn with an undershirt as noted in the listing of TOPS above.

All over clothing must be worn over tucked shirts as noted above. **(MALES ONLY Grades 6-12)**

Sweaters and sweatshirts may be worn alone and not have to be tucked in.

Jackets may not be worn to cover inappropriate clothing.

General Guidelines for Students:

All clothing, bottom or tops, must have appropriate hems and no inappropriate holes.

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. 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.)

No “top” or “bottom” should be the same color, except in the case of a matching pant set or suit.

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.

Slits and kick pants in skirts, dresses, and jumpers must not continue above the knee.

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.

Proper undergarments must be worn at all times.

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 this board rule.

DRESS CODE VIOLATIONS

Parents and students must realize that all time spent out of class for any school violation is considered **UNEXCUSED AND CLASS ASSIGNMENTS CANNOT BE MADE UP.**

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 e.g. the teacher says “buckle your belt” or “tuck in your shirt”. Having given a verbal warning when an adjustment is all that is necessary, school personnel must record that the warning was given and record the specific offense; also, the date, time, and place should be recorded.

If the same school system employee sees a subsequent violation by the same student, a written referral should be made to the school administration with a copy of the prior warning attached. 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.

1st offense – Warning

For the second offense and all additional offenses – 1 day of In-School Suspension (ISS)

NOTE: A student who has been sent to an administrator during the school day for a dress code violation will be given a referral slip that must be shown to other school personnel in the event that the student is stopped again. (Students can have only one violation per day unless they choose to violate the policy in a great severity by adding to the violations already recorded e.g. a student has a written referral for not having his shirt tucked in and then decides to wear his shorts outside of the physical education setting).

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

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.

5th tardy - Letter to parents from the principal

6th tardy - Mandatory Parent-Teacher-Administrator 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 (ENGLISH & SPANISH)

In compliance with the requirements of the *ESEA*, the Toombs County School System informs parents that you may request information about the professional qualifications of your child's teacher(s). You may request information regarding certification, college major/graduate certification or degree held by the teacher, and/or qualifications of the paraprofessional if services of a paraprofessional are provided. If you wish to request this information, you may contact Mrs. Tabatha Nobles at Lyons Upper Elementary School (912) -526-5816.

Conforme con los requerimientos del estatuto de *ESEA*, el Sistema Educativo del Condado de Toombs informa a los padres que usted puede pedir información sobre las calificaciones profesionales del maestro(s) de su hijo. Usted puede pedir información sobre certificación, certificación de especialización universitaria o post universitaria o grado que posea el maestro (a), y/o calificaciones del paraprofesional si los servicios de un paraprofesional son ofrecidos. Si usted desea pedir esta información, usted puede contactar Tabatha Nobles de la escuela (912) - 526-5816.

TEACHER'S LOUNGE

Students are not allowed in the teacher's lounge. NO EXCEPTIONS!!

TELEPHONE

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

TEST TAKING

Tests, both state and local, are given throughout the school year for various reasons. The

following guidelines are provided as suggestions to help students experience success during test taking.

1. Relax and forget other people.
2. Read the directions carefully. Follow them!
3. Skim the whole test first to see what's asked for and how to divide your time.
4. Read each question and make certain you understand it before answering.
5. Think before you write.
6. Answer questions completely, but answer only what is asked.
7. Check your paper before turning it in to the teacher.

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 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

TRUANCY

Any student who misses one or more classes without a legal excuse will be considered truant. A student who fails to "check out" using the proper procedure will be considered truant. Forging excuses or other notes will be considered grounds for disciplinary action.

First Offense - 3 days ISS and notification of parents

Second Offense - 5 days ISS

Third Offense - 10 days ISS

Fourth Offense - 10 days OSS

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:

- If the parent or legal guardian pays school tax in Toombs County, the student is exempt from tuition;
- Children and/or grandchildren of full time Toombs County School System employees are exempt from tuition;
- If the student maintains an overall “B” or better 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 will be exempt from tuition.

Out of district student’s tuition can be paid in six equal payments (in advance). If a student’s account is in arrears, the student will be withdrawn from school on the eleventh school day following written notification of the arrearage.

Out of district student's tuition shall be determined by the students' educational placement within the Toombs County School System. The tuition will be 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 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.

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.

APPENDIX

ATTENDANCE NOTICE

Regular school attendance is a very important part of school success. In addition, regular school attendance is required by state law. The Toombs County Board of Education realizes the importance of the interaction that takes place in the classroom between your child and his/her teacher(s). This interaction is critical to the instruction of your child. Regular school attendance will contribute to your child's success in meeting rigorous curriculum standards that are taught each school day. Please review the following guidelines concerning regular school attendance at Toombs County Schools.

- An excuse (written by the parent, guardian, and/or doctor) must be sent to school within 3 days of an absence. If this excuse is not sent within 3 days, no make-up work will be given. Make-up work will be allowed for excused absences only provided that an excuse is sent within 3 days. Excused absences consist of:
 1. Personal illness endangering a student's health or the health of others.
 2. A serious illness or death in the immediate family necessitating an absence from school.
 3. A court order by a governmental agency mandating an absence from school.
 4. Celebrating religious holidays.
 5. Conditions rendering attendance impossible or hazardous to student health or property.
- A written excuse should include the following: student's name, date of absence, reason for the absence, parent/guardian signature, and phone number where parent/guardian may be reached.
- After the first absence, you will be contacted by your child's teacher or the school attendance contact person. Upon the second absence, you will be contacted by the school attendance contact person to discuss the attendance policy. After the third absence, you will be required to attend a mandatory attendance conference at your child's school. After the fifth absence, your child may be referred to the school social worker, and you may be required to attend mediation. After 7 absences, your child will be referred to the appropriate agency (DFACS/DJJ).
- Please notify your child's teacher if your child will be absent for 7 or consecutive more days due to an illness. Hospital homebound services may be an option.
- When a student is absent, the parent/guardian 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.
- It is very important for your child to come to school on time each morning. Students should not be signed out early during the day. Every minute of the day is valuable instructional time. Time missed from the beginning, middle, or end of the day may cause your child to fall behind in the class he/she is missing. Your child will only be counted present for the day if he/she is in attendance for at least ½ of the instructional minutes for that grade.

Parents are responsible for their children's compliance with attendance regulations. We are asking for your help and cooperation with the faculty and staff. This cooperation will go far in ensuring academic success for your child! Thanks for all you do to make Toombs County a great place to learn!

Please complete this portion and return to your child's teacher indicating that you have reviewed and understand this information concerning regular attendance.

Student's Name/Signature

Teacher's Name

Parent's Signature

Date

BUS RIDER INFORMATION SHEET

Circle: LPS LUES TCES

Dear Parents:

Please complete the following information and return this form to your child's bus driver tomorrow.

Student's Name: _____ Current Grade: _____

911 Address for A.M. _____
(morning) Pick Up: _____

911 Address for P.M. (afternoon) _____
Drop Off (if different from A.M.): _____

Parent's Name: _____

Parent's Address _____
(if different from pick up): _____

Home Phone Number: _____ Work Number: _____
Emergency Number: _____ Other Number: _____

Does your child require any special services? If so, please explain: _____

To be completed by Transportation Department and returned to parents:

Bus #: _____ Date: _____
Driver: _____
Bus Stop #: _____
Approximate Pick-Up Time: _____
Approximate Drop-Off Time: _____

EMERGENCY BUS TRANSFER

Date _____

To Whom It May Concern:

My child, _____, needs to ride bus number _____ today because (emergencies only) _____ He/she will get off the bus (with whom and at what address) _____

The address and phone number where I can be reached concerning this bus change are:

**Parent's Signature

(**Any forgery or falsification will be considered a major offense according to the bus code of conduct.)

(Note: Additional copies of this form are available from the school or bus driver.)

Principal/Assistant Principal's Signature

EMERGENCY BUS TRANSFER

Date _____

To Whom It May Concern:

My child, _____, needs to ride bus number _____ today because (emergencies only) _____ He/she will get off the bus (with whom and at what address) _____

The address and phone number where I can be reached concerning this bus change are:

**Parent's Signature

(**Any forgery or falsification will be considered a major offense according to the bus code of conduct.)

(Note: Additional copies of this form are available from the school or bus driver.)

Principal/Assistant Principal's Signature

CORPORAL PUNISHMENT

According to the Toombs County Board of Education policy, students may be paddled at school if they continue to misbehave after other measures to correct their behavior have failed.

Please indicate below if your child may or may not be paddled at school according to the Toombs County Board of Education policy.

_____ **YES, MY CHILD MAY BE PADDLED ACCORDING TO THE TOOMBS COUNTY BOARD OF EDUCATION POLICY.**

_____ **NO, MY CHILD MAY NOT BE PADDLED, AND I AGREE TO PICK UP MY CHILD FROM SCHOOL IF I AM CALLED.**

Student's Name: _____

Student's Grade: _____ Homeroom Teacher: _____

Parents' Names (please print): _____

Work Phone Numbers: _____

Home Phone Number: _____

Parents' Signatures: _____

(NOTE: BOTH PARENTS' SIGNATURES ARE REQUIRED.)

Medical Information Form

Student's Name: _____ Homeroom/Grade: _____

General Health:

Family Doctor: _____ Phone: _____

Please list any medication this child is presently taking (at home or school): _____

Does your child wear glasses or have other vision problems? Yes _____ No _____

Does your child have hearing problems? Yes _____ No _____

Does your child have speech problems? Yes _____ No _____

Does your child have any condition that would limit physical education activities? If so, what? _____

Is your child allergic to any **foods**? If so, what? _____

***Any allergic reaction to foods must be accompanied by a doctor's note.*

Is your child allergic to any medications, bee stings, chemicals, etc? Please list all allergies. _____

Does your child require medications for asthma? If so, what medication and will it be required at school? _____

Has your child had any of the following? If so, please check if the problem is current or put the year the child had the problem.

	Current	Year		Current	Year
ADHD/ADD			Heart Problems		
Asthma			High Blood Pressure		
Cerebral Palsy			Kidney Problems		
Cystic Fibrosis			Learning disabilities		
Diabetes			Seizures		
Fainting/Dizzy Spells			Sickle cell disease		
Frequent Ear infections			Ulcers		
Headaches (frequent/severe)			OTHER		

In case of serious illness/injury, the school will render first aid while contacting the parent. If neither the parent nor the emergency contact person can be reached and the situation is very severe, the student will be transported to Meadows Regional Medical Center in Vidalia. The school may call 911 for the Emergency Medical Unit (EMS) to transport the child, if necessary. Fees for transportation and medical services will be the responsibility of the parent/guardian. **Our main concern will be for the well-being and health of your child.**

Parent/Guardian Signature _____

Date _____

Hoja de Informacion Medica

Nombre del Estudiante: _____

Dirigente de Clase/Grado: _____

Salud General:

Doctor de Familia: _____

Telefono: _____

Porfavor liste cualquier medicamento que este niño/a presentemente este tomando (en casa o escuela): _____

Su hijo/a usa lentes o tiene otro problema de vision? Si _____ No _____

Su hijo/a tiene problemas de escucha? Si _____ No _____

Su hijo/a tiene problemas de habla? Si _____ No _____

Su hijo/a tiene alguna condicion que le limite las actividades de educacion fisica? Si acaso, que? _____

Su hijo/a es alergico a algunas **comidas**? Si acaso, que? _____

***Cualquier reaccion alergica a comidas debe ser acompañada por una nota del doctor.*

Su hijo/a es alergico a algun medicamento, piquete de mosco, quimicos, etc? Porfavor liste toda alergia. _____

Su hijo/a requiere medicamentos para el asthma? Si acaso, que medicamentos y sera requerido en la escuela? _____

Ha tenido su hijo/a alguno de lo siguiente? Si acaso, porfavor marque si el problema es actual o ponga el año que el niño/a tuvo el problema.

	Actual	Año		Actual	Año
Hiperactivo (ADHD/ADD)			Problemas de Corazon		
Asma			Alta Presion de Sangre		
Palsy Cerebral			Problemas de Riñones		
Cystic Fibrosis			Desabilidades de Aprendizaje		
Diabetis			Ataques		
Desmallos/Mareos			Enfermidad de Sickle cell		
Frequente infecciones de Oidos			Ulceras		
Dolores de Cabeza (frequente/severe)			OTRO		

En caso de enfermedad/herida grave, la escuela rendira primer auxilio mientras contactamos a los padres. Si ninguno de los padres ni la persona de contacto de emergencia puede ser localizada y la situacion es muy severe, el estudiante sera transportado(a) a Meadows Regional Medical Center en Vidalia. La escuela puede llamar al 911 para que la Unidad Medica de Emergencia (EMS) transporte al niño/a, si es necesario. Cuotas por la transportacion y servicios medicos seran la responsabilidad de los padres/guardianes. **Nuestra mayor preocupacion sera para el bien estar y salud de su hijo/a.**

Firma de Padre/Guardian

Fecha

AUTHORIZATION FOR MEDICATION ADMINISTRATION

If medication can be given at home or after school hours, please do so. However, if medication must be given during school hours, this form must be completed.

Student's Name: _____

Teacher: _____ Grade: _____

I request that Toombs County School System personnel (school nurse, administrators, or teachers) supervise/assist in the administering of medication to my child, according to the instructions contained in the statement below. I understand that:

- Medications must be in the original labeled container (no baggies, foil, etc.). Pharmacists can provide a duplicate bottle if you request it.
- Parent/guardian must provide specific instructions, as well as the medicine and/or related equipment to the school nurse or other school personnel.
- It will be the responsibility of the parent/guardian to inform the school of any changes. New medication or new dosages will not be given unless a new form is completed and a newly labeled container is provided.
- Unused medication will be disposed of unless picked up by the parent or guardian. Medication will not be sent home with students on the bus.
- All over-the-counter medications will only be given 10 times without authorization from the physician.

Name & Dosage of Medication: _____

Time(s) to be given at school: _____

Condition/illness requiring this medication: _____

List of all medications presently taking at home: _____

Physician's Name: _____ Physician's Phone: _____

I hereby authorize the personnel, employees, and officials of the Toombs County School System to assist my child in taking this medication. I understand that, in the event of a change in medicine, I am responsible for presenting a new request form and that medication will not be given without a completed authorization. I authorize my physician, Dr. _____, to release medical records related to this medication and condition/illness to school personnel. It is understood that this information will not be released to a third party. I release the school board, the school, and any school employee from any liability for administering this medication.

Parent/Guardian Signature Date

Home Phone: _____ Work Phone: _____ Cell: _____

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

I, _____, have read and understand the Toombs County Board of Education Acceptable Use and Internet Safety Policy and agree to adhere to all of the provisions. I understand that any violations of these policies will result in the immediate suspension of my electronic communication privileges, and that as a result of such violations; further disciplinary measures may be taken.

Signed, _____ Date _____
Student

I, _____, am the parent/guardian of the above named student. I have read and understood the Toombs County Board of Education Acceptable Use and Internet Safety Policy and I hereby give permission for my son/daughter to use the Internet provided by the Toombs County School System. I also understand that he/she is required to follow the guidelines and there is a potential for my son/daughter to access information on the Internet that is inappropriate for students and that every reasonable effort will be made on the part of the teacher and technology department to restrict access to such information, but that my son/daughter is ultimately responsible for restricting himself/herself from inappropriate information.

Signed, _____ Date _____
Parent/Guardian

PARENTS' PERMISSION FOR THE PUBLICATION OF STUDENT WORK/PICTURES

I understand that from time-to-time the school may wish to publish examples of student projects, photographs of students, and other work on the Toombs County Board of Education website.

My child's name, work and/or photographs *MAY* be displayed and/or published at the school, in the school system, on the system/school website, newspaper, My Big Campus, television, etc.)

Signed _____ Date _____
Parent/Guardian

My child's name, work and/or photographs *MAY NOT* be displayed and/or published at the school, in the school system, on the system/school website, newspaper, My Big Campus, television, etc.)

Signed _____ Date _____
Parent/Guardian

Approved 05/24/13

5TH GRADE STUDENTS ONLY

SEX EDUCATION - Sex Education is taught in the 5th grade within the physical education curriculum. Regardless, please note the following:

The Toombs County sex education policy, adopted July 11, 1989, will be incorporated into the curriculum per policy statement. Teachers must not deviate from the policy. Please note that any child enrolled in a class that has planned sex education curriculum involved must have written parental consent on record from the parents before the child can participate in the sex education aspects of the class.

STUDENT'S NAME _____

Parents, your signature is required here if your child has permission to be enrolled in a class that has a planned sex education curriculum.

PARENT'S SIGNATURE _____

PRIDE Survey - In order to provide the best drug and violence prevention activities for your child, our school system has chosen the PRIDE Survey Needs Assessment that will be administered this school year. This survey meets the federal requirements of the No Child Left Behind regulations that require this type of survey process that must be reported on a school-by-school basis. The questionnaires for students in grades 5, 8, and 10, will take no more than 20 minutes to complete, are totally anonymous, and ask for responses that pertain to student perceptions of drug use to student involvement in substance abuse and violent situations. The data collected will be used to identify critical areas of need for our Safe and Drug Free Schools efforts.

Valid results depend on high participation rates. However, the decision to participate is voluntary. Our desire is to involve parents in the education of their children. ***If you give your child permission to participate, complete the form below and return the form to school within three days.*** If you would like to examine the PRIDE survey, notify the school and we will provide you with a copy for your review.

School _____

5th Grade Student's Name _____

_____ I give permission for my child to participate in the PRIDE survey.

Parent/Guardian's Signature _____

Date _____

ACKNOWLEDGMENT FORM

2013-2014

I acknowledge that I have received and read the Toombs County School System Elementary School Student Handbook/Code of Conduct. An explanation of these policies and procedures was given to me (the student) by my teacher. In addition, my parent/guardian discussed the information contained in this handbook with me. I understand the rules as written and understand that failure to abide by these policies will result in disciplinary consequences.

Parent/Guardian's Signature: _____

Student's Signature: _____

Student's Homeroom Teacher: _____

Date: _____