## TOOMBS COUNTY SCHOOLS
### 2019-2020 System-Wide Testing Schedule

*The dates listed are subject to adjustment in the event there are changes to the GADOE state testing calendar.*

<table>
<thead>
<tr>
<th>Date</th>
<th>TESTING PROGRAM</th>
<th>NOTES</th>
</tr>
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<tbody>
<tr>
<td>August 8-August 23</td>
<td>Georgia Kindergarten Inventory of Developing Skills (GKIDS)</td>
<td>GKIDS Demographic Entry</td>
</tr>
<tr>
<td>August 12-23</td>
<td>i-Ready Diagnostic (Fall Administration)</td>
<td></td>
</tr>
<tr>
<td>August 19-28</td>
<td>DIBELS &amp; Reading Inventory</td>
<td>Grades K-12</td>
</tr>
<tr>
<td>October 16</td>
<td>Preliminary Scholastic Aptitude Test (PSAT)</td>
<td>Only Applicable Grade Levels</td>
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<tr>
<td>TBA</td>
<td>Armed Services Vocational Aptitude Battery (ASVAB)</td>
<td>Only Applicable Grade Level and/or Students</td>
</tr>
<tr>
<td>Dec. 2- Dec. 13</td>
<td>Georgia Milestones End of Course (EOC) Winter Administration</td>
<td>All students Grades 9-12 enrolled in EOC Courses Semester 1</td>
</tr>
<tr>
<td>January 10</td>
<td>Georgia Kindergarten Inventory of Developing Skills (GKIDS)</td>
<td>GKIDS Mid-Year Checkpoint</td>
</tr>
<tr>
<td>December 2-13</td>
<td>i-Ready Diagnostic (Winter Administration)</td>
<td></td>
</tr>
<tr>
<td>December 2- Dec. 13</td>
<td>DIBELS &amp; Reading Inventory</td>
<td>Grades K-12</td>
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<tr>
<td>April 20- May 1</td>
<td>Georgia Milestones End of Grade (EOG) Main Administration</td>
<td>Grades 3-8</td>
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<tr>
<td>April 27-May 8</td>
<td>Georgia Milestones End of Course (EOC) Spring Administration</td>
<td>All students Grades 9-12 enrolled in EOC Courses Semester 2</td>
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<tr>
<td>May 4-May 14</td>
<td>Advanced Placement (AP) Administration</td>
<td>May 4- US Government (8 AM)</td>
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<tr>
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<td>May 5- Calculus (8 AM)</td>
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<td>May 6- Literature (8 AM)</td>
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<td></td>
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<td>May 8- US History (8 AM)</td>
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<td>May 11- Env. Science (PM)</td>
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<td>May 14- World History (8 AM)</td>
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<tr>
<td>TBA</td>
<td>End-of -Pathway Administration (EOPA)</td>
<td>Pathway Completers</td>
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<tr>
<td>May 14</td>
<td>Georgia Kindergarten Inventory of Developing Skills (GKIDS)</td>
<td>GKIDS End of Year Data Due</td>
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<tr>
<td>April 14-May 8</td>
<td>i-Ready Diagnostic (Spring Administration)</td>
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<tr>
<td>April 14-May 8</td>
<td>DIBELS &amp; Reading Inventory</td>
<td>Grades K-12</td>
</tr>
<tr>
<td>June 15-June 19</td>
<td>Georgia Milestones End of Course (EOC) Summer Administration (Includes Retests)</td>
<td>Only for applicable courses/students</td>
</tr>
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# Toombs County Schools | 2019-2020 Calendar

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>4 July 2019</td>
<td>Independence Day</td>
</tr>
<tr>
<td>6 January 2020</td>
<td>Planning Day</td>
</tr>
<tr>
<td>7 July 2019</td>
<td>First Day of School</td>
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<tr>
<td>8 January 2020</td>
<td>First Day 2nd Semester</td>
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<tr>
<td>1 August 2019</td>
<td>Pre-Planning</td>
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<tr>
<td>14 August 2019</td>
<td>Student/Staff Holiday</td>
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<tr>
<td>17 August 2019</td>
<td>President’s Day Holiday</td>
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<tr>
<td>2 August 2019</td>
<td>Labor Day</td>
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<tr>
<td>7 August 2019</td>
<td>Planning Day</td>
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<tr>
<td>10 August 2019</td>
<td>Professional Learning Day</td>
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<tr>
<td>11-15 August 2019</td>
<td>Fall Break</td>
</tr>
<tr>
<td>20 August 2019</td>
<td>Spring Break</td>
</tr>
<tr>
<td>25 August 2019</td>
<td>Thanksgiving Break</td>
</tr>
<tr>
<td>30 August 2019</td>
<td>Last Day of School</td>
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<tr>
<td>18 December 2019</td>
<td>Last Day 1st Semester</td>
</tr>
<tr>
<td>Dec. 19-Jan. 3</td>
<td>Christmas/New Year Break</td>
</tr>
<tr>
<td>19 December 2019</td>
<td>Graduation</td>
</tr>
<tr>
<td>20 December 2019</td>
<td>Post Planning</td>
</tr>
</tbody>
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Toombs County School System Directory

Board of Education Office
117 East Wesley Avenue
Lyons, Georgia 30436
(912) 526-3141--------Fax (912) 526-3291

Barry Waller, Superintendent

Shannon Chambers, Maintenance Director
Nathan Miller, Technology Director
Pamela Sears, Federal Programs Director
Sabrina Woodruff, SPED & Human Resources Director

Toombs County Middle School
701 Bulldog Road
Lyons, Georgia 30436
Dr. Renee Garbutt, Principal
Sandra Floyd, Assistant Principal
Thomas Mercer, Assistant Principal
Karen Braddy, Counselor
Terri Overstreet, Media Specialist
(912) 526-8363

Courtney Gay, Food Services Director
Carmen Roberts, Assistant Superintendent
Stephanie Smith, Chief Financial Officer

Lyons Primary School
600 Bulldog Road
Lyons, Georgia 30436
Christopher Bell, Principal
Reggie Roberts, Assistant Principal
Maria Collins, Counselor
Missy Dixon, Media Specialist
(912) 526-8391

Lyons Upper Elementary School
830 South State Street
Lyons, Georgia 30436
Tabatha Nobles, Principal
Rhonda Stone, Assistant Principal
Kayla Jackson, Media Specialist
LaGail Wright, Counselor
(912) 526-3816

Toombs Central Elementary School
6287 U.S. Highway 1 South
Lyons, Georgia 30436
Tonawanda Irie, Principal
Michelle Rhodes, Counselor
Kelli Bellflower, Media Specialist
(912) 565-7781

Toombs County High School
500 Bulldog Road
Lyons, Georgia 30436
Marissa Morris, Principal
Garrett Cranford, Assistant Principal
Henry Gardner, Behavior Specialist
Tracy Hart, Media Specialist
Michelle Branham, Counselor
(912) 526-4286

Toombs County Academy
199 Collins Road
Lyons, Georgia 30436
Pamela Calloway, Alt. School Director
(912) 524-3147

Toombs County Bus Shop
Belinda Denmark, Transportation Director
(912) 526-4466

The Toombs County Board of Education is an equal opportunity employer. The Board does not discriminate on the basis of race, color, sex, age, national origin or handicap in its educational programs, activities, or employment policies.
Meetings of the Toombs County Board of Education (TCBOE) are held the second Thursday of each month at 6:30 p.m. in the board room at Toombs County High School located at 500 Bulldog Road Lyons, Georgia.

**Board Meeting Procedures**

*The agenda for each meeting allows for the call to order, invocation, pledge to the flag, approval of board agenda, approval of previous board minutes, financial reports, public participation, superintendent’s reports and recommendations, old business, new business, announcements, and adjournment. *The TCBOE reserves the right to change the order of agenda or make an addendum to the agenda as they feel may be necessary.

Persons wishing to address the TCBOE will be recognized during *Public Participation* on the TCBOE’s agenda. Individuals are asked to record their name and subject with the superintendent prior to the board meeting. A maximum of five minutes per person and a maximum of thirty minutes for public participation are allowed during the *Public Participation* section of the board agenda; however, for special meetings where public participation is solicited, longer periods of time may be designated by the TCBOE.

Any items of business a patron wishes to be included on the board agenda should be submitted in writing to the superintendent at least *four days prior to the scheduled meeting.*

All meetings of the TCBOE are open to the public except those at which personnel, real estate, or legal matters are being considered.

Although community members may petition the TCBOE for redress of a grievance, a solution must first be sought through the proper administrative channels before investigation or action by the board. Complaints involving discipline, learning materials and personnel must be addressed through the following channels respectively: teacher, principal, assistant superintendent, superintendent, school board.

The TCBOE is responsible to the people and therefore will make attempts to reflect the opinion of the community; however, the school board members must look to the future more clearly than is required of the average citizen. The decisions and actions of the TCBOE may not be realized at once but will set the course of education for future years. The TCBOE strives to fearlessly support the educational philosophies and procedures needed to promote proper education for this community based upon the needs of its students.
Toombs County School System Progressive Discipline Procedures

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

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

Level II- Level II discipline offenses are intermediate acts of misconduct that require administrative intervention such as repeated acts of minor misconduct possibly directed against persons or property. Level II discipline management techniques include, but are not limited to, the following: conferences, restriction from programs and assemblies, detention, in school suspension for up to 5 days, out of school suspension for up to 3 days, cleaning/repair of any damage, financial restitution, corporal punishment, etc.

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

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

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

DISCIPLINARY PROCEDURES
A major consideration in the application of discipline code is that disciplinary action taken by school officials is the least extreme measure that can resolve the discipline problem; yet, it will become more progressive if necessary. Circumstances to be considered include, but are not limited to, the following factors: age, health, maturity, academic placement of the student, prior conduct, attitude, cooperation of the parents, willingness to make restitution, and the seriousness of the offense. Such factors may be taken into account in determining the punishment to be imposed, including any decision to impose a punishment that is more or less severe than suggested in the Student Code of Conduct.
Consequences of a student’s behavior range from teacher-student conferences to short-term suspension (10 or fewer days) from school. Other examples of consequences are temporary or permanent (teacher initiated) removal from class or activity (permanent removal from an extra-curricular activity must be approved by the school principal after deliberation with the activity sponsor); after school detention, behavioral probation, referral to student services, parent conference, In-School Suspension (ISS), suspension of driving privileges for high school students, counseling, corporal punishment, restitution, and referral to appropriate law enforcement or juvenile court officials. Students may be suspended due to repeated violations of any rule. The **MAXIMUM** punishments for any offense include long-term suspension or permanent expulsion, but these punishments will be determined only by a disciplinary tribunal as outlined in Georgia State Statue and Toombs County School Board Policy.

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

*No student in public preschool through third grade shall be expelled or suspended from school for more than five consecutive or cumulative days during a school year without first receiving a multi-tiered system of supports, such as response to intervention, unless such student possessed a weapon, illegal drugs, or other dangerous instrument or such student’s behavior endangers the physical safety of other students or school personnel pursuant to O.C.G.A. 20-2-742.*

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

The Toombs County School System reserves the right to use walk-through and hand-held metal detectors and drug-sniffing dogs at any school function, including activities which occur outside normal school hours or off the school campus. **Students and school employees or school visitors are hereby notified that metal detectors and drug-sniffing dogs will be used at the discretion of school administrators and/or law enforcement personnel to make our school physical facilities as safe as possible.**
It is the policy of the Toombs County Board of Education that each school within this school district shall develop and implement age-appropriate student codes of conduct designed to improve the student learning environment and which will comply with state law and State Board of Education Rules. Each code of conduct shall include the following, at a minimum:

1. Standards of student behavior during school hours, at school related functions, on school buses and at school bus stops designed to create the expectation that students will behave themselves in such a way so as to facilitate a learning environment for themselves and other students. The standards should be designed also to encourage students to respect each other and school district employees, to motivate students to obey student behavior policies adopted by this Board and to obey student behavior rules established at each school within this school district;

2. Behavior support processes designed to consider, as appropriate in light of the severity of the behavioral problem, support services available at each school, the school system and other public entities or community organizations which may assist students to address behavioral problems;

3. Progressive discipline processes designed to create the expectation that the degree of discipline imposed by each school will be in proportion to the severity of the behavior of a particular student, the previous discipline history of the student and other relevant factors, while ensuring that each student receives the due process mandated by federal and state law;

4. Parental involvement processes designed to enable parents, guardians, teachers and school administrators to work together to improve and enhance student behavior and academic performance. The process should enable parents, guardians and school employees to communicate freely their concerns about student behaviors that detract from the learning environment.

5. All other specific requirements as set forth in any existing State Board of Education Rule or in Georgia law.

Each school shall involve parents in developing and updating student codes of conduct. Each code shall require disciplinary action for each infraction of the code. A copy of each student code of conduct shall be provided to the board for review. The student code of conduct shall be distributed to each student and the student's parents or guardians during the first week of school and upon enrollment of each new student. The parents shall be requested to sign an acknowledgment of the receipt of the code of conduct and return promptly the acknowledgment to the school.

The student code of conduct shall be available in the school office and each classroom.

OFF-CAMPUS MISCONDUCT

Off-campus misconduct for which a student shall be disciplined includes, but is not limited to, any off-campus conduct that is (all factors must be present):

1. Prohibited by the Georgia or United States criminal codes; and
2. Punishable as a felony or would be punishable as a felony if committed by an adult; and
3. Conduct which could result in the student being criminally charged with a felony or conduct for which a student has been arrested, indicted, adjudicated to have committed, or convicted; and
4. Conduct which makes the student's continued presence at school a potential danger to persons or property at the school or which disrupts the educational process.

WRITTEN NOTICE OF HEARING:
When Long-Term Suspension (more than 10 days), /Expulsion and/or Alternative School is recommended by the school, a disciplinary hearing is required.

Toombs County Schools shall provide written notice of the relevant procedures to the student’s parent/guardian/ student age 18 or older. The notification shall include the following:

a. A brief statement of the act(s) student is alleged to have committed, along with the portion of the Code of Conduct allegedly violated.
b. the maximum penalty which may be administered for the alleged misconduct, and a recommendation for discipline.
c. A copy of this document.
d. The date, time and place of the hearing.
e. The names of witnesses expected to be called at the hearing and a short summary of evidence that may be presented.
f. A statement that a hearing is required unless the parent/guardian/student 18 years old or older waives the hearing.
g. A statement that at the hearing the student is entitled to be represented by an advocate (spokesperson) of his/her choice, including an attorney if so desired; and that the student may subpoena witnesses and utilize other compulsory process upon request.
h. A statement that all parties are afforded an opportunity to present and respond to evidence and to examine and cross-examine witnesses.

DELIVERY OF NOTIFICATION:
The notice of hearing shall be delivered to the student and his/her parent/guardian either in person, by first class mail, certified mail return receipt requested, and/or delivery confirmation, to the last known address of the parent or guardian. If notice is delivered in person, a written confirmation of delivery should be obtained by the person delivering the notice to the parent/guardian. Service shall be deemed to be perfected when the notice is deposited in the United States mail with sufficient postage addressed to the last known address of the parent/guardian.

TEACHER REPORTING REQUIREMENT
It is the policy of the Toombs County Board of Education that the Superintendent shall fully support the authority of principals and teachers to remove a student from the classroom pursuant to Georgia law as cited in 20-2-738 and 20-2-751.5(d).

A teacher shall have the authority, consistent with Board policy, to manage his or her classroom, discipline students, and refer a student to the principals or his designee to maintain discipline in the classroom. Any teacher who has knowledge that a student has exhibited behavior which violates the student code of conduct and repeatedly or substantially interferes with the teacher's ability to communicate effectively with the students in his/her class or with the ability of each student's classmates to learn shall file a report of such behavior with the principal or his designee. The principal and teacher shall thereafter follow the procedures set forth in Georgia law, specifically O.C.G.A. 20-2-737-738.

The Superintendent and/or his designee shall ensure that procedures are disseminated as necessary for implementation of this policy and applicable state laws.
It is the policy of the Toombs County Board of Education that a student shall not possess, use, handle or transmit any object that reasonably can be considered a weapon on property or in a building owned or leased by a school district, at a school function, or on a bus or other transportation provided by the school district. Weapons may include, but are not limited to:

1. Any handgun, firearm, rifle, shotgun or similar weapon; any explosive compound or incendiary device; or, any other dangerous weapon as defined in O.C.G.A. § 16-11-121, including a rocket launcher, bazooka, recoilless rifle, mortar, or hand grenade.

2. Any hazardous object, including any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor, razor blade, spring stick, knuckles, whether made from metal, thermoplastic, wood, or other similar material, blackjack, any bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chakka, nun chuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any instrument of like kind, any nonlethal air gun, and any stun gun or taser. Such term shall not include any of these instruments used for classroom work authorized by the teacher.

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

Students who possess other weapons or hazardous objects as described in paragraph 2 will be subject to discipline as specified in the student code of conduct.

**Reporting Requirements**

Any employee who has reasonable cause to believe that a student possesses a weapon as defined in paragraph 1, is involved in an assault using a weapon as defined in paragraph 2, or is involved in a second offense with a weapon on campus must report such violations to the principal or assistant principal of the school. If the principal has reasonable cause to believe that such a report is valid, he/she must immediately make an oral report to the Superintendent and to the appropriate law enforcement authority and district attorney.

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

Students will be given a copy of the Code of Conduct, which includes a statement of prohibited conduct with regard to weapons and possible disciplinary actions.
<table>
<thead>
<tr>
<th>Descriptor Term:</th>
<th>Descriptor Code:</th>
<th>Issued Date:</th>
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<tbody>
<tr>
<td>Suicide Prevention</td>
<td>JGJA</td>
<td>09/08/15</td>
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The Toombs County Board of Education shall provide to all certified personnel annual training in suicide awareness and prevention in accordance with state law and rules established by the Georgia Department of Education.

The Superintendent or designee shall develop procedures to address at minimum, suicide prevention efforts, intervention, and post-vention. Such procedures shall be developed in consultation with school and community stakeholders, school employed mental health professionals, and suicide prevention experts.

In accordance with state law, no person shall have a cause of action or any loss or damage caused by any act or omission resulting from the implementation of this policy or its implementing procedures or resulting from any training, or lack thereof, required by state law or this policy. The training, or lack thereof, required by the provisions of the law shall not be construed to impose any specific duty of care. Neither the training nor the procedures are designed to impose ministerial duties but to provide a framework in which educators can excise their professional judgment in the best interest of students.
All employees of the Board of Education, as well as persons who attend to a child pursuant to their duties as a volunteer for the school system, who have reasonable cause to believe that suspected child abuse has occurred shall notify the principal or the school system’s designee, who shall report that abuse immediately, but in no case later than 24 hours from the time there is reasonable cause to believe a child has been abused, in accordance with Georgia law and the protocol for handling child abuse cases for Toombs County, Georgia.

Under no circumstances shall the principal or designee to whom a report of child abuse has been made exercise any control, restraint, modification or make other change to the information provided by a mandated reporter, although the reporter may be consulted prior to the making of a report and may provide any additional, relevant and necessary information when making the report.

It shall be the policy of the Board of Education that the Toombs County School System shall comply with the requirements of State Board Rule 160-4-8-.16 Unsafe School Choice Option (USCO).

The Superintendent and appropriate staff are authorized to develop a process that:

1. Facilitates the transfer of a student within ten school days of the Toombs County School System’s determination by official action that a student has been the victim of a violent criminal offense, if the student wishes to transfer to another school. To the extent possible, victims of violent criminal offenses shall be allowed to transfer to a school that is in compliance with current state and/or federal accountability requirements.

2. Notifies the parents/guardians of students enrolled in a school that has been identified as a persistently dangerous school within ten (10) school days of such notification to the Toombs County School System by the Georgia Department of Education (GaDOE). The parental notification shall explain the process for requesting a transfer to a safe public school, including a charter school, either within the Toombs County School System or to one in another school district with which the Toombs County School System has an agreement.

3. Provides for the development and submission to the GaDOE of a corrective action plan for each school identified as a persistently dangerous school within twenty (20) school days after notification to the Toombs County School System by the GaDOE that a school has been so identified.
All medications other than the exceptions listed in this policy, whether prescription or over-the-counter, may be administered only in accordance with the guidelines set forth by the principal of each school. All medications must be taken by the student, parent or guardian to the school office immediately upon arrival at school and must be in original pharmaceutical containers, clearly labeled as to the name of the student, the name of the medication, the appropriate dosage, and the times for dosage. Any student possessing prescription or over-the-counter medication not in accordance with these guidelines will be considered in violation of the School District's drug policy and shall be subject to the discipline set forth in the student code of conduct and/or the student/parent handbook.

A student for whom the school has on file supporting medical documentation may carry at all times with parental/guardian permission inhalers for asthma, auto-injectable epinephrine for allergic reactions and all necessary supplies and equipment to perform monitoring and treatment functions authorized by the student’s diabetes medical management plan. Students authorized to self-administer such medications shall be instructed not to permit any other student to handle, possess, or otherwise attempt to use his/her medication and shall be informed that violations of such instructions will be dealt with in accordance with the student code of conduct.

In order for the student to carry and self-administer such medications, or in order for the school to store and administer the medication for students who are unable to self-administer because of age or any other reason, parents must provide a written statement from a licensed physician confirming that the student is able to self-administer the medication, if applicable, and written permission from the parent for the nurse or designated employee to consult with the doctor regarding any questions that may arise concerning the medication. Such permission shall release the school district and its employees and agents from civil liability for administering such medication to students, or if the self-administering student suffers an adverse reaction as a result of self-administration of such medication. The terms of this paragraph may be met through a student’s diabetes medical management plan developed and implemented pursuant to state law. Parents are encouraged to provide to the schools duplicate medication and supplies in the event a student is unable to self-administer or fails to bring the medication or equipment to school.

Nurses or other school employees are authorized to administer auto-injectable epinephrine, if available, to a student who is having an actual or perceived anaphylactic adverse (allergic) reaction, regardless of whether the student has a prescription for epinephrine. Such persons also are authorized to administer levalbuterol sulfate, if available, to a student in perceived respiratory distress, regardless of whether the student has a prescription for levalbuterol sulfate. Any school employee who in good faith administers or chooses not to administer auto-injectable epinephrine to a student in such circumstances shall be immune from civil liability.
No student has the right to interfere with the educational opportunities of other students. For that reason, it is expected that each student will observe a code of personal conduct that will allow every student the opportunity to learn in the Toombs County School System. The principal and faculty are charged with the enforcement of necessary rules of conduct that will provide for the efficient operation of the school. Although parents have the primary responsibility for the proper conduct of their children, school faculty members and administrators must have the authority to act in a reasonable and prudent manner in the place of the parent at the school setting. Since violation(s) of certain school policies by students can jeopardize their right to attend Toombs County Schools, other alternatives for punishment in lieu of out-of-school suspension (OSS) may be considered; the use of corporal punishment is one such option.

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

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

Regular Routes, Field trips, and Athletic/Band Trips

1. Students shall be prohibited from acts of physical violence, bullying, physical assault, battery or verbal assault of other persons on the school bus, disrespectful conduct toward the school bus driver or other persons on the school bus and other unruly behavior.

2. Students will ride on assigned buses. **Parents must request in writing any exceptions to this rule along with the nature of the emergency and a phone number where they may be contacted.** The administrator of the student’s school must sign the request and a copy will be given to the Transportation Department Director and to the driver. Parents will assume responsibility for the student when a request is made.

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

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

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

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

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

8. Students must not use obscene language or gestures.

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

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

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

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

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

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

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

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

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

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

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

20. Students *Grades PreK-5 may only be dropped off at their stop if they are accompanied by a middle/high school sibling who rides the bus with them OR if an adult is present at the stop. *If a student is at least 9 years of age, a parent may sign a Toombs County Bus Waiver to drop off the student at his/her stop without adult supervision.
The Toombs County Board of Education believes that all students can learn better in a safe school environment. Behavior that infringes on the safety of students will not be tolerated. Bullying, as the term is defined in Georgia law, of a student by another student is strictly prohibited. Such prohibitions are included in the Student Code of Conduct for all schools within the school system.

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

1. Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;

2. Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or

3. Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:
   a. Causes another person substantial physical harm within the meaning of Code Section 16-5-23.1 or visible bodily harm as such term is defined in Code Section 16-5-23.1;
   b. Has the effect of substantially interfering with a student’s education;
   c. Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
   d. Has the effect of substantially disrupting the orderly operation of the school.

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

**Reporting:**
Administrative procedures may be developed at each school encouraging a teacher or other school employee, student, parent, guardian, or other persons who have control or charge of a student, either anonymously or in the person’s name to report or otherwise provide information on bullying activity.
Any teacher or other school employee who, in the exercise of his or her personal judgment and discretion, believes he or she has reliable information that would lead a reasonable person to suspect that someone is a target of bullying should immediately report it to the school administrator.

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

a. whether bullying has occurred;

b. whether there are other procedures related to illegal harassment or discrimination that should be implemented; and

c. what other steps should be taken.

**Retaliation Prohibited:**

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

**Discipline:**

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

**Notification of Bullying Offense:**

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

**General Notification of Bullying Prohibition:**

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

**Immunity**

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

In determining when and how to implement this policy and any procedures related to it, educators will exercise their professional judgment and discretion. Therefore, the policy is not to be construed as imposing ministerial duties on individual employees of the Toombs County School System. Further, it is not intended to interfere with the duties of law enforcement.
TOOMBS COUNTY SCHOOLS
PROMOTION/RETENTION REGULATIONS
*LOCAL REQUIREMENTS*
Administrative Rule

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

Additionally, students in Kindergarten MUST:
1. Achieve a Meets or Exceeds score as determined by the Georgia Kindergarten Inventory of Developing Skills (GKIDS).
2. Pass the locally developed 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, DIBELS assessment, Reading Inventory, norm-referenced test results, Georgia Milestones, teacher observations, EIP checklists, performance on locally developed assessments, benchmarks, and other sources.

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

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

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

GRADES SIX THROUGH EIGHT
Criteria for promotion:
1. Overall average of seventy or higher
2. Earn a seventy or higher in three of four academic subjects

In grades 6-8, a Promotion/Retention Committee will review the records of any student who does not meet promotion criteria.

If the parents or teachers decide to appeal a retention decision, the principal will convene a meeting of the placement/appeals committee and will notify the parents and teachers of the time and place of such meeting. Regardless of the decision of the placement/appeals committee to retain or place the student, a plan of accelerated, differentiated, or additional instruction shall be developed and documented in the student’s file.
State Board Rule 160-4-2-.11, PROMOTION, PLACEMENT, AND RETENTION requires that students demonstrate mastery of grade level content and skills on Georgia Milestones in the area of Reading (English/Language Arts) in grades 3, 5, and 8 and in Mathematics in grades 5 and 8. Students who are not on grade-level and score at Level 1 (Beginning Learner) are considered candidates for retention and shall be given the opportunity for accelerated, differentiated, or additional instruction in the applicable subject(s) prior to the retesting opportunity.

**GRADES NINE THROUGH TWELVE**

To pass from 9th to 10th grade, a student must earn 5 units
To pass from 10th to 11th grade, a student must earn 11 units
To pass from 11th to 12th grade, a student must earn 17 units

*Students enrolled in Georgia Milestones courses will be required to take the Georgia Milestones. This exam will count 20% of the course grade.

*If a student is required to take a comprehensive exam in a semester course, due to excessive absences (8 or more excused or unexcused per semester), the grade on the comprehensive exam will count 20% of the course grade.

*Students are not retained for athletic purposes

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

The decision of the placement appeals committee shall be final!

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

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

1) Two teacher representatives or teacher designees** from the school where the child attended during the school year that the promotion-retention decision was made.
2) Instructional Supervisor(s) from the other elementary and/or primary school in the school system (i.e., the elementary or primary school not attended by the child at the time of the promotion-retention decision).
3) Curriculum Director
4) Title I Coordinator/Instructional Supervisor
5) Support Services Coordinator

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

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

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

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. 1232h, requires the Toombs County School District to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (protected information surveys):

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

This requirement also applies to the collection, disclosure or use of student information for marketing purposes (marketing surveys), and certain physical exams and screenings.

Each school will provide this notice with activities requiring parental notice and a consent or opt-out form. This list is not exhaustive and, for surveys and activities scheduled after the school year starts, the Toombs County School District will provide parents, within a reasonable period of time prior to the administration of the surveys and activities, notification of the surveys and activities and provide an opportunity to opt your child out, as well as an opportunity to review the surveys. (Please note that this notice and consent/opt-out transfers from parents to any student who is 18 years old or an emancipated minor under Georgia law.)

Georgia Special Needs Scholarship

As the parent of a student who receives special education in our school system, we are informing you of your options to exercise public and private school choice. Under a state law passed by the Georgia State Legislature in 2007, parents of students who receive special education may choose to transfer their child to another public school or private school in Georgia.

Public School Choice Options

The parent may request a transfer to a school in another school system if there is available space and the system and school has a program with the services agreed to in the student’s existing individualized education program. However, a school system must agree to accept the student. If the parent chooses this option and the school system accepts the child, then the parent shall be responsible for transportation to a school in that system. The parent may also request a transfer to one of the state schools for the deaf and/or blind operated by the State Board of Education. Acceptance into a state school will be dependent upon determining if that setting is appropriate for the student’s needs. If the parent chooses this option, then the parent shall be responsible for transportation to the state school. Please contact the Georgia Department of Education for more information about transferring to a state school.

Private School Choice Option

If you are interested in transferring your child to a private school in Georgia, you may be able to take advantage of a Georgia Special Needs Scholarship. These scholarships provide funding that can be used to offset tuition costs at participating private schools in the state of Georgia. For more information on the Georgia Special Needs Scholarship and the parent application process, please visit the Georgia Department of Education’s website.

Chapter 2, Title 20- O.C.G.A. 20-2-2131 (HB 251)

The Toombs County School System allows open school enrollment for any child of school age who resides in the Toombs County Schools District. Parents must notify principals of their decision to place their children into another school setting if different from their normal school assignment, based on grade or program placement and school bus assignment. Parents must notify the receiving school principal, not later than one week prior to the first day of school for students.
The Toombs County Board of Education (the Board) prohibits discrimination based on gender in its elementary and secondary school athletic programs. In accordance with the Georgia Equity in Sports Act, it is the policy of the Board to undertake all reasonable efforts to provide equal athletic opportunities for members of both genders. In accordance with the Georgia Equity in Sports Act, it is also the policy of the Board not to participate in, sponsor, or provide coaching staff for interscholastic sports events which are conducted under the authority or, conducted under the rules of, or scheduled by any athletic association unless the charter, bylaws, or other governing documents of such athletic association comply with the Georgia Equity in Sports Act.

The Board will conduct an ongoing assessment of its athletic programs to determine whether there are equal athletic opportunities for members of both genders. If it is determined that there are not equal athletic opportunities for members of both genders, the school system will conduct an athletic interest survey to determine student interest in various sports.

The Superintendent shall designate an individual, known as the sports equity coordinator, to coordinate compliance with the Georgia Equity in Sports Act. The Superintendent, at his or her discretion, may also designate school-level coordinators to assist the sports equity coordinator. The school system shall annually notify all students of the name, office address, and office telephone number of the sports equity coordinator. This notification shall be included in the student handbook. In addition, each school shall post in a conspicuous location a notice of nondiscrimination in sports based on gender.

The sports equity coordinator shall investigate any complaint received by the local school system alleging noncompliance with the Georgia Equity in Sports Act. Such investigation shall be in accordance with the grievance procedures for resolution of complaints regarding gender equity in sports, as adopted by the Board.

The Sports Equity Coordinator for the Toombs County School System is Bill Benton. The coordinator may be contacted at Toombs County High School, 500 Bulldog Road, Lyons, GA. 30436. The coordinator may be contacted by calling 912-526-4286.
PUBLIC NOTICE

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 Coordinator, Barry Waller, Title IX Coordinator or Carmen Roberts, 504 Coordinator at 117 East Wesley Avenue, Lyons, GA 30436, Phone Number: 912-526-3141.

NOTICIA PUBLICA

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 Agricultura- {Vocacional} ] como es requerido por Título VI, Título IX y la Sección 504. Falta de destreza en el lenguage 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 Sabrina Woodruff, Coordinador de Título VI, Barry Waller, Coordinador de Título IX o Carmen Roberts, Coordinadora de la Sección 504 en 117 East Wesley Avenue, Lyons, GA 30436. Teléfono 912-526-3141.

TOOMBS COUNTY SCHOOLS’ GIFTED PROGRAM

Students, grades kindergarten through twelve, in the Toombs County School System who demonstrate a high degree of intellectual, academic, and/or creative ability are provided with special instructional services by the Academic and Creative Excellence (ACE)-Gifted Program. Eligibility criteria for placement in this program are determined by the State Board of Education. Referrals for consideration for gifted services may be made by teachers, counselors, administrators, parents or guardians, peers, self, and other individuals with knowledge of the student’s abilities. For further information about the Toombs County School System Gifted Program, please refer to the Toombs County School System Academic and Creative Excellence (ACE) Handbook. This handbook is available at your child’s school.
It is the policy of the Toombs County Board of Education that the Toombs County School System shall comply with the requirements of the Family Educational Rights and Privacy Act (FERPA) and the Student Data Privacy, Accessibility, and Transparency Act of Georgia (the Act). For the purposes of this policy, a “parent” is defined as a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or guardian. An “eligible student” is defined as a student who has reached 18 years of age or is attending an institution of postsecondary education.

The Superintendent shall implement procedures whereby every principal is directed to develop a means to notify, on an annual basis, parents and eligible students, including parents or eligible students who are disabled or who have a primary or home language other than English, of their rights under the FERPA and the Act, either through a student handbook distributed to each student in the school or by any means that are reasonably likely to inform them of their rights. Generally, a parent or eligible student will be permitted to obtain a copy of the student’s education records upon reasonable notice and payment of reasonable copying costs.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)
Confidentiality of student records shall be preserved while access is provided to parents, eligible students, and school officials with legitimate educational interests, as described in the annual parent notice. With the exception of directory information as defined below, personally identifiable information will not be released by the school district from an education record without prior written consent of the parent or eligible student, except to the extent authorized by the FERPA and its implementing regulations at 34 C.F.R. § 99.31.

The Board of Education designates the following information as "directory information." Unless a parent or eligible student makes a timely request to the principal of the school where the student is enrolled that such information not be designated as directory information for the individual student, such information will not be considered confidential and may be disclosed upon request.

(a) Student’s name, address and telephone number;
(b) Student’s date and place of birth;
(c) Student’s e-mail address;
(d) Student’s participation in official school activities and sports;
(e) Weight and height of members of an athletic team;
(f) Dates of attendance at schools within the district;
(g) Honors and awards received during the time enrolled in district schools;
(h) Photograph; and
(i) Grade Level
PROCEDURES FOR OBTAINING ACCESS TO STUDENT RECORDS

Any person whose parental rights have not been specifically revoked by court order, any guardian, or any individual acting as a parent in the absence of a parent or guardian may inspect the education records of his or her child during the hours of 8:30 until 3:30, Monday through Friday, while school is in session.

Generally, a parent will be permitted to obtain a copy of education records of his child upon reasonable notice and payment of reasonable copying costs. Education records are maintained at the school where a student is enrolled and are in the custody of the principal or his designee.

Personally identifiable information will not be released by the school system from an education record without prior written consent of the parent or eligible student except under the following circumstances:

1. Disclosures will be made to school administrators, teachers, or other professionals employed or associated by the school system who have some role in evaluating or educating the student.
2. Records will be sent to a school where the student has enrolled upon request of the institution.
3. Disclosures will be made to federal or state officials in connection with the audit of educational programs.
4. Disclosures will be made in connection with financial aid applications of the student to determine the eligibility for and amount of aid as well as enforcement of the terms and conditions of financial aid.
5. Disclosures will be made to comply with state law, Internal Revenue Service laws and regulations, judicial orders, or lawfully issued subpoenas. A reasonable effort will be made to notify parents or students in advance of such disclosures.
6. Disclosures will be made to organizations conducting studies on behalf of or by educational institutions specified in 34 C.F.R. § 99.31.
7. Disclosures will be made to accrediting institutions to carry out their accrediting function.
8. Disclosures will be made in connection with health or safety emergency.
9. Information the Board of Education has designated "directory information" may be disclosed upon request unless a parent objects in writing to the principal of the school where his child is enrolled within a reasonable time after receipt of the notice as contained in the Student Handbook of the child's school.
10. Directory information about former students will be disclosed upon request.
The Toombs County School System will identify and serve homeless children and youth (children and youth in transition). The system will utilize the McKinney-Vento definition of “homeless” when identifying and determining the number and location of children and youth.

Information regarding this policy will be: distributed to all students upon enrollment and once during the school year; provided to students who seek to withdraw from school; and posted in every school in the district, as well as other places where children, youth and families in transition receive services, including family and youth shelters, soup kitchens, motels, campgrounds, drop-in centers, Department of Family and Children Services, health departments and other social service agencies.

Each year, schools that have been particularly creative or pro-active in implementing this policy will be publicly recognized for the benefits they provide their students.

**Definitions**

*Children and youth in transition* means children and youth who are otherwise legally entitled to or eligible for a free public education, including preschool, and lack a fixed, regular, and adequate nighttime residence, including:

- children and youth who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, camping grounds or trailer parks due to lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
- children and youth who have a primary nighttime residence that is a private or public place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
- children and youth who are living in a car, park, public space, abandoned building, substandard housing, bus or train station, or similar setting; and
- migratory children and youth who are living in a situation described above.

A child or youth shall be considered to be in transition for as long as he or she is in a living situation described above.

- *Unaccompanied youth* means a youth not in the physical custody of a parent or guardian, who is in transition as defined above. The more general term *youth* also includes unaccompanied youth.
- *Enroll* and *enrollment* means attending school and participating fully in school activities.
- *Immediate* means without delay.
- *Parent* means a person having legal or physical custody of a child or youth.
- *School of origin* means the school the child or youth attended when permanently housed, or the school in which the child or youth was last enrolled.
- *Liaison* is the staff person designated by our LEA and each LEA in the state as the person responsible for carrying out the duties assigned to the liaison by the McKinney-Vento Act.

**Identification**

In collaboration with school personnel and community organizations, the liaison will identify children and youth in transition in the district, both in and out of school. The liaison will train school personnel on possible indicators of homelessness, sensitivity in identifying families and youth as in transition, and procedures for forwarding information indicating homelessness to the liaison. The liaison will also instruct school registrars and secretaries to inquire about possible homelessness upon the enrollment and withdrawal of every student, and to forward information indicating homelessness to the liaison.
Community partners in identification may include: family and youth shelters, soup kitchens, motels, campgrounds, drop-in centers, Department of Family and Children Services and other social service agencies, street outreach teams, faith-based organizations, truancy and attendance officers, local homeless coalitions and legal services.

The liaison will keep data on the number of children and youth in transition in the district, where they are living, their academic achievement (including performance on state- and district-wide assessments), and the reasons for any enrollment delays, interruptions in their education or school transfers.

School Selection/School of Origin
Each child and youth in transition has the right to remain at his or her school of origin, or to attend any school that housed students who live in the attendance area in which the child or youth is actually living are eligible to attend.

Enrollment
The Toombs County School System will immediately enroll any child or youth in transition. Enrollment will not be denied or delayed due to the lack of any document normally required for enrollment.

Unaccompanied youth must also be immediately enrolled in school. They may either enroll themselves or be enrolled by a parent, non-parent caretaker, older sibling or liaison.

Transportation
Transportation will be provided for the entire time the child or youth has a right to attend school, including during the pendency of disputes. The liaison shall request transportation to and from the school of origin for unaccompanied youth. The length of the commute will only be considered in determining the feasibility of placement in the school of origin based on potential harm to the student, as discussed above. Parents and unaccompanied youth must be informed of this right to transportation before they select a school for attendance.

Services
Children and youth in transition shall be provided services comparable to services offered to other students in the school selected.

All parent information required by any provision of this policy must be provided in a form, manner and language understandable to each parent.

Disputes
Upon receipt of complaints regarding this policy, Federal Program Directors will meet as a committee and review the complaint. All efforts will be made to ensure that policy guidelines have been followed. If a dispute arises over any issue covered in this policy, the child or youth in transition shall be immediately admitted to the school in which enrollment is sought, pending final resolution of the dispute. Committee will render a decision and forward written decision to complainant within 10 days. The complainant may appeal decision to the Superintendent of Toombs County Schools.

Title I
The Toombs County School System will set aside funds as are necessary to provide services comparable to those provided to children in schools funded under Title I Part A to serve homeless children who do not attend participating Title I schools. Educationally related support services, including transportation, to children in shelters and other locations where children may live, will be provided.

Training
The liaison will conduct training and sensitivity/awareness activities annually. The trainings and activities will be designed to increase staff awareness of homelessness, facilitate immediate enrollment, ensure compliance with this policy, and increase sensitivity to children and youth in transition.
El Sistema Educativo del Condado de Toombs identificará y servirá a niños y jóvenes sin hogar (niños y jóvenes en transición). El sistema utilizará la definición de McKinney-Vento de “sin hogar” al identificar y determinar el número y localización de niños y jóvenes.

Información con respecto a esta norma (policy) será: distribuida a todos los estudiantes cuando se inscriban y una vez durante el año escolar; se proveerá a estudiantes que buscan retirarse de la escuela; y se expondrá en cada escuela en el distrito, como en otros sitios donde niños, jóvenes y familias en transición reciben servicios, incluyendo lugares de albergue para familias y jóvenes, comedores de beneficencia, moteles, camping, Departamento de Servicios para Niños y Familias (DFCS), departamentos de salud y otras agencias de servicio social.

Cada año, escuelas que han sido particularmente creativas o pro-activas en implementar esta norma serán reconocidas públicamente por los beneficios que proveen a sus estudiantes.

**Definiciones**

**Niños y jóvenes en transición** quiere decir niños y jóvenes que legalmente tienen derecho o son elegibles para una educación pública gratis, incluyendo preescolar, y no tienen una residencia nocturna arreglada, regular, y adecuada, incluyendo:
- niños y jóvenes que están compartiendo el hogar de otras personas debido a la pérdida de su propio hogar, dificultad económica, o una razón similar; están viviendo en moteles, hoteles, lugares de camping, o campamentos de remolques (trailers) debido a la ausencia de alternativas para acomodaciones adecuadas; viven en lugares de albergue de emergencia o de transición; abandonados en hospitales, o esperando por colocación en “foster care” (con una familia asignada por servicios sociales);
- niños y jóvenes cuya residencia principal nocturna es un lugar público o privado no diseñado o no usado ordinariamente como lugar con acomodaciones regulares para seres humanos duermen;
- niños y jóvenes que viven en un automóvil, parque, espacio público, edificio abandonado, vivienda bajo los estándards, estación de bus o tren, o lugar similar; y
- niños y jóvenes que migran y viven en uno de las situaciones ya descritas arriba.

Un niño o joven será considerado en transición por el tiempo en que él/ella viva en una de las situaciones descritas arriba.
- **Joven sin acompañamiento** quiere decir un joven que no está bajo la custodia física de un padre o guardián, quien está en transición como ha sido descrito anteriormente. El término más general de **joven** incluye también jóvenes sin acompañamiento.
- **Enroll (inscribir) y enrollment (inscripción)** quiere decir atendiendo la escuela y participando por completo en actividades escolares.
- **Inmediatamente** quiere decir sin retraso.
- **Padre** quiere decir una persona que tiene custodia legal o física de un niño o joven.
- **Escuela de origen** quiere decir que es la escuela que el niño o joven atendía cuando tenía un hogar permanente, o la escuela donde el niño o joven fue inscrito por última vez.
- **Liaison (persona de enlace)** es el empleado asignado por nuestro LEA y cada LEA en el estado como la persona responsable de llevar a cabo las obligaciones asignadas a esa persona por el Acta McKinney-Vento.

**Identificación**

Con la colaboración del personal escolar y organizaciones en la comunidad la persona de enlace identificará a niños y jóvenes que estén en transición en el distrito, en la escuela o fuera de la escuela. La persona de enlace entrenará a personal escolar sobre posibles indicadores de falta de hogar, sensibilidad en la identificación de familias y jóvenes en transición, y procedimientos en cómo enviar información a la persona de enlace sobre alguna situación en la que haya falta de hogar. La persona de enlace también instruirá a la persona que registra y secretaría de la escuela en obtener información sobre una posible situación de falta de hogar al momento de registro o retiro de cada estudiante, y cómo enviar la situación de falta de hogar a la persona de enlace.

Asociados en la comunidad en la identificación pueden incluir: albergues de familias y jóvenes, comedores de beneficencia, moteles, campamentos de camping, Departamento de Servicios para Familia y Niños (DFCS) y otras agencias de servicio social,
equipos de trabajo social, organizaciones con bases de fe, oficiales de falta de atención escolar y atención escolar, coaliciones locales para personas sin hogar, y servicios legales.
La persona de enlace mantendrá datos del número de niños y jóvenes en transición en el distrito, dónde viven, sus logros académicos (incluyendo su desempeño en los exámenes distritales o estatales), y las razones por cualquier retraso en la inscripción en la escuela, interrupciones en su educación o transferencia de escuela.

Selección de Escuela/Escuela de Origen
Cada niño y joven en transición tiene el derecho de permanecer en su escuela de origen, o atender cualquiera de las escuelas que recibe a estudiantes que viven en la área de atención escolar en la cual el niño o joven actualmente vive.

Inscripción
El Sistema Educativo del Condado de Toombs inscribirá inmediatamente a cualquier niño o joven en transición. Inscripción no será negada o retrasada por falta de cualquier documento normalmente requerido para inscripción.

Un joven sin acompañamiento también debe ser registrado en la escuela inmediatamente. Ellos pueden inscribirse por sí mismos o ser inscritos por uno de sus padres, la persona que lo cuida que no es los padres, hermano (a) mayor o persona de enlace.

Transporte
Se proveerá transporte por el tiempo completo que el niño o joven tenga derecho de atender la escuela, incluyendo durante disputas pendientes. La persona de enlace pedirá servicios de transporte de la escuela y a la escuela de origen para un joven sin acompañamiento. El tiempo que se tome este transporte será considerado sólo en determinar la factibilidad de colocar al joven en la escuela de origen basado en daño potencial al estudiante, como se discutió anteriormente. Padres de jóvenes sin acompañamiento deben ser informados de este derecho de transporte antes de que seleccionen la escuela que atenderá.

Servicios
Niños y jóvenes en transición deben recibir servicios comparables a los servicios ofrecidos a otros estudiantes en la escuela seleccionada.

Toda la información para los padres requerida por cualquiera de las prisiones en esta norma debe ser proveída en una forma, manera, y lenguaje que cada padre pueda entender.

Disputas
Al recibir quejas sobre esta norma, Directores del Programa Federal se reunirán como comité y revisarán la queja. Se harán todos los esfuerzos para asegurar que las directivas de esta norma se han seguido. Si aparece una disputa sobre cualquiera de los puntos cubiertos en esta norma, el niño o joven en transición será aceptado inmediatamente en la escuela donde se busca inscribirlo, hasta que se alcance la resolución final de la disputa pendiente. El comité dará una decisión y enviará la decisión por escrito al demandante dentro de 10 días. El demandante puede apelar la decisión al Superintendente de las Escuelas del Condado de Toombs.

Título I
El Sistema Educativo del Condado de Toombs apartará fondos como sean necesarios para proveer servicios comparables a aquellos ofrecidos a niños en escuelas con fondos bajo Título I Parte A para servir a niños sin hogar que atienden escuelas que no participan en el programa Título I. Servicios de apoyo relacionados con educación, incluyendo transporte, a niños en albergues y otros lugares donde niños puedan vivir serán proveídos.

Entrenamiento
La persona de enlace conducirá entrenamiento y actividades de conocimiento/sensibilidad anualmente. Los entrenamientos y actividades serán diseñadas para aumentar el conocimiento del personal en cuanto a la situación de familias sin hogar, facilitar inscripción inmediata, asegurar conformidad con esta norma, y aumentar la sensibilidad hacia los niños y jóvenes en transición.
Toombs County School System Parent Annual Choice Notification
To All Parents and Guardians of K-5 Students of the Toombs County School System
RE: House Bill 251 Public School Choice for 2019-2020 School Year

As the parent or guardian of a student currently enrolled in our school system, we are notifying you that under Georgia State Law you may request to transfer your child to a public school in the Toombs County School System, other than the one to which your child is currently attending, for the 2019-2020 school year.

**Parent Responsibilities**
As a parent or guardian, you may request to have your child transferred to another public school within your school system of residence as long as there is available classroom space at the school after all assigned students have been enrolled. Please keep in mind that if you choose to transfer your child to another school in the system, the law requires you to assume all costs and responsibilities related to the transportation of your child to and from the school as long as your child remains at the school.

For your convenience, the system’s list of schools with limited available classroom space for this school year are: Lyons Primary, Lyons Upper, and Toombs Central. In order to process your request, you will need to complete and submit the “Transfer Request Form” Requests for transfers will not be accepted after 5:00 p.m. on July 17, 2019.

Transfer requests will be reviewed and approved or denied on the basis of a lottery in the event a particular school has available space and the number of transfer requests exceeds the remaining available capacity. Once available classroom space is reached at a school, no more transfers will be accepted at that school.

If you have questions, please contact Pamela Sears at the Toombs County Board of Education Office at 912-526-3141 extension 3204.

Notificación de Elección Anual Para los Padres del Sistema Educativo del Condado de Toombs
A Todos los Padres y Guardianes de Estudiantes de K-5 del Sistema Educativo del Condado de Toombs

Estimados Padres y Guardianes,
Como el padre o guardián de un estudiante actualmente matriculado en nuestro sistema escolar, le notificamos que bajo la Ley del Estado de Georgia usted puede solicitar transferir a su hijo a una escuela pública, dentro del Sistema Escolar del Condado de Toombs, distinto al que su hijo asiste actualmente para el año escolar 2019-2020.

**Responsabilidades de los Padres**
Como un padre o guardián, usted puede solicitar que su hijo sea transferido o otra escuela pública dentro de su sistema escolar de residencia siempre que haya espacio disponible en las aulas de esa escuela una vez que todos los estudiantes asignados a esa escuela se hayan matriculado. Por favor tenga en cuenta que si decide transferir a su hijo a otra escuela en el sistema, la ley requiere que usted asuma todos los costos y responsabilidades relacionadas con el transporte de su hijo a la escuela y de la escuela mientras su hijo atienda esa localidad.
Para su conveniencia, la lista del sistema con escuelas que tienen espacio limitado disponible en las aulas para este año escolar son Lyons Primary, Lyons Upper, y Toombs Central. Con el fin de procesar su solicitud, deberá completar y enviar la “Forma de Petición de Transferencia” (Transfer Request Form) adjunta. Las peticiones de transferencia no serán aceptadas después de las 5:00 p.m. el 17 de julio del 2019.

Las solicitudes de transferencia serán revisadas y aprobadas o negadas sobre la base de una lotería en el caso de que una escuela en particular, con espacio disponible, reciba un número de solicitudes de transferencias que superan el espacio restante disponible. Una vez que se haya alcanzado el espacio disponible en las aulas de una escuela, no se aceptarán más transferencias a esa escuela.

Si tiene alguna pregunta por favor contacte a Pamela Sears en la Oficina de Toombs County Board of Education al 912-526-3141 extensión 3204.
Toombs County School System Transfer Request Form
House Bill 251 (2012) Public School Choice

Parents: Please complete this form and return Pamela Sears, Federal Programs, Toombs County Board of Education, 117 East Wesley Avenue, Lyons, GA 30436 or email it to pamela.sears@toombs.k12.ga.us.

Under a 2009 state law (O.C.G.A. 20-2-2131), parents may request a transfer to another public school within their local school district to specified schools and grades as designated as possibly having available space. If you wish to request a transfer, please complete the information below.

The deadline for receipt of this written request is July 17, 2019 at 5:00 p.m.

Parent or Legal Guardian Transfer Request Form (Parents must complete)

Student Information

Date _________________________________

Student’s Name _________________________________

Grade (2019-2020 School Year) ____________ Birth Date _________________________________

Age _________________________________

Name of Custodial Parent or Guardian requesting transfer _________________________________

Home Address (Street, City, State, Zip)

_______________________________________________________

Phone _________________________________ E-mail (if available) _________________________________

Toombs County School the student is zoned to attend in 2019-2020 _________________________________

(Name of school)

Parent Request for School Transfer

I, _________________________________, am requesting a transfer for _________________________________

(Parent or Guardian’s Name Requesting Transfer)

to attend one of the other _________________________________

(Student’s Legal Name)

schools in the system. If approved, I understand that transportation to and from school is my responsibility at my sole expense. I fully understand that my child may only receive a Permissive Transfer to a choice of schools if space is available at the time this request is approved by the local school system.

Parent/Guardian Signature _________________________________ Date _________________________________
Formulario de Solicitud de Transferencia del Sistema Escolar del Condado de Toombs House Bill 251 (2012) Elección de Escuela Pública

Padres: Por favor complete este formulario y devuélvalo a la Pamela Sears, Federal Programs, Toombs County Board of Education, 117 East Wesley Avenue, Lyons, GA 30436 o enviar por correo electrónico a pamela.sears@toombs.k12.ga.us.

Bajo una ley del estado del 2009 (O.C.G.A. 20-2-2131), los padres pueden solicitar una transferencia a otra escuela pública dentro de su distrito escolar local a escuelas y grados especificados y designados como posiblemente teniendo espacio disponible. Si usted desea solicitar una transferencia, por favor complete la siguiente información.

La fecha límite para entregar esta petición por escrito es el 17 de julio del 2019 a las 5:00 p.m.

Formulario de Solicitud de Transferencia del Padre o Guardián Legal (Transfer Request Form)
(Los Padres Deben Completarlo)

Información del Estudiante
Fecha _______________________

Nombre del Estudiante ____________________________

Grado (Año Escolar 2019-2020) __________ Fecha de Nacimiento __________ Edad ______

Nombre del Padre/Madre Legal o Guardián solicitando la transferencia __________________________

Dirección del Hogar
(Calle) (Ciudad) (Estado) (Código Postal)

Teléfono __________________________

Correo Electrónico (si lo tiene disponible) __________________________

Escuela de Toombs County en la zona que su hijo está asignado a atender en el año escolar 2019-2020.

(Nombre de la Escuela)

Petición de Padres para Transferencia de Escuela

Yo, __________________________________________, estoy solicitando una transferencia para

(Nombre del Padre/Guardián Solicitando la Transferencia)
que __________________________________________

(Nombre Legal del Estudiante)

pueda atender otra de las escuelas en el sistema. Si es aprobado, yo entiendo que el transporte a la escuela y de la escuela es mi responsabilidad y mi propio gasto. Yo entiendo que mi hijo podrá recibir Permiso de Transferencia a una escuela de elección si hay espacio disponible cuando esta petición sea aprobada por el sistema escolar local.

______________________________ Fecha

Firma del Padre/Guardián

33
As required by law, O.C.G.A. § 34-9-81.1, this is a summary of your rights and responsibilities. The Workers’ Compensation Law provides you, as a worker in the State of Georgia, with certain rights and responsibilities should you be injured on the job. The Workers’ Compensation Law provides you coverage for a work-related injury even if an injury occurs on the first day on the job. In addition to rights, you also have certain responsibilities. Your rights and responsibilities are described below.

**Employee’s Rights**

1. If you are injured on the job, you may receive medical rehabilitation and income benefits. These benefits are provided to help you return to work. Your dependents may also receive benefits if you die as a result of a job-related injury.

2. Your employer is required to post a list of at least six doctors or the name of the certified WC/MCO that provides medical care, unless the Board has granted an exception. You may choose a doctor from the list and make one change to another doctor on the list without the permission of your employer. However, in an emergency, you may get temporary medical care from any doctor until the emergency is over, then you must get treatment from a doctor on the posted list.

3. Your authorized doctor bills, hospital bills, rehabilitation in some cases, physical therapy, prescriptions, and necessary travel expenses will be paid if injury was caused by an accident on the job. All injuries occurring on or before June 30, 2013 shall be entitled to lifetime medical benefits. If your accident occurred on or after July 1, 2013 medical treatment shall be limited to a maximum of 400 weeks from the accident date. If your injury is catastrophic in nature you may be entitled to lifetime medical benefits.

4. You are entitled to weekly income benefits if you have more than seven days of lost time due to an injury. Your first check should be mailed to you within 21 days after the first day you missed work. If you are out more than 21 consecutive days due to your injury, you will be paid for the first week.

5. Accidents are classified as being either catastrophic or non-catastrophic. Catastrophic injuries are those involving amputations, severe paralysis, severe head injuries, severe burns, blindness, or of a nature and severity that prevents the employee from being able to perform his or her prior work and any work available in substantial numbers within the national economy. In catastrophic cases, you are entitled to receive two-thirds of your average weekly wage but no more than $575 per week for a job-related injury for as long as you are unable to return to work. You also are entitled to receive medical and vocational rehabilitation benefits to help in recovering from your injury. If you need help in this area call the State Board of Workers’ Compensation at (404) 656-3818.

6. In all other cases (non-catastrophic), you are entitled to receive two-thirds of your average weekly wage but not more than $575 per week for a job-related injury. You will receive these weekly benefits as long as you are totally disabled, but not longer than 400 weeks. If you are not working and it is determined that you have been capable of performing work with restrictions for 52 consecutive weeks or that your injury results in severe paralysis, or severe burns, blindness, severe head injuries, or of a nature and severity that prevents the employee from being able to perform his or her prior work and any work available in substantial numbers within the national economy, your weekly income benefits will be reduced to two-thirds of your average weekly wage but no more than $383 per week, not to exceed 350 weeks.

7. When you are able to return to work, but can only get a lower paying job as a result of your injury, you are entitled to a weekly benefit of not more than $575 per week for no longer than 350 weeks.

8. Your dependent(s), in the event you die as a result of an on-the-job accident, will receive burial expenses up to $7,500 and two-thirds of your average weekly wage, but no more than $575 per week. A widowed spouse with no children will be paid a maximum of $250,000. Benefits continue until the spouse remarries or openly cohabits with a person of the opposite sex.

9. If you do not receive benefits when due, the insurance carrier/employer must pay a penalty, which will be added to your payments.

The State Board of Workers’ Compensation will provide you with information regarding how to file a claim and will answer any other questions regarding your rights under the law. If you are calling in the Atlanta area the telephone number is (404) 656-3818, outside the metro Atlanta area call 1-800-533-0682, or write the State Board of Workers’ Compensation at: 270 Peachtree Street, N.W., Atlanta, Georgia 30303-1299 or visit our website: http://www.sbwc.georgia.gov. A lawyer is not needed to file a claim with the Board, however, if you think you need a lawyer and do not have your own personal lawyer, you may contact the Lawyer Referral Service at (404) 521-0777 or 1-800-237-2629.

IF YOU HAVE QUESTIONS PLEASE CONTACT THE STATE BOARD OF WORKERS’ COMPENSATION AT 404-656-3818 OR 1-800-533-0682 OR VISIT HTTP://WWW.SBWC.GEORGIA.GOV.

Wrongfully making a false statement for the purpose of obtaining or denying benefits is a crime subject to penalties of up to $10,000.00 per violation (O.C.G.A. § 34-9-19 and § 34-9-19).

**Employee’s Responsibilities**

1. You should follow written rules of safety and other reasonable policies and procedures of the employer.

2. You must report any accident immediately, but not later than 30 days after the accident, to your employer, your employer’s representative, your foreman or immediate supervisor. Failure to do so may result in the loss of the benefits.

3. An employee has a continuing obligation to cooperate with medical providers in the course of their treatment for work-related injuries. You must accept reasonable medical treatment and rehabilitation services when ordered by the State Board of Workers’ Compensation or the Board may suspend your benefits.

4. No compensation shall be allowed for an injury or death due to the employee's willful misconduct.

5. You must notify the insurance carrier/employer of your address when you move to a new location. If you do not provide this notice you may risk losing your right to receive income benefits.

6. A dependent spouse of a deceased employee shall notify the insurance carrier/employer upon change of address or remarriage.

7. You must attempt a job approved by the authorized treating physician even if the pay is lower than the job you had when you were injured. If you do not attempt the job, your benefits may be suspended.

8. If you believe you are due benefits and your insurance carrier/employer denies these benefits, you must file a claim within one year after the date of last authorized medical treatment or within two years of your last payment of weekly benefits or you will lose your right to these benefits.

9. If your dependent(s) do not receive allowable benefit payments, the dependent(s) must file a claim with the State Board of Workers’ Compensation within one year after your death or lose the right to these benefits.

10. Any request for reimbursement to you for mileage or other expenses related to medical care must be submitted to the insurance carrier/employer within one year after the expense was incurred.

11. If an employee unjustifiably refuses to submit to a drug test following an on-the-job injury, there shall be a presumption that the accident and injury were caused by alcohol or drugs. If the presumption is not overcome by other evidence, any claim for workers’ compensation benefits would be denied.

12. You shall be guilty of a misdemeanor and upon conviction shall be punished by a fine of not more than $10,000.00 or imprisonment, up to 12 months, or both, for making false or misleading statements when claiming benefits. Also, any false statements or false evidence given under oath during the course of any administrative or appellate division hearing is perjury.
# OFFICIAL NOTICE

This business operates under the Georgia Workers' Compensation Law.

## WORKERS MUST REPORT ALL ACCIDENTS IMMEDIATELY TO THE EMPLOYER BY ADVISING THE EMPLOYER PERSONALLY, AN AGENT, REPRESENTATIVE, BOSS, SUPERVISOR, OR FOREMAN.

If a worker is injured at work, the employer shall pay medical and rehabilitation expenses within the limits of the law. In some cases the employer will also pay a part of the worker's lost wages.

Work injuries and occupational diseases should be reported in writing whenever possible. The worker may lose the right to receive compensation if an accident is not reported within 30 days (see O.C.G.A. § 34-9-80).

The employer will supply free of charge, upon request, a form for reporting accidents and will also furnish, free of charge, information about workers' compensation. The employer will also furnish to the employee, upon request, copies of board forms on file with the employer pertaining to an employee's claim.

A worker injured on the job must select a doctor from the list below. The minimum panel shall consist of at least six physicians, including an orthopedic surgeon with no more than two physicians from industrial clinics (see O.C.G.A. § 34-9-201). Further, this panel shall include one minority physician, whenever feasible. (See Rule 201 for definition of minority physician). The Board may grant exceptions to the required size of the panel where it is demonstrated that more than four physicians are not reasonably accessible. One change to another doctor from the list may be made without permission. Further changes require the permission of the employer or the State Board of Workers' Compensation.

### State Board of Workers' Compensation
270 Peachtree Street, N.W.
Atlanta, Georgia 30303-1299
404-656-3818
or 1-800-533-0682
http://www.sbwc.georgia.gov

Toombs County -
6/6/2019

<table>
<thead>
<tr>
<th>Clinic Name</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vidalia Orthopedic Center</td>
<td>1707 Meadows Lane, Vidalia, GA 30474</td>
<td>912.538.0040</td>
</tr>
<tr>
<td>Accordia Urgent Care</td>
<td>3193 1st Street, Vidalia, GA 30474</td>
<td>912.537.8588</td>
</tr>
<tr>
<td>Spivey Orthopedic Clinic</td>
<td>3301 E 1st St, Vidalia, GA 30474</td>
<td>912.537.4411</td>
</tr>
<tr>
<td>Ben B Neely, MD</td>
<td>112 North Washington Street, Lyons, GA 30436</td>
<td>912.528.6479</td>
</tr>
<tr>
<td>Ben B Neely (General Practice)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Optim Primary Care</td>
<td>125 Memorial Drive, Reidsville, GA 30453</td>
<td>912.557.3434</td>
</tr>
<tr>
<td>South Georgia Internal Medicine</td>
<td>544 West Church Street, Swainsboro, GA 30401</td>
<td>478.237.2527</td>
</tr>
<tr>
<td>Vidalia Eye Associates</td>
<td>700 Maple Drive, Vidalia, GA 30474</td>
<td>912.537.1991</td>
</tr>
</tbody>
</table>

(Additional doctors may be added on a separate sheet)

The insurance company providing coverage for this business under the Workers' Compensation Law is:

GSBA
P.O. Box 465328, Lawrenceville, GA 30042 - 888-245-4722

IF YOU HAVE QUESTIONS PLEASE CONTACT THE STATE BOARD OF WORKERS' COMPENSATION AT 404-656-3818 OR 1-800-533-0682 OR VISIT
http://www.sbwc.georgia.gov

Willfully making a false statement for the purpose of obtaining or denying benefits is a crime subject to penalties of up to $10,000.00 per violation (O.C.G.A. §34-9-18 and §34-9-19).

WC-P1 (7/2006)
EMPLOYEE RIGHTS
UNDER THE FAMILY AND MEDICAL LEAVE ACT

Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within one year of the child’s birth or placement);
- To care for the employee’s spouse, child, or parent who has a qualifying serious health condition;
- For the employee’s own qualifying serious health condition that makes the employee unable to perform the employee’s job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee’s spouse, child, or parent.

An eligible employee who is a covered servicemember’s spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer’s normal paid leave policies.

While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

An employer may not interfere with an individual’s FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least 12 months;
- Have at least 1,250 hours of service in the 12 months before taking leave;* and
- Work at a location where the employer has at least 50 employees within 75 miles of the employee’s worksite.

*Special “hours of service” requirements apply to airline flight crew employees.

Generally, employees must give 30-days’ advance notice of the need for FMLA leave. If it is not possible to give 30-days’ notice, an employee must notify the employer as soon as possible and, generally, follow the employer’s usual procedures.

Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employers must inform the employee if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

Once an employer becomes aware that an employee’s need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.
TOOMBS COUNTY SCHOOL SYSTEM ADMINISTRATIVE PROCEDURES
FRAUD, WASTE, ABUSE, and CORRUPTION
2019-2020

Each employee in Toombs County receives a copy of the policy once a year. Each employee signs that he/she received the Fraud Policy and procedures for reporting fraud, waste, abuse, and corruption. Documentation is maintained in the Title I Director's office.

FRAUD Policy (DIE) and Waste, Abuse, and Corruption Procedures

PURPOSE:
In compliance with White House Executive Order 12731, the Toombs County School System provides employees, clients, vendors, and individuals with confidential channels to report suspicious activities. The Toombs County School System shall not tolerate fraud, waste, abuse, or corruption of any kind and has an established system for the reporting of suspicious activities.

DEFINITIONS:
Fraud is a false representation of a matter of fact, whether by words or by conduct, or by concealment of that which should have been disclosed, that is used for the purpose of misappropriating property and/or monetary funds from local, state, or federal grants and funds. Waste is the intentional or unintentional, thoughtless or careless expenditure, consumption, mismanagement, use, or squandering of local, state, or federal resources to the detriment or potential detriment of the district. Waste also includes incurring unnecessary costs as a result of inefficient or ineffective practices, systems, or controls. Abuse is the excessive or improper use of a thing, policy or procedure, or to employ something in a manner contrary to the natural or legal rules for its use. It is also the intentional destruction, diversion, manipulation, misapplication, maltreatment, or misuse of resources. Abuse can also occur through the extravagant or excessive use of one’s position or authority. Abuse can occur in financial or non-financial settings. Corruption includes dishonest proceedings, bribery, debasement, alteration, or perversion of integrity. Corruption threatens equal access, quantity and quality of education.

EXAMPLES OF FRAUD, WASTE, ABUSE, AND CORRUPTION: (NOT ALL-INCLUSIVE)
• Personal use of district-owned vehicles
• Long distance personal phone calls
• Personal use of district owned supplies or equipment
• Violations of system and/or state procurement policy
• Excessive or unnecessary purchases
• Falsification of official documents (timesheets, leave reports, travel vouchers, etc.)
• Contract fraud

Revised July 2, 2019
• Conducting personal business on district time
• Inappropriate expenditures
• Embezzlement
• Bribery

STATEMENT OF ADMINISTRATIVE REGULATIONS:
Any and all reports of suspicious activity and/or suspected fraud, waste, abuse, or corruption shall be investigated. The Toombs County School System shall not tolerate fraud, waste, abuse, or corruption of any kind, and any reported cases of suspected fraud, waste, abuse, or corruption will be thoroughly investigated to determine if disciplinary, financial recovery, and/or criminal action should be taken.

CONFIDENTIALITY:
All reports of suspected fraud, waste, abuse, or corruption must be handled under the strictest confidentiality. Only those directly involved in the investigation should be given information. Informants may remain anonymous but should be encouraged to cooperate with the investigators and should provide as much detail and evidence of alleged fraudulent act as possible.

PROCEDURES AND RESPONSIBILITIES:
1. Anyone suspecting fraud, waste, abuse, or corruption whether it pertains to local, state, or federal programs, shall report his or her concerns to the Superintendent or the Superintendent’s designee of the Toombs County Board of Education at 117 East Wesley Avenue Lyons, GA 30436.
2. Any employee with the Toombs County Board of Education (temporary staff, full-time staff, and contractors) who receives a report of suspected fraudulent activity MUST report this information within the next business day. The employee should contact the Superintendent or Superintendent’s designee at (912) 526-3141. Employees have the responsibility to report suspected fraud, waste, abuse, or corruption. All reports can be made in confidence.
3. The Toombs County Board of Education or its designees shall conduct investigations of employees, providers, contractors, or vendors against which reports of suspicious activity are made. All investigations shall be thorough and complete in nature and shall occur in a prompt manner after the report is received.
4. If necessary, the person reporting the fraudulent activity will be contacted for additional information.
5. Periodic communication through meetings should emphasize the responsibilities and channels for reporting suspected fraud, waste, abuse, or corruption.
6. A hard copy of these Fraud, Waste, Abuse, and Corruption Administrative Regulations shall be posted in a visible location at all schools and facilities and on the Toombs County Schools website (www.toombscountyschools.org).
7. A report shall be made to the Chairman of the Toombs County Board of Education if fraud, waste, abuse, or corruption is suspected of or by the Superintendent.
8. Each employee shall receive a copy of this document and will sign attesting that he or she has indeed received this information and understands its contents.

Revised July 2, 2019
Complaint Procedure
Toombs County Board of Education
Complaint Procedures under the Every Student Succeeds Act (ESSA)

A. Grounds for a Complaint

Any individual, organization or agency (“complainant”) may file a complaint with the Toombs County Board of Education (“Department”) if that individual, organization, or agency believes and alleges that a local educational agency (“LEA”) is violating a Federal statute or regulation that applies to a program under the Every Student Succeeds Act (ESSA). The complaint must allege a violation occurred not more than one (1) year prior to the date that the complaint is received, unless a longer period is reasonable because the violation is considered systematic or ongoing.

B. Federal Programs for Which Complaints Can Be Filed

1. Title I, Part A: Improving the Academic Achievement of the Disadvantaged
2. Title I, Part A: Academic Achievement Awards
3. Title I, Part A: Flexible Learning Program (FLP)
4. Title I, Part A: Foster Care Program
5. Title I, Part A: Family-School Partnership Program
6. Title I, Part C: Education of Migratory Children
7. Title I, Part D: Programs for Neglected or Delinquent Children
8. Title II, Part A: Supporting Effective Instruction
9. Title III, Part A: Language Instruction for English Learners and Immigrant Students
10. Title IV, Part A: Student Support and Academic Enrichment
11. Title IV, Part B: 21st Century Community Learning Centers
12. Title V, Part B: Rural Education Initiative
13. Title IX, Part A: McKinney-Vento Homeless Assistance Act
14. Individuals with Disabilities Education Act (IDEA)

C. Filing a Complaint

A formal complaint must be made in writing, signed by the complainant, and filed with the Toombs County School Superintendent or his/her designee at the Board of Education office at 117 East Wesley Avenue, Lyons, GA 30436. The complaint must include the following:

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

Revised July 2, 2019
Once the complaint is received by the Superintendent or his/her designee, it will be copied and forwarded to the appropriate Federal Program Manager.

D. Investigation of Complaint

Within ten (10) days of receipt of the complaint, the Superintendent or his/her designee will issue a Letter of Acknowledgement to the complainant that contains the following information:

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

If additional information or an investigation is necessary, the LEA will have thirty (30) days from the receipt of the information or completion of the investigation to issue a Letter of Findings. If the Letter of Findings indicates a violation has been found, corrective action will be required and timelines for completion will be included. The 30-day timeline outlined above may be extended, if exceptional circumstances exist. The Letter of Findings will be sent directly to the complainant, as well as the other parties involved.

E. Right of Appeal

If the individual, organization or agency does not agree with the decision of the Superintendent, an appeal may be filed with the Local Board of Education.

Within thirty working days of receipt of the appeal of the Superintendent’s decision, the Superintendent will present the matter to the Board of Education at its regular meeting or at a special meeting called for that purpose. The Board will review the original complaint, the response of the Federal Programs Director, the response of the Superintendent, and the response of the complainant. In addition, the Board may, but is not required to, hear directly from any individuals with knowledge of any relevant facts relating to the complaint.

The Board of Education will either uphold the recommendation of the Superintendent or require the District to take some other action in response to the complaint. A copy of the action of the Board will be furnished to the complainant, either as part of the minutes of the Board of Education or as a separate written statement that will include the right to appeal to the Georgia Department of Education. The board will be the final reviewing authority within the system.

If an individual, organization or agency is aggrieved by the final decision of the LEA, that individual, organization, or agency has the right to request review of the decision by Georgia Department of Education. The review is at the State School Superintendent’s discretion.

For complaints filed pursuant to Title IX, Part E, Subpart 1, Section 9503 (20 U.S.C. 7883, complaint process for participation of private school children), a complainant may appeal the LEA’s decision to the Georgia Department of Education no later than thirty (30) days from the date on which the complainant receives the Letter of Findings. The appeal must be accompanied by a copy of the LEA’s decision and include a complete statement of the reasons supporting the appeal.

Nothing in this procedure is intended to prohibit the parties from resolving a problem prior to formal filing of a written complaint. At any stage of processing the complaint, the parties may mutually agree to attempt mediation as an alternative dispute resolution.

Revised July 2, 2019
Toombs County Schools  
Complaint Form for Federal Programs under the  
Every Student Succeeds Act (ESSA)  

Please Print:  

<table>
<thead>
<tr>
<th>Name (Complainant):</th>
<th></th>
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<tbody>
<tr>
<td>Mailing Address:</td>
<td></td>
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<tr>
<td>Phone Number (Home):</td>
<td></td>
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<tr>
<td>Phone Number (Work):</td>
<td></td>
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<tr>
<td>Phone Number (Cell):</td>
<td></td>
</tr>
<tr>
<td>Agency/Agencies complaint is being filed against:</td>
<td></td>
</tr>
<tr>
<td>Date on which violation occurred:</td>
<td></td>
</tr>
<tr>
<td>Statement that the Toombs County Schools have violated a requirement of a Federal statute or regulation that applies to an applicable program (include citation to the Federal statute or regulation). (Attach additional sheets if necessary):</td>
<td></td>
</tr>
<tr>
<td>The facts on which the statement is based and the specific requirements allegedly violated. (Attach additional sheets if necessary):</td>
<td></td>
</tr>
</tbody>
</table>

Signature of Complainant ___________________________ Date ___________________________

Signature of District Personnel ___________________________ Date ___________________________

117 East Wesley Avenue Lyons, GA 30436 Phone: 912-526-3141 Fax: 912-526-3291  
toombscountyschools.org  
Revised July 2, 2019
The Toombs County School System currently provides computers with Internet access to provide students and employees with exposure to the vast educational resources available through the Internet and the World Wide Web. As responsible members of the Toombs County community, it is expected that all users will follow and adhere to the guidelines established below based on common sense and decency, rules established by the schools, rules established by the Toombs County Board of Education, laws established by the State of Georgia, and the United States of America. Strict adherence to the following guidelines will help ensure a positive and productive learning environment for all. In addition, the school district will educate all students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

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

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

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

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

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

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

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

D. Recognize limitations to the privacy of electronic documents.

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

ENFORCEMENT OF POLICY

A. Toombs County School System uses a technology protection measure that blocks or filters Internet access to some Internet sites that are not in accordance with the policy of Toombs County School System.

B. The Technology protection measure that blocks or filters Internet access may be disabled by a Toombs County School System technology staff member for research purposes to allow a student to visit a site, with legitimate educational value.

C. Students are required to complete an Internet safety course. The curriculum focuses on educating students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response. The course consists of an interactive presentation and will be completed prior to the end of the first semester of the school year. Students enrolling after the first semester are required to participate individually with a designated presenter. All students in grades 3-12 will sign a verification form indicating they have participated in the course. Students in grades K-2 will not be required to sign off, but the designated presenter will list the names of those who complete the K-12 instruction.

D. Toombs County School System staff will monitor students’ use of the Internet, through either direct supervision, or by monitoring Internet use history, to ensure enforcement of the policy.

E. These guidelines were put in place by the Superintendent, administrators and/or other appropriate personnel that provide for monitoring the online activities of users within the Toombs County network. The system that filters, blocks, and monitors internet traffics is in place to restrict visual depictions that are (i) obscene, (ii) child pornography, or (iii) harmful to minors, as stated in the Children’s Internet Protection Act of 2000.

F. Even though every effort has been made to protect the school system from unwanted material, the global influence of the internet makes it difficult for all undesired material to be blocked. Therefore, the Board cannot assure parents or the public that the students and/or staff will be completely blocked from sending or receiving objectionable communications. All staff and students must assume responsibility for their own behavior and communications over the Toombs County network.

G. The Toombs County Board of Education makes no warranties of any kind, either expressed or implied, for the resources it provides over the internet. The Toombs County Board of Education will not be responsible for any damages suffered while using the services, including but not limited to, loss of data, loss or damage to personal equipment, delays, non-deliveries, service interruptions, or exposure to offensive or threatening material. Computer users are strongly encouraged to maintain back-up files of all information that is not easily replaced.

H. The Toombs County Board of Education specifically denies any responsibility for the accuracy obtained through the Internet. Any information obtained through the Internet is a responsibility undertaken by the user, as the Internet is fundamentally unregulated and the information found there has not been verified for
accuracy. The Toombs County Board of Education denies any responsibility for the accuracy of the information obtained through its computing resources.

VIOLATION OF POLICY

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

TOOMBS COUNTY SCHOOL SYSTEM

Security Awareness

Purpose of this policy

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

Use of Passwords and IDs

- Access to the Toombs County network is restricted to authorized users. Each user is given a login name and a generic password. The first time a user logs in, the user needs to change their password. The password and/or paraphrase should be easy for you to remember but NOT easy for others to guess. It should be an alphanumeric password and special characters are suggested. Please understand that when you are logged in under your account, you are responsible for ALL activity under that login. If you feel your password has been compromised or just need help in changing it, please let the System/Network Administrator assist you.

- Employees, students, and temporary workers shall acknowledge that they have been informed and are aware of Toombs County Board of Education Policy by signing the Acceptable Use and Internet Safety policy form.

Use of Computers

- All users will log off of their computer when leaving it unmonitored for any amount of time. When the staff leaves for the day, computers are to be turned off unless otherwise instructed for updating purposes.

- Any personal equipment (computers, laptops, PDA’s, digital cameras, external hard drives, flash drives, etc.) that is brought into the Toombs County network system should be approved by the media specialist or the technology staff prior to hooking it up. This is to ensure that we have installed our virus software or scanned the device so that our network will not be compromised.

- All computers are behind a filter for the CIPA rules. Do not attempt to bypass any filters to gain access to blocked websites.

- Do not attempt to buy, sell nor advertise anything using the school computer and network.
Use of Software

- All employees are prohibited from installing any software that has not been approved by the technology department. All programs should be approved BEFORE they are purchased or installed. This is to ensure 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.

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, 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, television, etc.)

Signed __________________________ Date __________________________

Parent/Guardian

TOOMBS COUNTY SCHOOL SYSTEM

This form is used to acknowledge receipt of, and compliance with, the Toombs County Acceptable Use and Internet Safety Policy.

Procedure

Complete the following steps:

• Read the Toombs County Acceptable Use and Internet Safety Policy.
• Sign and date in the spaces provided below.
• Return this Acknowledgement receipt to the administrative division at your school to be filed in your employment file.

Signature

By signing below, I agree to the following terms:

• I have received and read a copy of the “Acceptable use and Internet Safety Policy” and understand the same;
• I understand and agree that any IT equipment provided to me by the Toombs County Board of Education are and remain Toombs County Board of Education’s property at all times;
• I agree that if I leave the Toombs County School System for any reason, I shall immediately return to the Technology Department original copies of any and all software, computer materials, and any other technology equipment that is in my possession belongs to the school.
• I agree that I will not divulge any confidential information; such as data, passwords, etc.

Employee Name: __________________________

Employee Signature: __________________________

School: __________________________ Date: __________________________
Information Form
Section 504 Coordinator

Section 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act of 1990 mandate that the local school system designate an employee to coordinate civil rights compliance activities related to students and employees with disabilities. Please provide the requested below on your school system’s Section 504 Coordinator.

Name: Carmen Roberts
Title: Assistant Superintendent
School System: Toombs County
Address: 117 East Wesley Avenue Lyons, Georgia 30436
Phone Number: 912-526-3141

Title IX Coordinator

Title IX of the Education Amendments of 1972 mandates that local school systems designate an employee to coordinate civil rights compliance activities related to gender. Please provide the information requested below on your school system’s Title IX Coordinator.

Is the Title IX and Section 504 Coordinator the same person? Yes No X Yes

If yes is checked, do not fill in the blanks below. If the answer is no, please provide the information requested below.

Name: Sabrina Woodruff
Title: Human Resources Director
School System: Toombs County
Address: 117 East Wesley Avenue Lyons, Georgia 30436
Phone Number: 912-526-3141

Civil Rights Act of 1964
Compliance Coordinator

The Civil Rights Act of 1964 prohibits discrimination based on race, color, and national origin. Even though this law does not require that local school systems designate a compliance coordinator, it is recommended that a person be designated to coordinate such activities.

Is the person coordinating the Civil Rights Act of 1964 compliance activities the same person that coordinates Section 504? Yes No X Yes

Is the person coordinating the Civil Rights Act of 1964 compliance activities the same person that coordinates Title IX? Yes X No