TOOMBS COUNTY SCHOOLS
2016-2017

Aug. 5-11  Pre-Planning
August 12  First Day of School

Sept. 5  Labor Day
Oct. 6, 7, 10  Student/Staff Holidays
Nov. 21-25  Thanksgiving Holidays
Dec. 16  1st Semester Ends
Dec. 19-30  Christmas Holidays

AUGUST '16

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JANUARY '17

Jan. 2  New Year's Holiday
Jan. 3  Staff Workday/Student Holiday
Jan. 4  1st Day of 2nd Semester
Jan. 16  MLK Jr. Birthday Holiday

FEBRUARY '17

Feb. 17  Student/Staff Holiday
Feb. 20  President's Day Holiday

MARCH '17

Mar. 16-17  Student/Staff Holidays

APRIL '17

April 3-7  Spring Holidays
May 12  Last Day of School 2nd Semester Ends
May 13  Graduation
May 15-18  Post-Planning

JUNE '17


1st Semester = 82 Days
2nd Semester = 83 Days
TOTAL = 165 Student Days

Faculty/Staff Work Schedule
TOTAL = 175 Employee Days
Toombs County School System Directory
Board of Education Office
117 East Wesley Avenue
Lyons, Georgia 30436
(912) 526-3141 -------Fax (912) 526-3291

Richard Smith, Superintendent

Shannon Chambers, Maintenance Director
Nathan Miller, Technology Director
Pamela Sears, Federal Programs Director
Stephanie Smith, Chief Financial Officer

Courtney Gay, Food Services Director
Carmen Roberts, Asst. Supt./Student Services
Larry Smith, Title III & Migrant Director
Sabrina Woodruff, SPED & Human Res. Director

Lyons Primary School
600 Bulldog Road
Lyons, Georgia 30436
Judy Heiglren, Principal
Reggie Roberts, Assistant Principal
Maria Collins, Counselor
(912) 526-8391

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

Lyons Upper Elementary School
830 South State Street
Lyons, Georgia 30436
Tabatha Nobles, Principal
Rhonda Stone, Assistant Principal
Teresa Whitley, Media Specialist
Nikki Page, Counselor/Attendance Officer
(912) 526-5816

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

Toombs County High School
500 Bulldog Road
Lyons, Georgia 30436
Melanie McLemore, Principal
Brent Coleman, Assistant Principal
Marissa Morris, Assistant Principal
Christy Smesy, Counselor
Nikki Waters, Counselor
Tracy Hart, Media Specialist
(912) 526-4286

Toombs County Academy
199 Collins Road
Lyons, Georgia 30436
Isaac Ferrell, Alt. School Director
(912) 526-4733

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.
Toombs County Board of Education

Richard Smith, Superintendent
117 East Wesley Avenue
Lyons, Georgia 30246
Telephone (912) 526-3141

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.
# July 2016

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<td>LUES PTO/ JF, Beta Club Induction Ceremony</td>
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<td>LPS PTO &amp; PAC Meeting/ Literacy Training &amp; Survey Night @ 5:15 PM</td>
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- **Nov 1**: LUES School Council Meeting @ 4:00 PM
- **Nov 2**: TCES FTA Homework Help for ELA/Math @ 5:30 PM
- **Nov 3**: Toombs County BOE Meeting @ 6:30 PM
- **Nov 6**: TCMS School Council Meetings @ 4:00PM
- **Nov 8**: TCES School Council Meeting @ 5 PM
- **Nov 10**: LUES PTO/ JF, Beta Club Induction Ceremony
- **Nov 13**: LIPS PTO & PAC Meeting/ Literacy Training & Survey Night @ 5:15 PM
- **Nov 24**: Give Thanks

**Other Dates:**
- **Nov 27**: Progress Reports Sent Home
- **Nov 28**:
- **Nov 29**:
- **Nov 30**:

### Additional Calendars

- **Oct 2016**
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1
- Academic Parent/Teacher Team Meetings (APTT)
- LPS School Council Meeting @ 4 PM
- Scholastic Reading Inventory (SRI)-DIBELS Testing (Grades K-3rd)

4
- Toombs County BOE Meeting @ 6:30 PM
- LUES Jr. Beta Club 5th Grade Winter Dance

8
- End-of-Course Grades 9-12 (Winter Administration Only)
- Scholastic Reading Inventory (SRI) Grades 3-12
- DIBELS Testing (Grades K-3rd)

11
- End of 2nd 8 Weeks Grading Period

18
- Christmas Holidays

25
- Christmas Holidays
# January 2017

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<td><strong>New Year's Holiday</strong></td>
<td><strong>Student Holiday/Staff Workday</strong></td>
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**Progress Reports Sent Home**

Toombs County BOE Meeting @ 6:30 PM

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**Education without principles is like a ship without a compass, merely wandering nowhere.** — Martin Luther King Jr.

MLK Jr. Holiday

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LUES PTO Meeting/PAC #2/ Literacy Night

TOES FTA Conference Night 6:30-7:30 PM

LPS PTO Meeting/DIBELS Presentation @ 5:15 PM

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<td>TCMS Parent Meeting for Upcoming 9th Graders 5:30-6:30 PM - <em>Moving to TCES FTA Conference</em></td>
<td>TCES &amp; LPS PreK Registration</td>
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<td>Toombs County BOE Meeting @ 6:30 PM</td>
<td>TCHS Prom</td>
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<td>TCES PreK Transition Meeting @ 5 PM</td>
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Grades 9-12/Georgia Milestones Assessments End-of-Course (EOC)

End-of-Pathway Assessment Administration (TCHS Grades 10-12)

Post-Planning

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**June 2017**

**Toombs County Schools**

- **4th of July**
- **11th of July**: Grades 3, 5, & 8 Summer School Ends
- **18th of July**: Georgia Milestones End-of-Grade Summer Retest (Grades 3, 5 & 8)
- **8th of July**: Toombs County BOE Meeting @ 6:30 PM
TOOMBS COUNTY SCHOOL SYSTEM

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

The Toombs County Board of Education recognizes the right of all children who reside in the Toombs County School District to attend its public schools. However, with that right comes the responsibility to maximize one's own learning opportunities without jeopardizing or interfering with fellow classmates' right to learn.

It is the purpose of the Toombs County School District to operate the school system in a manner that will provide an orderly process of education and that will provide for the welfare and safety of all students who attend our schools.

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

"students shall: Respect constituted authority, including teachers, administrators, bus drivers, and other school employees. This shall include compliance with school rules and regulations and applicable provisions of law;

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

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

Protect and take care of the school’s property and the property of others;

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

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

Avoid conduct that will demean or slander others."

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

Parents have the primary responsibility for the proper conduct of their children. Violation of school policies by students shall jeopardize their right to attend Toombs County Schools.
Discipline in the classroom is the responsibility of each teacher. Discipline in the buildings, halls, and playground is the responsibility of every teacher.

Students causing discipline problems on the school buses are subject to the same or similar corrective measures as those who misbehave on the school campus. Progressive discipline procedures are utilized on the buses ranging from warnings for minor infractions given by the bus drivers to permanent suspension from the bus for major infractions given by the school system administrators and/or the Toombs County School System Tribunal.

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

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

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

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

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

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

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

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

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

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

*Implement established discipline policies and programs consistently;*

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

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

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

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

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

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

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

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

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

DISCIPLINARY PROCEDURES

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

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

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

The Toombs County Board of Education recognizes that there are certain dangerous actions that may be committed by students of this school system that may cause individual schools to receive the designation of a "Persistently Dangerous School," as described by State Board Rule 160-4-8-.16.

It shall be the policy of the Toombs County Board of Education to comply with the requirements of state board policy requirements regarding "Unsafe School Choice Options."

Notification will be given to parents/guardians of students enrolled in any Toombs County School that has been classified as a persistently dangerous school within ten (10) school days of notification to the local school system by the Georgia Department of Education (GDOE). With the notification, students who are victims of violent criminal offense(s) will be notified of their opportunity, to the extent possible, to transfer to other schools within the system that are making adequate yearly progress, and has not been identified as being on school improvement, corrective action, or restructuring. In the event that there is a child who has been identified as a "victim of violent criminal offense," and the school system does not have a school in its system that meets the criteria for receiving such a student, the school system will assist the student in making arrangements to attend another public school outside the school system; however, the Toombs County School System will not assume any liability for the costs involved in such a transfer beyond the levels identified by federal legislation.
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, 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.

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.

Student’s Signature ___________________________________________ Date _____________

Parent Signature ________________________________________________

Phone Number: ________________________ (Day) ________________________ (Night)
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 bulling 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.
PROMOTION/RETENTION POLICY
*LOCAL REQUIREMENTS*
Administrative Rule

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

Additionally, students in Kindergarten MUST:
1. Achieve a Meets or Exceeds score as determined by the Georgia Kindergarten Inventory of Developing Skills (GKIDS).
2. Pass the locally developed 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, Scholastic 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 year-long semester course, due to excessive absences (Ten or more excused or unexcused), the grade on the comprehensive exam will determine if a student receives credit for the course.

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

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

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

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

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

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

Procedures for Meetings of the Promotion-Retention Appeals Committee:
Parents/Guardians and school representatives (teachers, administrators, etc.) will be given no more than 20 minutes to present their case. The designated chairperson of the appeals committee will take notes or tape the meeting. Committee members may ask questions during the process. After each side is presented, the school representative and parents/guardians will be excused. The appeals committee will deliberate to determine if the decision of the school-level committee should stand or if it should be reversed. Notification will be sent in writing to the attention of the school principal. The principal will notify the parents of the decision by mail within ten days of the meeting. At the principal’s discretion, he/she may notify the parent/guardian by phone. The decision of the appeals committee will be final!
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.
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 and 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, program, o prácticas de empleo [incluyendo Programas de Career, Technical and Agriculture Education (CTAE)-Educación de Carrera, Técnica, y Agricultural- Vocacional] como es requerido por Título VI, Título IX y la Sección 504. Falta de destreza en el lenguaje inglés no será una barrera para la admisión y participación en programas de CTAE.

Para información en cuanto a derechos civiles o procesos de quejas, contacte Sabrina Woodruff, Coordinador de Título VI y Título IX o Carmen Roberts, Coordinadora de la Sección 504 en 117 East Wesley Avenue, Lyons, GA 30436. Teléfono 912-526-3141.

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.
Descriptor Term: Gender Equity Policy  
Descriptor Code: IDFA  
Issued Date: 01/09/14

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 of, 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.
It is the policy of the Toombs County Board of Education that accurate and complete student academic and discipline records shall be maintained for each student enrolled in the Toombs County School District. Confidentiality of student records shall be preserved in compliance with the Family Educational Rights and Privacy Act.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.

Parents or eligible students should submit to the school principal or appropriate school official a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask the school to amend a record they believe is inaccurate. They should write the school principal or appropriate school official, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosures without consent. One exception, which permits disclosure without consent is disclosure to school officials with legitimate education interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, or assisting another school official in performing his or her tasks. A school official has a legitimate education interest if the official needs to review and educational record in order to fulfill his or her professional responsibility. Upon request, the Toombs County School System will disclose education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Toombs County School System to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington D.C. 20202-4605

The Toombs County Board of Education designates certain information from student education records as "directory information" as is specified in this paragraph. 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 directory information as to that individual student, such information will not be considered confidential and may be disclosed upon request. Directory information is as follows:

a. Each student’s name, address and telephone number;
b. Student’s date and place of birth;
c. Student’s participation in official school clubs and sports;
d. Weight and height of student if he/she is a member of an athletic team;
e. Dates of attendance at schools within the school district;
f. Honors and awards received during the time enrolled in the district’s schools;

Any person whose parental rights have not been revoked by court order and any guardian or individual acting as a parent in the absence of a parent or guardian may inspect the education records of his or her child during business hours while school is in session.

Generally, a parent/guardian will be permitted to obtain a copy of education records of his/her child upon reasonable notice and payment of reasonable copying costs of $.10 per page. Education records are maintained at the school where the student is enrolled and are in the custody of the principal or his/her designee.

Personally identifiable information will not be released by the school system from an educational 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 that school.
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(a)(6)(7).

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/her child is enrolled within a reasonable time after receipt of the notice as contained in the student handbook of the child's school. Directory information about former students will be disclosed upon request. Each records custodian in the Toombs County School System shall maintain a part of each student's file a log of those persons to whom access to the educational records has been provided.
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 expedirá 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 proactivas 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 que se sientan humanos duerman;
- niños y jóvenes que viven en un automóvil, parque, espacio público, edificio abandonado, vivienda bajo los estadiene, estación de bus o tren, o lugar similar; y
- niños y jóvenes que migran y viven en una de las situaciones ya descritas arriba.

Un niño o joven será considerado en transición por el tiempo 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 (inscrito) 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 fé, 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 buscado 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.
### 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 they 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 visits, 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.

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 not more than 21 consecutive days due to your injury, you will be paid for the first week.

5. Accidents are classified as 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 not more than $425 per week for a job-related injury for as long as you are unable to return to work. You are also 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) 456-3575.

6. In all other cases (non-catastrophic), you are entitled to receive two-thirds of your average weekly wage but not more than $234 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 78 aggregate weeks, your weekly income benefits will be reduced to two-thirds of your average weekly wage but no more than $234 per week, but 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 $234 per week for no longer than 350 weeks.

8. Your dependents, in the event you die as a result of an on-the-job accident, will receive burial expenses up to $750 and two-thirds of your average weekly wage, but not more than $425 per week. A widow or widower and no children will be paid a maximum of $125,000. Benefits continue until his or her remarriage or death unless a reasonable excuse exists.

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

### 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 supervision. 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. You should notify the insurance carrier/employer when you are able to return to full-time or part-time work and report the amount of your weekly earnings because you may be entitled to some income benefits even though you have returned to work.

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

7. You must attempt a job approved by the authorized treating physician even if the pay is less 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 dependents 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 of the date the expense was incurred.

11. 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.

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 1-800-553-3682, or write the State Board of Workers’ Compensation at: 270 Peachtree Street, N.W., Atlanta, Georgia 30303-1299. 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 Services at (404) 521-0777 or 1-800-237-2639.

Willfully making a false statement for the purpose of obtaining or refusing 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). (7/2003)
OFFICIAL NOTICE

This business operates under the Georgia's 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.

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.

A worker injured on the job must select a doctor from the list below. The minimum panel shall consist of at least four physicians, including an orthopedic surgeon, with no more than two physicians from industrial clinics. Further, this panel shall include one minority physician, whenever feasible. (See Rule 201 for definition of minority physician). One change of doctor, from the list, may be made without permission. Further changes require the permission of 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

AppleCare
621 East First Street
Vidalia, Georgia 30474
Phone: 912-537-7476
General Practice

Accordia Urgent Care
3193 East First Street
Vidalia, Georgia 30474
Phone: 912-537-8588
Fax: 912-538-0168
General Practice

Vidalia Orthopedic Center
1707 Meadows Lane
Vidalia, Georgia 30474
Phone: 912-538-0040
Fax: 912-538-8133
Orthopedics

John E. Imhoff, MD
206 Maple Drive
Vidalia, Georgia 30474
912-267-0655
Ophthalmologist

Ben B. Neely, MD
112 North Washington Street
Lyons, Georgia 30436
Phone 912-526-6479
Fax: 912-526-8878
General Practice

Mark Spivey, MD
3301 East First Street
Vidalia, Georgia 30474
Phone: 912-537-4411
Orthopedics

S.E. G.A. Primary Preventive Medicine
1811 Edwina Drive
Vidalia, Georgia 30474
Phone: 912-537-9779
Fax: 912-537-2124
General Practice
Basic Leave Entitlement
FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- for incapacity due to pregnancy, prenatal medical care or childbirth;
- to care for the employee’s child after birth, or placement for adoption or foster care;
- to care for the employee’s spouse, son, daughter or parent, who has a serious health condition; or
- for a serious health condition that makes the employee unable to perform the employee’s job.

Military Family Leave Entitlements
Eligible employees whose spouse, son, daughter or parent is on covered active duty or called to covered active duty status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is:

1. a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or
2. a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.

*The FMLA definitions of “serious injury or illness” for current servicemembers and veterans are distinct from the FMLA definition of “serious health condition”.

Benefits and Protections
During FMLA leave, the employer must maintain the employee’s health coverage under any “group health plan” on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee’s leave.

Eligibility Requirements
Employees are eligible if they have worked for a covered employer for at least 12 months, have 1,250 hours of service in the previous 12 months, and if at least 50 employees are employed by the employer within 75 miles.

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

Definition of Serious Health Condition
A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee’s job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave
An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employers must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employee’s operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave
Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer’s normal paid leave policies.

Employee Responsibilities
Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employer must provide notice as soon as practicable and generally must comply with the employer’s normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions; the family member is unable to perform daily activities; the need for hospitalization or continuing treatment by a health care provider; or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities
Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees’ rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee’s leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

Unlawful Acts by Employers
FMLA makes it unlawful for any employer to:

- interfere with, restrain, or deny the exercise of any right provided under FMLA; or
- discharge or discriminate against any person for opposing any practice made unlawful by FMLA or in connection with any proceeding under or relating to FMLA.

Enforcement
An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulation 29 C.F.R. § 825.300(a) may require additional disclosures.

For additional information:
WWW.WAGEHOUR.DOL.GOV

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U.S. Department of Labor | Wage and Hour Division
TOOMBS COUNTY SCHOOL SYSTEM

Fraud Administrative Regulations

Reporting Suspicion of Fraudulent Activities

Purpose:
To promote and ensure the reporting of suspicion of fraudulent activity, the Toombs County Board of Education provides employees, clients, vendors, and individuals with confidential channels to report suspicious activities. The Toombs County School System shall not tolerate fraud of any kind, and has an established system for the reporting of suspicious activities.

Definitions:
Fraud is defined as 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 federal, state, or local grants and funds.

Statement of Administrative Regulations:
Any and all reports of suspicious activity and/or suspected fraud shall be investigated. The Toombs County School System shall not tolerate fraud of any kind. The Toombs County Board of Education thoroughly and expeditiously investigates any reported cases of suspected fraud to determine if disciplinary, financial recovery, and/or criminal action should be taken.

Confidentiality:
All reports of suspected fraud shall be handled under the strictest confidentiality. Only those administrators directly involved in the investigation should be given any information. Informants may remain anonymous but should be encouraged to cooperate with the investigators and should provide as much detail and evidence of the alleged fraudulent act as possible.

Procedures and Responsibilities:

1. Anyone suspecting fraud, whether it pertains to Federal, State, or Local programs, should report their concerns to the Superintendent of the Toombs County Board of Education at 117 East Wesley Avenue, Lyons, GA 30246.
2. Any employee with the Toombs Co. 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. You are to contact the Superintendent at (912)-526-3141 Ext. 113. Employees have the responsibility to report suspected fraud. All reports can be made in confidence.
3. The Toombs County Board of Education 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, you will be contacted for additional information.
5. Periodic communication through meetings should emphasize the responsibilities and channels to report suspected fraud.
6. A hard copy of these Fraud Administrative Regulations shall be posted in a visible location at all schools and facilities.
7. A report should be made to the Chairman of the Toombs County Board of Education if fraud is suspected or by the Superintendent.
8. Each employee shall receive a hard copy of this document and will sign attesting that they have indeed received this information and understand its contents.
TOOMBS COUNTY SCHOOL SYSTEM
ACCEPTABLE USE AND INTERNET SAFETY POLICY (IFBG)

The Toombs County School System currently provides computers with Internet access to provide students and employees with exposure to the vast educational resources available through the Internet and the World Wide Web. As responsible members of the Toombs County community, it is expected that all users will follow and adhere to the guidelines established below based on common sense and decency, rules established by the schools, rules established by the Toombs County Board of Education, laws established by the State of Georgia, and the United States of America. Strict adherence to the following guidelines will help ensure a positive and productive learning environment for all.

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

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

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

C. Respect and adhere to the laws concerning copyright and other intellectual property rights.
   1. Get permission before copying files from another user. Copying files or passwords belonging to another user, without their express permission, may constitute plagiarism or theft.
   2. Never change files or passwords of other users.
   3. Reasonably protect computers and software from viruses, "Trojan horses," and file damage of all types.
   4. Do appropriately cite resources found on the Internet and used in academic writings.
   5. Never download or install any commercial software, shareware, or freeware onto the local hard drive, network drives or disks, except with written permission from the Network Administrator. This includes toolbars, weather programs, or music programs.
D. Recognize limitations to the privacy of electronic documents.
   1. Always respect others' privacy and expect others to respect your privacy as well.
   2. Understand that electronic communications are similar to pieces of paper in an unsealed envelope, the privacy of which is generally accepted, but able to be breached.
   3. Understand that network managers may need to view the contents of files to diagnose or correct problems.

ENFORCEMENT OF POLICY

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

VIOLATION OF POLICY

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

I understand and agree that any Instructional Technology (IT) equipment provided to me by the Toombs County Board of Education is and remains the 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 that belongs to the Toombs County School System.

I agree that I will not divulge any confidential information; such as data, passwords, etc.
The Toombs County Board of Education declares that the manufacture, distribution, sale or possession of controlled substances, marijuana and other dangerous drugs in an unlawful manner or being at work under the influence of alcohol, controlled substances, marijuana or other dangerous drugs is a serious threat to the public health, safety and welfare. With this in mind, the Board declares that its work force must be absolutely free of any person who would knowingly manufacture, distribute, sell or possess a controlled substance, marijuana or a dangerous drug in an unlawful manner. This prohibition specifically includes, but is not limited to, the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcohol in the employee's workplace. This prohibition also includes, but is not limited to, an employee being under the influence of alcohol or controlled substances while on duty.

Any employee who is convicted for the first time, under the laws of this state, the United States, or any other state, of any criminal offense involving the manufacture, distribution, sale or possession of a controlled substance, marijuana or a dangerous drug shall be subject to disciplinary action. At a minimum, such an employee shall be suspended for a period of not less than two months and shall be required to complete, at his or her own expense, a drug abuse treatment and education program licensed under Chapter 5 of Title 26 of the Official Code of Georgia and approved by the Board. At a maximum, such an employee may be terminated from his employment with the school system. Any employee who is convicted for a second or subsequent time under the laws of this state, the United States, or any other state, of any criminal offense involving the manufacture, distribution, sale or possession of a controlled substance, marijuana or a dangerous drug shall be terminated from his or her employment and shall be ineligible for employment for a period of five years from the most recent date of conviction.

If, prior to an arrest for an offense involving a controlled substance, marijuana or a dangerous drug, an employee notifies the Superintendent or the Superintendent's designee that the employee illegally uses a controlled substance, marijuana or a dangerous drug and is receiving or agrees to receive treatment under a drug abuse treatment and education program licensed under Chapter 5 of Title 26 of the Official Code of Georgia and approved by the Board, the employee shall be entitled to maintain his or her employment for up to one year as long as the employee follows the treatment plan. During this period, the employee shall not be separated from employment solely on the basis of the employee's drug dependence, but the employee's work activities may be restructured if practicable to protect persons or property. No statement made by an employee to the Superintendent or the Superintendent's designee in order to comply with this code section shall be admissible in any civil, administrative or criminal proceeding as evidence against the public employee. The rights granted by this policy shall be available to an employee only once during a five year period and are intended to be and shall be interpreted as being the same as those minimum rights granted pursuant to the Georgia Drug-Free Work Force Act and any subsequent amendments thereof.

As a condition of employment, each employee must abide by the terms of this policy and must notify the Board within five days after any arrest on any drug-related criminal charge and further notify the Board within five days of any conviction of a drug-related offense.
The Toombs County Board of Education shall not consider for employment any applicant who has been convicted for the first time of any drug offense as described above for a three month period from the date of conviction nor shall the Board of Education consider any applicant for employment who has been convicted for the second time of any drug offense as described above for a five year period from the most recent date of conviction.

For purposes of this policy, "conviction" refers to any final conviction in a court of competent jurisdiction, specifically including acceptance of a plea of guilty, nolo contendere, or any plea entered under the First Offenders Act of Georgia or any comparable state or federal legislation.

No certified employee or employee with a contract for a definite term shall be subject to suspension or termination pursuant to this policy except in compliance with the provisions of the Fair Dismissal Act of Georgia, Official Code of Georgia Annotated §§ 20-2-940 through 947. This policy is not intended and shall not be interpreted as prohibiting the school system from taking appropriate disciplinary action against any employee where there exists evidence that an employee uses, distributes or sells illegal drugs even though the employee has not been convicted of any criminal offense or where there exists evidence that an employee is under the influence of alcohol while on duty, except that the school system may not use the statement of any employee to the Superintendent requesting treatment as described in this policy.

The school district shall provide such staff development as required by state or federal law to inform employees of the dangers of drug abuse, the availability of employee assistance and drug counseling and treatment and the terms of this policy.

Consent
I have carefully and thoroughly read the Toombs County Board of Education's Drug Free Workplace Policy. I agree, without reservation, to follow that policy.

Date: ___________________________ Employee's Signature

Witness: ___________________________ Employee's Name (Printed)

In order to show our compliance with all standards, state and federal rules and regulations, employees are required to sign at the bottom of this page in the space indicated. (Each employee is directed to duplicate a copy of this page and give the copy to his/her supervisor.)

*EMPLOYEE SIGNATURE: ___________________________ DATE: ___________________________

*If you require further explanation of any policies and procedures as set forth by the Georgia Department of Education and/or the Toombs County Board of Education, please contact your direct supervisor prior to signing this document.
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 of Student Services  
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 ___

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: Special Education & 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 ___

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