

Toombs County High School

Student Handbook

2022-2023



Mrs. Marissa Morris, Principal

Mr. Joey Montford, Assistant Principal

Ms. Melody Walker, Behavior Support Specialist

Mrs. Michelle Branham, Director of Student Support/Counselor

Dear Students and Parents/Guardians,

Welcome to Toombs County High School! We are very excited about the beginning of another school year. Much planning and work has been put forth to ensure that our students will have a successful year.

With your assistance, we can make this the best school year ever. As we begin the year, I challenge you to always “be in the right place doing the right thing at the right time.” If you adhere to this challenge, your time at TCHS will produce some great memories and provide you with an exceptional experience.

We ask that you show great pride at TCHS. It is important for us at TCHS to support you in providing many opportunities for you to flourish in academics, athletics, fine arts, and/or CTAE pathways that will assist in your development in high school and beyond.

From the beginning of school, we will have high expectations for both students and staff to push TCHS to greater heights. With your help, this can be a reality. “Excellence is never an accident.” It will take hard work and determination to accomplish your goals, and we at TCHS promise to be there each step of the way to help you achieve them.

This handbook has been prepared as a guide for you, your parents/guardians, your teachers, and your administrators. The rules and procedures in this handbook are in keeping with the policies set forth by the Toombs County Board of Education. This handbook is established to inform you of the operating procedures, student code of conduct, and other pertinent information regarding TCHS.

As we begin this journey together, I challenge you to set goals, dream big, work hard, and do your part to assist all of us at TCHS as we strive to make this school year the best ever!

Go Dawgs!

Sincerely,

Mrs. Marissa Morris

Mrs. Marissa Morris
Principal

Mr. Joey Montford

Mr. Joey Montford
Assistant Principal

Ms. Melody Walker

Ms. Melody Walker
Behavior Support Specialist

Mrs. Michelle Branham

Mrs. Michelle Branham
Director of Student Support/Counselor

Toombs County School System & Toombs County High School Mission, Vision, and Beliefs



Mission

Believe In Every Child, Every Day

Vision

Excellence For All

Beliefs

- Student success is the #1 priority with all students graduating and becoming successful citizens
- In providing a safe, orderly environment where students thrive
- Meaningful relationships between school, home, and community are instrumental for student success
- Students have the right to highly qualified, motivated teachers and staff who maintain high expectations
- Effective teachers and leaders have the greatest impact on learning.

Toombs County Schools | 2022-2023 CALENDAR

4 Independence Day

JULY '22						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

2 New Year's Holiday
3-4 Teacher Planning Days
5 First Day of Second Semester
16 MLK Holiday

JANUARY '23						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

1-4 Pre-Planning
5 First Day of School

AUGUST '22						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY '23						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

20 President's Day Holiday

5 Labor Day
6 Planning Day

SEPTEMBER '22						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MARCH '23						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

30- Student Holiday/Teacher Planning Day
31- Spring Break Begins

7 Student Holiday/Teacher Professional Learning Day
10- Student/Teacher Holiday

OCTOBER '22						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL '23						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

3-7 Spring Break

21-25 Thanksgiving Holidays

NOVEMBER '22						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MAY '23						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

18 Last Day of School
20 Graduation
19,22,23 Post Planning

16 Last Day of First Semester for Students
19-30 Christmas Holidays

DECEMBER '22						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE '23						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Calendar Template © calendarlabs.com



TESTING CALENDAR FY23

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

Date	TESTING PROGRAM	NOTES
July 5, 2022	Georgia Kindergarten Inventory of Developing Skills 2.0 (GKIDS 2.0)	Platform Opens
August 10 - September 16, 2022	GKIDS 2.0 Readiness Check Window	Must be completed 6 weeks from the posted start of the local district or charter school year.
August 10 - September 2, 2022	Acadience, GMR, PPVT, PALS, iReady Diagnostic (Fall Administration)	PreK - PALS & PPVT K-3 Acadience 3-12 GMR iReady K-8th Grade
October 12, 2022	Preliminary Scholastic Aptitude Test (PSAT)	Only Applicable Grade Levels
TBA	Armed Services Vocational Aptitude Battery (ASVAB)	Only Applicable Grade Levels
Nov 14 - Dec 15, 2022	Acadience, GMR, PALS, iReady Diagnostic (Winter Administration)	PreK - PALS K-3 Acadience 3-12 GMR iReady K-8th Grade
Nov 28 - Jan 6, 2023	Georgia Milestones End of Course (EOC) Winter Main Administration	All students Grades 9-12 enrolled in EOC Courses Semester 1
Dec 7 - Dec 15, 2022	End-of-Pathway Administration (EOPA)	Pathway Completers Semester 1
Jan 11 - March 3, 2023	ACCESS for ELLs/Alternate ACCESS Administration Window	Grades K-12
March 27 - May 5, 2023	GAA 2.0 Administration Window	Grades 3rd-8th, and 11th ELA and Math. Grades 5, 8, and 11 will also be assessed in Science and Social Studies
March 20 - April 28, 2023	Acadience, GMR, PPVT, PALS, iReady Diagnostic (Spring Administration)	PreK - PALS & PPVT K-3 Acadience 3-12 GMR iReady K-8th Grade

April 17- April 21, 2023	End-of-Pathway Administration (EOPA)	Pathway Completers Semester 2
TBA	Armed Services Vocational Aptitude Battery (ASVAB)	Only Applicable Grade Levels and/or Students
April 24 - May 5, 2023	Georgia Milestones End of Grade (EOG) Spring Main Administration	Grades 3rd - 8th
April 24 - May 5, 2023	Georgia Milestones End of Course (EOC) Spring Main Administration	All students Grades 9-12 enrolled in EOC Courses Semester 2
May 1 - May 12, 2023	Advanced Placement (AP) Administration	<p>May 1 - US Government and Politics (8 AM)</p> <p>May 2 - Environmental Science (8 AM)</p> <p>May 3 - English Literature and Composition (8 AM)</p> <p>May 5 - US History (8 AM)</p> <p>May 8 - Calculus AB (8 AM)</p> <p>May 11 - World History: Modern (8 AM)</p>
May 10, 2023	Georgia Kindergarten Inventory of Developing Skills 2.0 (GKIDS 2.0)	GKIDS 2.0 End of Year Data Due
June 12 - July 14, 2023	Georgia Milestones End of Course (EOC) Summer Main Administration	Only for applicable EOC courses/students

Excellence for All

**Toombs County High School
Bell Schedules
2022-2023**

Regular Schedule

Students Report to 1st Block	7:40 AM
1 st Block/Announcements	7:45 AM - 9:20 AM
2 nd Block	9:25 AM - 10:55 AM
3 rd Block	11:00 AM - 1:05 PM
4 th Block	1:10 PM - 2:40 PM
Dismissal	2:40 PM

Lunch Times:

1st Lunch: 11:25 AM - 11:55 AM
 2nd Lunch: 12:00 PM - 12:30 PM
 3rd Lunch: 12:35 PM - 1:05 PM

Advisement Schedule

Students Report to 1st Block	7:40 AM
1st Block	7:45 AM - 9:10 AM
2 nd Block	9:15 AM - 10:40 AM
Advisement	10:45 AM - 11:10 AM
3 rd Block	11:15 AM - 1:10 PM
4 th Block	1:15 PM - 2:40 PM
Dismissal	2:40 PM

Lunch Times:

1st Lunch: 11:30 AM - 12:00 PM
 2nd Lunch: 12:05 PM - 12:35 PM
 3rd Lunch: 12:40 PM - 1:10 PM

Modified Advisement Schedule

Students Report to 1st Block	7:40 AM
Advisement	7:45 AM - 8:10 AM
1 st Block	8:15 AM - 9:40 AM
2 nd Block	9:45 AM - 11:10 AM
3 rd Block	11:15 AM - 1:10 PM
4 th Block	1:15 PM - 2:40 PM

Lunch Times:

1st Lunch: 11:30 AM - 12:00 PM
 2nd Lunch: 12:05 PM - 12:35 PM
 3rd Lunch: 12:40 PM - 1:10 PM



Section 1—Notices

The Toombs County High School Student Handbook is subject to change without prior notice if there are required policy changes based on actions of the State Board of Education, Georgia General Assembly, or the Toombs County Board of Education. *The ultimate administrative responsibility for each school is vested in the principal, who must treat each situation, whether disciplinary or administrative, from the perspective of what is in the best interest of the student concerned, the other students in the school, and the ongoing educational mission of the school and school system.*

Civil Rights Compliance

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, Carmen Roberts, 504 Coordinator, or Dr. Renee Garbutt, CTAE Director, at 600 Bulldog Road, Unit 1, Lyons, GA 30436, Telephone: 912-526-3141.

Cumplimiento de Derechos Civiles

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

Para información en cuanto a derechos civiles o procesos de quejas, contacte a Sabrina Woodruff, Coordinador de Título VI y Título IX o Carmen Roberts, Coordinadora de la Sección 504, o la Dra. Renee Garbutt, Directora de CTAE, en 600 Bulldog Road, Unidad 1, Lyons, GA 30436, Teléfono: 912-526-3141.

Para obtener información sobre derechos civiles o procedimientos de quejas, comuníquese con Sabrina Woodruff, Coordinadora de Título VI y Título IX, Carmen Roberts, Coordinadora 504, o la Dra. Renee Garbutt, Directora de CTAE, en 600 Bulldog Road, Unidad 1, Lyons, GA 30436, Teléfono: 912-526-3141.

EQUAL EDUCATIONAL OPPORTUNITIES (BOE POLICY JAA)

The School District does not discriminate on the basis of race, color or national origin, sex or disability in any student program. It is the policy of the Board of Education to comply fully with the requirements of Title VI, Title IX, Section 504 of the Rehabilitation Act of 1973, the Americans With Disabilities Act and all accompanying regulations.

Any student, parent or other person who believes he or she or any student has been

discriminated against or harassed in violation of this policy must make a complaint in accordance with the procedures outlined below.

COMPLAINTS PROCEDURE

Complaints made to the School District regarding alleged discrimination or harassment on the basis of race, color or national origin in violation of Title VI, on the basis of sex in violation of Title IX or on the basis of disability in violation of Section 504 of the Rehabilitation Act of 1973 or the Americans With Disabilities Act will be processed in accordance with the following procedure:

1. Any student, employee, parent or other person with a complaint or report alleging a violation as described above shall promptly notify, in writing or orally, either the principal for his/her school or the appropriate coordinator designated from time to time by the Board of Education [or by the principal]. If the complaint is oral, either the coordinator or school principal to whom the complaint is made shall promptly prepare a memorandum or written statement of the complaint as made to him or her by the complainant and shall have the complainant read and sign the memorandum or statement if it accurately reflects the complaint made. If the complaint is made to a school principal, he or she shall be responsible for notifying the appropriate coordinator of the complaint.
2. If the alleged offending individual is the coordinator or the principal, the complaint shall either be made by the complainant to the Superintendent or, if the complaint is initially made to the school principal, reported by the principal to the Superintendent. If the alleged offending individual is the Superintendent, the complaint shall be made to the designated coordinator, who shall, without further investigation, report the complaint to the Board chairperson.
3. The coordinator or his or her designee shall have fifteen work days to gather all information relevant to the complaint made, review the information, determine the facts relating to the complaint, review the action requested by the complainant, and attempt to resolve the complaint with the complainant and any other persons involved. The coordinator or designee shall prepare a written response to the complaint detailing any action to be taken in response to the complaint and the time frame in which such action will be taken and copies of this response shall be furnished to the complainant, the appropriate coordinator and the principal or his or her designee.
4. If the complaint is not resolved at the conclusion of this fifteen-day period or if the complainant is not satisfied with the resolution of the complaint, the complainant shall have the right, within five work days of receiving a copy of the written response, to have the complaint referred to the Superintendent of Schools. If the alleged offending individual is the Superintendent, the complainant may have the complaint referred to the Board of Education, rather than the Superintendent.
5. The Superintendent shall have fifteen work days to review the complaint and the response of the coordinator or designee and attempt to resolve the complaint. The Superintendent shall furnish to the complainant a written response setting forth either his or her approval of the action recommended by the coordinator or designee or the action to be taken by the School District in response to the complaint in lieu of that recommended by the coordinator or designee and the time frame in which such action shall be taken.

6. This policy is not intended to deprive any student or parent of any right they may have to file a complaint under any other applicable policy of the local board or to contact the Office of Civil Rights or other appropriate state or federal agency with regard to any allegations that the School District has violated the statutes described above.
7. The School District shall be responsible for distributing and disseminating information relevant to this policy and procedure to students, parents and employees through appropriate procedures.
8. No reprisal shall occur as a result of reporting unlawful discrimination or harassment under this policy, and any attempt to retaliate against a complainant shall be disciplined as is appropriate.
9. The confidentiality of any individual making a complaint or report in accordance with this policy, to the extent it is reasonably possible and complies with the law, shall be protected, although the discovery of the truth and the elimination of unlawful harassment shall be the overriding consideration.

Title IX:

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

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

Prohibiting Discrimination in Education

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

- Step 1: Any grievance concerning possible discrimination should be presented to the superintendent in writing. An answer, in writing, will be presented to the aggrieved party within ten (10) working or school days.
- Step 2: If satisfaction is not received by the aggrieved party, he/she may, within five (5) working or school days, appeal in writing to the superintendent of schools. The superintendent will answer the appeal in writing within ten (10) working or school days.

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

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

General Information

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

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

Additional, school-specific information will be sent home at the beginning of each school year. Please complete and sign ALL student forms sent home with students. It is mandatory for these forms to be completed, signed, and returned to school so that the most current and up-to-date information is on file!

Section 2—Enrollment and Academics

Academic Integrity

All students at Toombs County High School are expected to do their best in all academic endeavors. This includes submitting work that is original and authentic. If a student submits work which is found to be plagiarized, or if a student cheats or falsifies class assignments, projects, or assessments, that student will face disciplinary action. This includes using unauthorized materials in a testing environment and giving or receiving information prior to or during any assessment.

Advanced Placement Courses

Advanced Placement (AP) courses are offered and highly encouraged for students who wish to pursue a more rigorous course load. AP courses are offered in several academic areas and include AP Literature and Composition, AP Language and Composition, AP World History, AP United States Government and Politics, AP United States History, AP Calculus AB, and AP Environmental Science.

Awarding Units and Transferring Credit (JBC-4)

Definitions:

Accredited School - an elementary, middle, or secondary school accredited by or holding provisional status from one of the accrediting agencies identified in O.C.G.A. § 20-3-519(6)(A) or O.C.G.A. § 20-3- 519(6)(B). The term does not include entities that are accredited as home study programs or non-traditional educational centers.

Home Study Program - an educational choice option conducted in Georgia in accordance with O.C.G.A. § 20-2- 690(c) or conducted in another state in accordance with the laws applicable to that state.

Non-traditional Educational Center - educational institutions that support home study programs or other independent learning initiatives. This term does not include alternative/non-traditional education programs operated by local boards of education.

Validation - the process of verifying credits earned at another educational institution.

REQUIREMENTS

1. The Toombs County Board of Education shall accept student course credit earned in an accredited school and under specific instructional options outlined in Georgia Board of Education Rule 160-5-1-.15, to the extent not waived in the school system's flexibility contract.
2. Transfer credit must be validated for courses taken at non-accredited schools, home study programs, and nontraditional educational centers in accordance with the following:
 - a. Elementary and middle school students will be placed at the appropriate grade level using portfolio reviews, interviews, recommendations from the last school attended, and/or by academic performance during initial placement for a time period deemed appropriate by the teacher. At the elementary level, the use of standardized/local assessments will also be utilized in determining appropriate placement.

- b. High school students will be placed in the appropriate grade level and courses based on the number of units earned toward graduation and validated by the administration as meeting the state-adopted curriculum standards for grades 9-12.

The validation process includes:

- Placement in the grade level and subjects indicated on the student's records in prior schools.

-For student transcript purposes, grades for courses taken by transferring students will be accepted as recorded on the transcript from the issuing school or program.

Letter grades for high school transfer students will be converted to numerical grades using either a conversion scale provided by the prior school or, if a scale is not available, using a conversion formula established by the Principal or designee. Transferred course titles, if necessary, will be changed to appropriate course titles in the list of state funded courses.

The Principal or designee(s) will be responsible for having a process in place for:

- a) Determining whether transfer courses meet the state-adopted curriculum;
- b) Placing transfer students at the appropriate level and granting units of credit for high school students based on this policy;
- c) Administering any required EOC assessment in accordance with state assessment guidelines and the state rule concerning transfer credit; and
- d) Ensuring that grades are placed on student transcripts. High school transfer students must take any state-mandated assessments, including applicable End of Course assessments.

Child Find

The purpose of Child Find is to identify, locate, and evaluate children and youth, birth to age 21, who are suspected of, or have a disability or developmental delay, in order to provide a free and appropriate public education. Toombs County Schools serves children ages 3 through 21 with identified special education needs.

Comprehensive Exams

A Comprehensive Exam will be administered for every course which does not have an EOC requirement. Each Comprehensive Exam will comprise 20% of the final grade for the course. Students who have a 75 average and 7 or fewer UNX and/or EXC absences in a single period per semester for a course which has a Comprehensive Exam will be exempt from the comprehensive exam. **Students who have less than a 75 average and more than 7 UNX and/or EXC absences per semester for a non-EOC course will be required to take a Comprehensive Exam.**

Diploma Types

Diploma types offered at Toombs County High School are:

- 1. High School Diploma - the document with the appropriate seal(s) awarded to students certifying that they have satisfied all state of Georgia High School Graduation Requirements referenced in rule 160-4-2-.48.



2. Alternate Diploma - Special Education students with significant cognitive disabilities who enter ninth grade for the first time on or after 2020-2021, who participate in the Georgia
3. Alternate Assessment (GAA 2.0) may be eligible to receive an Alternate Diploma if they meet the following criteria:
 - Meets all curriculum and unit requirements.
 - Meets assessment requirements by participation in GAA in middle school and in high school.
 - Transitioning to employment/education/training settings with supports in place.

Dual Enrollment

The conversion chart will be used for all colleges that provide only letter grades to the high school for the students. Students can have college teachers or the university registrar email the grade to michelle.branham@toombs.k12.ga.us.

Dual Enrollment Grade Conversion Chart	
*Effective beginning Fall 2020 based on new guidelines provided by DE.	
Grade at College	Grade at High School
A	95
B	85
C	75
D	70
F	60

Emergency Contact Information

It is critical for the school to be able to contact a parent at any time his/her child is at school. The school must have the parent’s current address and home, cellular, and business telephone numbers. Emergency contact persons and their telephone numbers are needed in case a parent cannot be reached. This information is required at the time of registration and whenever a change occurs with the parents’ address, telephone, or emergency contact information.

End of Course Tests

A Georgia Milestones’ End-of-Course (EOC) assessment is administered at the completion of each of the following courses: Algebra I, Accelerated Algebra I/Geometry A, Biology, Accelerated Biology, American Literature, AP Language and Composition, Dual Enrollment American Literature, Dual Enrollment AP Language and Composition, and US History. Each EOC will comprise 20% of the final grade for the course. An EOC may not be exempted and no points will be added to these tests.

Students with disabilities and English Learners may receive appropriate standard accommodations based on their needs and the specifications of their Individualized Education Program, their Individual Accommodation Plan, or their ELL Testing Participation Committee Plan. Students with disabilities unable to participate in the state testing program, even with accommodations, are assessed with the Georgia Alternative Assessment 2.0.



Governor's Honors

The Georgia Governor's Honors Program (GHP) is a four-week, summer residential program designed to provide intellectually gifted and artistically talented high school students with challenging and enriching educational opportunities not usually available during the regular school year.

Activities provide each participant with opportunities to acquire the skills, knowledge, and attitudes to become independent, life-long learners. The Georgia Governor's Honors Program is fully funded by the Georgia General Assembly and operates at no cost to participants.

High School sophomores and juniors in public, private, and home schools are eligible for nomination in one of twenty areas.

Grading Scale

Numerical Range	Letter Grade
A	95
B	85
C	75
D	70
F	60

Progress reports are issued every four weeks. Parents of students who are failing courses will be notified every four weeks using all possible modes of communication. (i.e. phone conferences, face to face, e-mail). Additional copies of paper copies of progress reports do not serve as parent contact. Students and parents may view grades at any time via the Infinite Campus Parent Portal. Parents are expected to sign up for Parent Portal in person through the school office.

TCHS operates on a semester-long grading system for all courses. For EOC courses, an average of the two eight weeks comprises 80% of the total grade while the EOC counts 20% of the total grade. For non-EOC courses, an average of the two eight weeks comprises 80% of the total grade while the Comprehensive Exam counts 20% of the total grade.

For transfer students, a numerical grade is provided to the teacher of each course. This grade is entered by the teacher as a transfer grade in Infinite Campus. A letter grade will be converted to a numerical grade using the grading scale shown on the transfer records. If no grading scale is shown, the Toombs County High School grading scale will be used to apply the median value.

Credits Required For Promotion To The Next Grade/Graduation	
Promotion from 9th Grade to 10th Grade	5 Credits Needed
Promotion from 10th Grade to 11th Grade	11 Credits Needed
Promotion from 11th Grade to 12th Grade	17 Credits Needed
Graduation	24 Credits Needed (including those credits required in the GA High School Graduation Rule.

Graduation

Graduation is the culminating event at the end of the four years of high school. This ceremony demonstrates that the student has mastered standards and is both a privilege and an honor. In order to participate in the graduation ceremony, the following must occur: academic and attendance requirements must be met, monetary fines must be cleared, graduation practices must be attended, and candidates must adhere to the dress code for participation in the commencement exercise. Expected dress code includes all graduation regalia.

Graduation Requirements

To be considered a candidate for graduation, students must successfully complete the required number of credits and must complete the state required assessments. Students must satisfy the graduation requirements in effect at the time they enter the ninth grade. Students who enroll from another state must meet the graduation requirements for the graduating class they enter and the state assessment requirements referenced in Georgia Board of Education Rule 160-3-1-.07 Testing Programs - Student Assessment. Students With Disabilities, Students with a 504 Plan, and English Language Learners (ELL) may receive appropriate standard accommodations based on their needs and the specifications of their Individualized Education Program (IEP), their Individual Accommodation Plan (IAP), or their ELL Testing Participation Committee Plan (TPC). Students with disabilities unable to participate in the state testing program, even with accommodations, are assessed with the Georgia Alternate Assessment 2.0 (GAA 2.0). Students who are assessed with the GAA in middle school and in high school are eligible for an Alternate Diploma if they transition. Only those students who meet the graduation requirements will be allowed to participate in the commencement exercises.

Graduation Ushers

Ushers shall be the top ten students based on academic standing in the junior class. Graduation ushers will be chosen at the end of the third eight weeks.

Guidance & Counseling

The Guidance & Counseling Department provides student services throughout the high school experience that will prepare them for successful transition to post-secondary education and/or the workforce. Students are encouraged to seek assistance from the Guidance & Counseling Department in the areas of career exploration and planning; individual and/or group counseling services for academic or interpersonal relationship matters; advisement; post-secondary education and scholarship opportunities; and school withdrawal and/or transfer. Students are encouraged to be proactive and seek the available resources. To ensure that students' needs are met promptly and efficiently, please set an appointment with the school counselor. A scheduled time and date will be provided. In the event of an urgent or emergency situation, immediately see the school counselor, teacher, or a member of the school administration.

Honor Graduates and Weighting of Rigor Courses

Toombs County High School Accelerated, Advanced & AP Courses:

Accelerated 9th Grade Literature

Accelerated World Literature

*AP Language and Composition

*AP Literature and Composition

Accelerated Algebra I/Geometry A

Accelerated Geometry B/Algebra II

- *Algebra II
- *Accelerated Pre-Calculus
- *Advanced Mathematical Decision Making
- *AP Calculus AB
- *AP World History
- *AP United States Government and Politics
- *AP United States History
- Accelerated Biology
- *Chemistry
- *Physics
- *AP Environmental Science
- *Human Anatomy/Physiology
- *Spanish II
- *Spanish III
- *Computer Science Principles
- *Dual Enrollment courses taken at a University System of Georgia institution and/or Technical College System of Georgia institution in core subject areas taught at a SACS accredited college or university

***Denotes HOPE rigor courses.** To be eligible for the HOPE Scholarship and in addition to GPA and other requirements, students graduating from high school **on or after** May 1, 2017, must receive **at least four credits** in courses from the above categories. If a course is assigned one-half credit, the student must take another half-credit course in the categories listed in order to satisfy one course credit requirement. Students should review the credits assigned to courses to determine satisfaction of the above requirements.

Weighting of Rigor Courses:

Toombs County High School encourages students to select and to participate in the most rigorous course of study available. Therefore, to give students equal access to academic honors and class ranking that reflect a rigorous course of study, Toombs County High School will award 5 points upon the completion of the following courses, as noted below.

<u>Courses</u>	<u>Points</u>
Advanced Placement (AP) Courses	+5 points
Dual Enrollment Courses	+5 points

- *The additional 5 points will not be applied in calculations for HOPE eligibility.**
- *The additional 5 points are not included on the academic transcripts or report cards.**
- *The additional 5 points are added solely for the purpose of calculating class rank.**
- *Courses offered through SECCA do not qualify as Dual Enrollment courses.**

Graduate with Honors:

Toombs County High School Honor Graduates will be divided in two tiers. Calculation for all honor graduates will be determined at the end of the 3rd 8 weeks grading period of their senior year.

Honor Graduate With Distinction/Advanced Program Diploma Tier:

Students must take 11 (1.0 credit each) courses that are designated as Accelerated, Advanced, AP and/or DUAL ENROLLMENT courses taken at a University System of Georgia



institution and/or Technical College System of Georgia institution in core subject areas taught at a SACS accredited college or university. Students must have a cumulative grade point average of 90 or above. **The Valedictorian and Salutatorian will come from this tier and are required to take 15 (1.0 credit) courses that are designated as Accelerated, Advanced, AP and/or DUAL ENROLLMENT courses taken at a University System of Georgia institution and/or Technical College System of Georgia institution in core subject areas taught at a SACS accredited college or university.**

Honor Graduate Tier:

Students earning a diploma with a cumulative grade point average of 90 or above, but taking fewer than 11 (1.0 credit each) of the Accelerated, Advanced, AP and/or DUAL ENROLLMENT courses taken at a University System of Georgia institution and/or Technical College System of Georgia institution in core subject areas taught at a SACS accredited college or university.

Georgia Special Needs Scholarship Program

The Georgia Special Needs Scholarship may provide eligible special education students the opportunity to attend an approved private school or another public school. Please go to the Georgia Special Needs Scholarship Program website at <https://www.gadoe.org/External-Affairs-and-Policy/Policy/Pages/Special-Needs-Scholarship-Program.aspx> for more information about the state scholarship program. The Georgia Department of Education will make all determinations of eligibility for this program and should be contacted first with any questions.

Homeschool Policy

When a student enrolls at Toombs County High School from homeschool, he/she will be placed on probationary status in the next level courses following the sequence of courses taken in home school. If the student does not show satisfactory progress or passing grades in a course, the student's home school credits will be challenged by a school developed assessment/course exam for the specific course in which the deficiencies are noted. For example, if the student's transcript states that the student earned an A in 9th Grade Literature, the student will be enrolled as a probationary student in World Literature. If the student does not have at least a 70 average by the end of the first eight weeks, the student will then be required to take a 9th Grade Literature test developed by the school for 9th Grade Literature. If the student does not pass the 9th Grade Literature test, the student will be denied his home school credit for 9th Grade Literature and will be required to repeat the 9th Grade Literature course at Toombs County High School.

Homework

Homework is schoolwork of any type of work completed outside of the regular classroom that is directly related to the course. Homework provides an opportunity for the student to improve study skills, to assume responsibility, and to follow instructions. It is the responsibility of the student to keep up with classroom and homework assignments when absent from school.

Honor Roll

Honor Roll will be announced at the end of each semester. Students who have a 90 overall average with at least three A's in each subject area with no final grade below an 85 qualify for Regular Honor Roll. To qualify for Faculty Honor Roll, a student must receive at least a 90 final grade in each subject area at the end of each semester. Students who have at least a 95 in each subject area qualify for the Principal's Honor Roll.

HOPE Scholarship

A list of seniors eligible to receive the HOPE scholarship will be generated by the Georgia Student Finance Commission following graduation. The final list may be different from the first semester list. Averages are NOT rounded.

To be eligible for the HOPE Scholarship and in addition to GPA and other requirements, students graduating from high school **on or after** May 1, 2017, must receive **at least four credits** in courses from the above categories. If a course is assigned one-half credit, the student must take another half-credit course in the categories listed in order to satisfy one course credit requirement.

Hospital Homebound Services

Students are eligible for hospital/homebound services upon submitting a completed medical referral signed by a licensed Georgia physician. The referral must include a statement by the physician explaining the reason for the request and that the student will be absent a minimum of five (5) consecutive school days and that the student is able to participate in normal educational instruction. This documentation is to be submitted to the designated school official who will initiate the process. Students are not eligible for hospital/homebound services if the absence is due to communicable disease, non-complicated pregnancy, or if administration deems any requested service to be inappropriate. If approved for hospital/homebound services, a certified teacher will provide instruction. These services may be provided in the home or hospital, either individually, or in small group settings. An adult must be present during each homebound instructional period.

Hospital Homebound does not serve as an alternative education. It is intended for short-term use only.

For information regarding Hospital Homebound Services at TCHS, please contact Michelle Branham at michelle.branham@toombs.k12.ga.us or at (912) 526-4286.

Individual Course Selection and Advisement

Each student at TCHS is assigned an advisor. Selection of courses, career choices, parent contact, and personal development are the four main areas of the advisor's role. Advisors and students meet periodically throughout the year with special sessions set for registration. Parents should feel free to contact their child's advisor at any time. Advisors maintain an advisory folder which contains the courses attempted/completed by each student, graduation requirements, and other related information covered during conferences with each student. Advisors as well as the school counselor will assist students in the selection of courses and encourage students to take courses which are in keeping with their abilities. The final course selection is left to students and parents.

Non-Resident Students (BOE POLICY JBCB)

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

- If the parent or legal guardian pays local school tax in Toombs County, the student is exempt from tuition;

- Children and/or grandchildren of full-time Toombs County School System employees are exempt from tuition;
- If the student maintains an overall "B" or better average and has satisfactory conduct and attendance (generally no more than two discipline referrals, and few, if any, unexcused absences per academic year).

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

The Toombs County School District has limited space and resources available to serve out-of-system students. Therefore, the Board reserves the right to refuse enrollment to any out-of-system student whose admission will require the Toombs County School Board to provide additional classrooms, teachers, personnel, etc., not otherwise necessary, once its program or individual school capacity has been filled.

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

Parent Portal

Parents may sign up for Parent Portal access for Infinite Campus in person in the Toombs County High School office. Parent Portal allows parents to check student grades and other vital information such as attendance. A form of photo identification is required to sign up for Parent Portal access for Infinite Campus. For more information, please contact Deborah Fountain, TCHS Student Information Specialist, at deborah.fountain@toombs.k12.ga.us or at (912) 526-4286.

PSAT

The PSAT is administered to all sophomores during October. The PSAT is used as a practice assessment for the SAT. The PSAT may now be used for Dual Enrollment qualification.

School Admissions (BOE POLICY JBC)

- I. **Definitions** - The terms used in this policy shall be defined as such terms are defined in State Board of Education Rule 160-5-1-.28 Student Enrollment and Withdrawal ("state enrollment rule") or applicable state or federal law or regulation.
- II. **Age Eligibility for Enrollment** - Other than students specifically exempted by law or rule, the following individuals are eligible for enrollment in the Toombs County School System:
 1. Students who have attained the age of five by September 1, unless they attain the age of 21 by September 1 or they have received a high school diploma or the equivalent, provided they have not dropped out of school for one quarter or more as prescribed in O.C.G.A. § 20-2-150. Students who have dropped out of school for one quarter or more are eligible to enroll unless they attain the age of 20 by September 1.
 2. Special education students with IEPs may attend through the age of 21 or until they receive a regular high school diploma.

3. Students who were legal residents of one or more other states or countries for a period of two years immediately prior to moving to Georgia and were legally enrolled in an accredited public kindergarten or first grade may be enrolled if they will attain the age of five for kindergarten or six for first grade by December 31 and are otherwise eligible for enrollment.

III. Authorization to Enroll Eligible Students

1. The student's parent, legal guardian, or other person enrolling the student under the provisions of O.C.G.A. § 20-2-690.1 (or the student in the case of an emancipated minor) must be a resident of the school district.
2. A kinship caregiver with a properly executed kinship caregiver affidavit may enroll a child not in the custody of a state agency and serve as the school's point of contact for the child regarding activities for which parental consent is usually required, such as the receipt of educational services; the receipt of medical services directly related to enrollment; participation in extracurricular activities; and, matters related to educational progress, discipline, and truancy; for as long as such affidavit is valid. The affidavit shall not be valid for more than one school year after the date on which it is executed. The Superintendent or designee is authorized to require a new kinship caregiver affidavit at the beginning of each school year.
3. A non-custodial parent or registering person acting in loco parentis under the authority of a power of attorney properly executed by a parent or guardian serving in the military shall be allowed to enroll a transitioning military child and perform all other actions requiring parental participation and consent. Children of transitioning military families shall be enrolled and placed in accordance with the requirements specified in the state enrollment rule.
4. A grandparent who resides in the school district and who presents a properly executed power of attorney for a minor child may enroll such grandchild, without court approval, if the specific conditions set forth in state law, as it existed before September 1, 2018 are met. The grandparent empowered to enroll the child shall have the same rights, duties, and responsibilities that would otherwise be exercised by the parent, except where limited by the executed power of attorney or federal law.
5. An adult who resides in the school district, and to whom the parent has delegated caregiving authority, and who is the child's grandparent, great-grandparent, step-grandparent, stepparent, former stepparent, aunt or great aunt, uncle or great uncle, cousin or sibling, or a non-relative who is approved by as an agent by a child-placing agency or a nonprofit entity or faith based organization, may enroll such child and have the rights, duties, and responsibilities that would otherwise be exercised by the parent under state law, except that the delegating parent shall continue to have the right to receive the child's educational records. The enrolling adult must present a properly executed Form for Power of Attorney to Delegate the Power and Authority for the Care of a Child signed under oath before a notary public by the parent and the agent accepting such delegation and filed in the probate court of the county in which the child resides. Such powers of attorney may be granted for a period not to exceed one

year, except that those granted to grandparents may have unlimited duration and those granted by military parents may not exceed the period of deployment plus thirty days.

6. Homeless children and unaccompanied youth, as defined in the state enrollment rule and the McKinney-Vento Act, shall be enrolled immediately with the assistance of the district's homeless liaison, as needed, and placed in accordance with the requirements specified in the state enrollment rule.
7. Students in the physical or legal custody of the Department of Human Services (DHS), the Department of Juvenile Justice (DJJ), or the Department of Behavioral Health and Developmental Disabilities (DBHDD) and students placed by DHS, DJJ, or DBHDD in a residential facility within the school system shall be enrolled immediately in accordance with provisions specified in the state enrollment rule.
8. The school system is not responsible for making determinations regarding students' immigration and visa status. Immigrants, non-visa-holders, and non-immigrant, foreign students on various visas who meet age and residency requirements will be enrolled in accordance with the provisions specified in the state enrollment rule.

IV. Required Enrollment Documentation

1. Age Verification - The school system requires evidence of the student's date of birth and accepts as evidence a certified copy of a birth certificate, a certified hospital issued birth record or an alternate document from the prioritized list in the state enrollment rule.
2. Immunization Certificate - The school system requires proof of immunization as required by O.C.G.A. § 20-2-771, which includes an exemption for religious grounds.
3. Nutritional Screening and Eye, Ear and Dental Exam Certificate - The school system complies with the provisions of O.C.G.A. § 20-2-770 concerning nutritional screening
4. and eye, ear, and dental examinations of students entering the first grade or at other times as public health rules may require.
5. Social Security Number - The school system complies with the provisions of O.C.G.A. § 20-2-150, which requires a person enrolling the student to provide a copy of the student's social security number or to sign a form stating that the person does not wish to provide the social security number.
6. Academic and/or Transfer Records, if applicable – Student enrollment and placement decisions are based on performance in previous schools or programs. A transferring student in a grade higher than the sixth grade must present a certified copy of his or her academic transcript and disciplinary record from the school previously attended.
7. Documentation for Homeless Students - Homeless students, as defined by the McKinney-Vento Act, shall be enrolled immediately with full participation in school activities, regardless of whether required documentation can be provided at the time of enrollment. The designated employee responsible for care of homeless students shall assist the person enrolling the homeless student or the unaccompanied youth in

acquiring the necessary documents for enrollment in accordance with the requirements of the state enrollment rule and the Act.

8. Proof of Residence shall be required in accordance with procedures or regulations developed by the Superintendent or designee.

V. Provisional Enrollment

1. A student shall be enrolled on a provisional basis and allowed to attend a school for 30 calendar days while awaiting evidence of age, residence, or other local requirements, unless enrollment may be properly denied in accordance with a provision of law or the state enrollment rule. If evidence is not provided within 30 days, the Superintendent or designee shall withdraw the student at the end of the 30th day. The 30-day period may be extended for extenuating circumstances in the discretion of the Superintendent or designee.
2. Prior notice of withdrawal to the parent or registering person and, as appropriate, reports to appropriate agencies of non-compliance with attendance laws shall be provided in accordance with the requirements of the state enrollment rule.
3. Provisional enrollment will not apply to students who lawfully may be excluded under the provisions of O.C.G.A. § 20-2-751.1 (expulsion for bringing weapons to school), § 20-2-751.2 (subject to disciplinary orders of other school systems), and § 20-2-768 (expulsion or suspension of students for felonies).

Section 504 Plan

A 504 plan may be collaboratively developed for a student at any time during the school year if deemed necessary. A 504 plan may be implemented for a short or long period of time based on individual needs of the student and the recommendation of a licensed physician. Point of contact is Michelle Branham.

STAR Student and Teacher

The STAR program was created to focus attention on Georgia's outstanding students and the teachers who have been most instrumental in their academic development. STAR student nominees must satisfy all of the following:

1. Be a legally enrolled senior in an accredited Georgia public or private high school.
2. A legally enrolled senior is a student who has registered – and been accepted – as a student in the school and will graduate with the current year's graduating senior class. Seniors who are jointly enrolled in high school and college are eligible for STAR honors if all other requirements are met. (College and high school grades are averaged to determine rank.)
3. Seniors who complete graduation requirements prior to the end of the school year and who will graduate with the current year's graduating class are eligible for STAR honors if they meet other requirements.

4. **NOTE:** The STAR Program is designed to recognize high school seniors who have the highest SAT score in their graduating class and meet all the other program requirements.
5. To obtain the STAR nomination, high school seniors must have the highest score on any single test date of the three-part SAT taken through the November test date of their senior year and be in the top 10 percent or top 10 students of their class based on grade point average. Nominees' SAT scores must be equal to or higher than the latest available national average on the critical reading, math and writing sections.
6. Score highest **on a single test** date (scores may **not** be combined from two or more test dates) on the three-part SAT among qualified seniors in the school. Nominees' SAT scores must be equal to or higher than the latest available national average published by College Board in late September.
7. Be in the **top 10 percent or be among the top 10 students numerically**, whichever category provides the largest number of eligible students in the school. A student must meet the "top 10" requirement based on cumulative high school (grades 9 through 11) grade average numerically computed by utilizing the system normally utilized by the school. Calculation should be on cumulative grades through the junior year.
8. **If the student with the highest SAT score does not** meet the top 10 criterion, the student with the **next highest SAT score who does meet the criterion** becomes the nominee.
9. In addition to the rules stated above, to be eligible for STAR student consideration, the student must have been enrolled in classes on the Toombs County High School campus for a minimum of one full calendar year prior to the announcement of the STAR student.

Summer School

Summer School is offered to all students who need to recover credits lost. Courses are taught via online instruction.

Supplies

School supplies are being provided by the Toombs County Board of Education this school year. Students will need to provide their own calculator, compass, and protractor for math classes, as determined by their particular math class. In addition, if any additional supplies are required for CTAE, SECCA, Fine Arts, or Dual Enrollment courses that are specific to the course, each teacher will provide students with needed supplies for his/her course(s) as noted in the syllabus provided on the first day of school.

Teacher Conferences

Teacher conferences are highly encouraged as they provide a positive means for communication between parents and teachers. Continual monitoring of student progress is paramount to academic success. To ensure the availability and productivity of a parent conference, please schedule a conference in advance. Request a parent conference by contacting the school office or by emailing the specific teacher. A conference will be scheduled with the teacher and confirmed with the parent. Parent conferences may be held before

school, during the teacher planning period, or after school. Teacher conferences may not be held during instructional time. At no time will a parent be allowed to visit a classroom during instruction or unannounced.

Transfer and Withdrawals (BOE POLICY JBCD)

Definitions:

1. **Emancipated Minor** - An individual under the age of eighteen who is no longer under the control or authority of his or her parents or guardians by operation of law or pursuant to a petition filed by the minor with the juvenile court as provided in O.C.G.A. § 15-11-202. Emancipation by operation of law occurs when a minor is validly married or as otherwise prescribed by law. Emancipation by petition is granted by a judge in juvenile court after the judge determines emancipation is in the best interest of the minor.
2. **Other Person** - An adult at least 18 years of age or an emancipated minor at least sixteen years of age residing within the school system who is not the parent or guardian of a child but stands in loco parentis (i.e., to assume the duties and responsibilities of a parent such as providing food, shelter, clothing or medical care.)
3. **Withdraw** - The removal of a student from the official roll of a school

Requirements for Student Transfer

1. A transferring student applying for admission to school in a grade higher than sixth grade shall as a prerequisite to admission present a certified copy of his or her academic transcript and disciplinary record from the school previously attended. A transferring student may be admitted on a conditional basis if he or she and his or her parent or legal guardian executes a document providing the name and address of the school last attended and authorizing the release of all academic and disciplinary records to the school administration. The release document must disclose whether or not the student has ever been found guilty of the commission of a designated felony act as defined in O.C.G.A. §15-11-37 and if so the date of such adjudication, the offense committed, the jurisdiction in which such adjudication was made, and the sentence imposed.
2. **Agency-Placed Students**
When a student is being placed by the Department of Human Resources (DHR) into a new home or facility that would require a change in school or school system, the school system in which that student is attending school shall consult with the student's custodian to ascertain whether the student should be maintained in the school of origin or assigned to the appropriate school in the new school system in accordance with the McKinney-Vento Act. Foster children awaiting permanent placement qualify as homeless under the McKinney-Vento Act.

Requirements for Student Withdrawal

1. If a sixteen or seventeen year old student who has not completed all requirements for a high school diploma wishes to withdraw from school, the student must have the written permission of his or her parent or legal guardian prior to withdrawing. The principal or designee will make a reasonable attempt to hold a conference with the student and parent or guardian to share the educational options available, pursuant to O.C.G.A. §

20-2-690.1(e).

2. If a parent or guardian does not follow established procedures for withdrawing a student who should be withdrawn under the state enrollment and withdrawal rule, the superintendent or designee shall use his or her best efforts to notify the parent or guardian if the school system plans to withdraw the student.
3. A student shall not be withdrawn due to excused absences defined in Board Rule 160-5-1-.10 (JB-Student Attendance) and O.C.G.A. § 20-2-690.1(a).
4. A student shall not be withdrawn while participating in a Hospital/Homebound Instruction Program in accordance with the requirements of the program.
5. All student withdrawals shall be made and documented in accordance with the requirements of the state enrollment and withdrawal rule.

Section 2—Athletics

Attendance at Athletic Events

While attending any athletic events as a student, parent, or fan, sportsmanship and support are always expected. Students may not use profanity or derogatory comments, are not allowed in the playing area, and must follow all school rules while attending the event.

Gender Equity in Sports Act (BOE POLICY IDFA)

It shall be the policy of Toombs County High School to prohibit discrimination based on gender in our athletic programs. In accordance with the Georgia Equity in Sports Act, all reasonable efforts shall be made to provide equal athletic opportunities for members of both genders. In accordance with the Georgia Equity Sports Act, it shall be policy 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.

Female Programs	Male Programs
Basketball	Baseball
Bass Fishing	Bass Fishing
Cheerleading - Spirit, Competition, Basketball	Basketball
Cross Country	Cheerleading - Spirit, Competition, Basketball
E-Sports	Cross Country
Golf	E-Sports
Soccer	Football
Softball	Golf
Tennis	Soccer
Track	Tennis
Volleyball	Track
Wrestling	Wrestling

Insurance

Parents/Guardians are responsible for providing accident or medical insurance coverage for their child. Toombs County Schools does not maintain insurance coverage for students. Students must submit proof of insurance coverage prior to registration for any athletic activity. If an activity requires that a student maintain insurance and the student cannot provide proof, then the student will not be eligible to participate in the activity.

Continued participation in athletic activities is contingent upon academic and behavioral factors. Student athletes are expected to meet all course requirements and conduct themselves in a positive manner at all times. Participation in any athletic program is at the sole discretion of the head coach, athletic director, and principal.

Parental Opt-Out

Parents can choose to withhold permission for students to participate in school activities. To do so, the parent should send a letter to the principal stating in which activity the child should not participate.

Participation

All athletic events and activities are governed by the Georgia High School Athletic Association (GHSA). This governing body establishes all policies and procedures for participating in high school athletics. These rules state that a student is eligible to represent his or her school when he/she:

1. Is a registered student carrying at least three or more subjects.
2. Has passed three subjects the previous grading term (five per year).
3. Is not playing for a non-school team at the same time.
4. Will not be 19 prior to May 1 proceeding the year of participation.
5. Has had a physical examination.
6. Has not participated in an unauthorized game or contest, nor signed a professional contract.
7. Is considered to be “on track” for graduation.

Requirements for School Attendance

Students who wish to participate in an athletic activity must be in attendance for at least one half of the school day to be eligible for competition or practice. Students should arrive on campus at or before 11:15 a.m. Exemptions to this rule may be made due to extenuating circumstances at the discretion of school administration.

Sports Equity Nondiscrimination Notice

Toombs County High School adheres to state law, which prohibits discrimination based on gender in athletic programs of local school systems (Equity in Sports Act, O.C.G.A. § 20-2-315). Students are hereby notified that the Toombs County School System does not discriminate based on gender.

Section 3—Attendance

Attending school regularly is very important for students to succeed in school. Georgia law requires that all children between the ages of six (6) and sixteen (16) attend school unless they have a lawful reason to be absent. In addition, students under the age of (6) who have been on roll for twenty (20) or more days fall under the provision of the Georgia Compulsory Attendance Law, O.C.G.A. § 20-2-690.1.

Student Attendance (BOE POLICY JB)

Each absence will be recorded as unexcused until a legitimate excuse is presented. The student will have five days after returning to school to present a valid, written excuse. Excuses must be written by a doctor, parent, and/or guardian.

It is the policy of the Toombs County Board of Education to excuse absences for the following reasons:

1. Personal illness or attendance in school that endangers a student's health or the health of others.
2. A serious illness or death in a student's immediate family necessitating absence from school.
3. A court order or an order by a governmental agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school.
4. The observance of religious holidays, necessitating absence from school.
5. Conditions rendering attendance impossible or hazardous to student health or safety.
6. Participation in activities or programs sponsored by 4-H, in the same manner as a school sponsored educational field trips.
7. A student whose parent or legal guardian is in military service in the U. S. armed forces or National Guard, and such parent has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting will be granted up to 5 days of excused absences per school year to visit with his or her parent prior to the parent's deployment or during the parent's leave.

The Board authorizes high school administrators to allow for eligible students a period not to exceed one day for registering to vote or voting in a public election. Students shall be counted present when they are serving as pages of the Georgia General Assembly. Students in foster care shall be counted present when they attend court proceedings relating to their foster care. The principal may in certain circumstances require students to present appropriate medical or other documentation upon return to school for the purpose of validating that absences are excused.

Excuses should be submitted to the teacher or receptionist on duty in the front office before the beginning of the school day between 7:20 a.m. and 7:40 a.m. A written excuse should include the following: student's name, date of absence(s), reason for the absence, parent/guardian signature, and phone number where parent/guardian may be reached.

If a student misses more than half of a 90 minute class period (45 minutes or longer), the student will be marked absent for that class.

After the third absence, the school level attendance designee will contact the parent/guardian.

After the 5th unexcused absence, there will be a mandatory mediation meeting scheduled with the parent/guardian at the school.

After the 7th unexcused absence, a truancy referral will be completed and sent to the attendance officer who will file a compulsory attendance complaint with the appropriate agency (Magistrate Court or Department of Juvenile Justice).

Please notify the front office if your child will be absent for more than two days due to an illness. Hospital homebound services may be an option if your child is expected to miss 5 or more days.

Absences and Make-Up Work

Students are permitted to make up work for absences. Students are to be responsible for making arrangements with the teacher within five days of returning from an absence. If a teacher wishes to not accept make-up work, he/she must gain prior approval from an administrator.

Students assigned Out-of-School Suspension (OSS) will be allowed to make up work upon returning to school. The number of days to complete make-up work is commensurate with the number of days of OSS (i.e., 3 days of Out-of-School Suspension = 3 days to make up work missed).

Certificate of School Enrollment for Driver's Permit or License

The Teenage and Adult Driver Responsibility Act requires that students between the ages of 14 and 18 must be enrolled in and not under expulsion from a public or private school in order to receive and maintain a Georgia driver's permit or license. To obtain a Certificate of School Enrollment, a request must be made via our school website or in person in the front office two days in advance. The Certificate of School Enrollment is valid for thirty days from the date it is signed (Summer excluded).

Extracurricular Activities and Attendance

Students who accrue a total of 15 unexcused absences in a single period during a semester will not be eligible to participate in extracurricular activities (field trips, dances, prom, athletics, clubs, work based learning.....) for the remainder of the semester or for the following semester (depending on the date of the 15th unexcused absence). Administrators have the final authority regarding participation.

Pre-Arranged Absence

Students shall be counted present when they are serving as pages of the Georgia General Assembly or participating in a school-sponsored activity. Seniors are allowed two college visits during the school year provided a pre-arranged absence form is completed and approved. Upon return, the student must bring the copy of the pre-arranged absence form which has been verified by a college official.

Tardies

Students who arrive at school after 7:45 a.m. must report to the office before attending class. Students who fail to report to the office upon being tardy will be considered truant. Students who are tardy may only enter through the main entrance in the front of the building and are required to sign at the front office. All students are expected to be in their seats when the tardy bell rings or they will be considered tardy. Toombs County High School supports bell-to-bell instruction and tardy students disrupt that process.

Students who accrue a total of 15 tardies in a single period during a semester will not be eligible to participate in extracurricular activities (field trips, dances, prom, athletics, clubs, work based learning.....) for the remainder of the semester or for the following semester (depending on the date of the 15th tardy). Administrators have the final authority regarding participation.

Section 4—Operations

Outlined below are the general operational procedures for Toombs County High School. These procedures are established for the daily operation of the school and are conducive to an environment which fosters student achievement.

Assemblies

Assemblies are scheduled to bring groups of students or the entire student body together for informational, instructional, or entertainment purposes. Learning and responding to student expectations is a vital component of student understanding and maturity. Students are expected to enter the gym, media center, cafeteria, and auditorium or other setting in an orderly and quiet manner, face forward with minimal conversation as to not disrupt the purpose or intent of the program and/or presenter. It is the expectation of all TCHS students to immediately focus all attention to the assembly and to display conduct that is respectful to the speaker and representative of our school.

Dismissal

Students will be dismissed at the end of the day. Students will not be permitted to leave early unless they are listed on a Pre-Arranged Absence Form completed by a coach or club sponsor or have a valid note written by a parent.

Electronic Devices

The use of personal electronic devices (cell phones, earbuds, smartwatches, etc.) before the tardy bell to first block, during lunch, and within the common areas of the school during the change of classes is allowed with the following limitations:

1. Any use must cease immediately upon being engaged by a faculty member.
2. **Electronic devices within the classroom MAY NOT be used, as individual Chromebook devices are provided to all students to bring to school and to take home each day.**
3. School administrators have the right to confiscate electronic devices when they are not used in accordance with this policy.

Hallway Procedures

Respect and courtesy to faculty, staff, and students should be exercised in halls and walkways. Traffic should keep to the right to minimize congestion. Shoving, pushing, running or yelling is not acceptable behavior. Students are not to loiter in the hallways and are expected to keep moving during class changes. Students must have a school approved pass any time they leave the classroom for any reason. After-school detention may be assigned to any student who is out of class without official permission. Teachers are to be very selective in issuing hall passes and permitting students to leave their classes. It is expected that the halls will be student-free during class periods. Time away from class is the loss of valuable instruction.

Lost and Found

Lost and Found is located in the media center. Please be courteous and turn in any items found to that location. At a convenient time, students may look for lost items there as well.

Media Center

To provide excellent service to all students, certain regulations govern the media center's operation. These include:

1. Books are issued for a period of two weeks, unless otherwise approved (i.e., summer reading).
2. Students will be charged for damaged books.
3. Books, magazines and media center facilities are used by many students. Students should not damage them in any way.
4. Students causing a disturbance will be suspended from the media center for the length of time designated by the administration.
5. Students must abide by all rules of the Acceptable Use Internet Policy.
6. Students using the media center must not talk loudly, eat, chew gum or cause disturbances.

Posters/Advertisements

All posters, announcements, or advertisements must be approved by administration before being placed on the school campus or in the building and can only be displayed in designated areas by an administrator.

Outside Food and Drink

Students are not allowed to bring outside food or drink into TCHS. They are also not allowed to have food delivered (parents or otherwise) to TCHS. Students are allowed to have water bottles and to drink water throughout the day, even during classes.

Property Damage

Students responsible for damage to any school property will be required to make full payment for the cost of all repairs, replacement, and labor. Toombs County High School seeks to instill a sense of pride in all of our students. Respect for our facilities and school property is the basis of school pride.

School Sponsored Activities

School sponsored activities are under the direction and supervision of the school administration. The same student rules and regulations will govern students' behavior at these activities as during school hours. Students are expected to conduct themselves appropriately at all school sponsored activities. School-sponsored activities include, but are not limited to, athletic events (both home and away), community service projects, field trips, homecoming and prom. All students of the Toombs County School System will be required to dress appropriately when attending any school-sponsored function. The principal or designee will determine appropriate dress, rules, and any attendance policy that may govern each school sponsored activity.

School Sponsored Trips (Field Trips)

School sponsored trips are considered an extension of the school day and are subject to all rules and regulations of the regular school day. Students representing TCHS in any way have an extra responsibility to their school, their parents, and themselves. Any student who demonstrates that he/she cannot accept this responsibility will be prohibited from representing the school in any such functions for the remainder of the school year. Students who are failing

classes or who have missed an excessive number of days will not be allowed to participate in such trips.

Selling

Students must have the approval of the administration before selling any type of goods or merchandise at school. Items not receiving prior approval will be confiscated. Students guilty of a second offense will be subject to disciplinary action.

Vehicles

All students who drive a vehicle to school must purchase a parking decal and register the vehicle. This will be done in the media center. To register a vehicle, students will complete a vehicle registration form and present a valid driver's license, proof of current insurance, and tag number. A parking decal will be provided. The cost for new and/or replacement parking decals is \$10.00 for the first three weeks of school. Decal pricing increases to \$25.00 after three weeks, however, new drivers will be charged \$10.00 throughout the year if they purchase a decal within one week of receipt of license.

Driver's vehicles must display a current school year TCHS decal. Students must park in his/her designated parking area, lock the vehicle, and leave the parking area immediately upon arrival to school. Loitering in the student parking lots before or after school is prohibited. Failure to register a vehicle, display a parking decal, drive recklessly or on the grass, and/or improperly parking will result in disciplinary action. Students are not allowed to go to the parking lot without special permission from an administrator.

Loss of parking privileges may be assigned as a disciplinary action. If a parking permit is revoked/suspended, the permit must be surrendered to an Administrator. Students who lose parking privileges must turn in permits to an administrator on the day permits are revoked/suspended. A suspended parking permit may be re-issued to a student once the terms of the suspension have been.

Student driving and campus parking are privileges. Students who fail to follow the aforementioned regulations or operate their vehicle in an irresponsible manner will be subject to administrative discipline, which may result in temporary or permanent suspension of driving privileges or other disciplinary action. This would include parking illegally, endangering others, loitering in parking areas, speeding, spinning wheels, failing to stop for pedestrians, enter/exit in wrong directions, driving/parking on grass, interference with bus traffic, or violation of noise ordinance.

Vehicles are subject to be towed from campus at the owner's expense for failure to adhere to parking regulations or any other circumstance as deemed necessary by the administration. Vehicles parked on school property are subject to search at any time if there is a reasonable suspicion that a vehicle contains an illegal substance and/or weapon.

The school speed limit is 10 MPH.

Visitors

All visitors to the school must report immediately to the front office, sign in, and obtain permission and a visitor's pass before having access to the building. Visiting former teachers or friends during the school day disrupts instructional time and is not permissible. All doors with

the exception of one in the front lobby are kept locked all day. Sex offenders registered with the Georgia Bureau of Investigation are not allowed on campus. Any person found on school grounds who is not authorized to be present is considered trespassing and will be treated accordingly. Administration reserves the right to refuse admission to visitors when it is deemed inappropriate or when such visitors will jeopardize the safety or operation of the school.



Section 5—Student Activities

Students are encouraged to participate in one or more student activities to gain diversity and preparation for future endeavors. For a student to participate in any student activity, eligibility must be maintained. Students must be “on track” academically and not have excessive behavioral issues. Participation in any student activity is at the discretion of the club sponsor, advisor, or coach. The principal reserves the right to declare any student ineligible to participate for any period in consultation with the club sponsor, advisory, or coach. Students who have excessive behavior issues or who are failing courses may not be allowed to participate in student activities including field trips.

Extra-Curricular Activities

BETA CLUB - The National BETA Club organization promotes the ideals of honesty, service, morality, ethical conduct, and leadership among elementary and secondary school students; to reward meritorious academic achievement; and to encourage and assist students in continuing their education after high school.

FBLA - The Future Business Leaders of America is a national organization for any high school student participating in business education programs. FBLA promotes service, education, and progress through its many activities. Local and state competitions provide the opportunity for travel, social networking, and the expanse of business-related knowledge.

FCCLA - Family, Career and Community Leaders of America, is an extracurricular organization that aims to help youth in public and private schools with family bonds, careers, and participation in the community.

FFA - The Future Farmers of America is a thriving organization which concentrates on the agricultural and horticultural elements of the curriculum. All students enrolled in this curriculum are required to become active members of FFA. Many opportunities are afforded FFA members in order to develop the skills involved in agriculture. Community service projects and competitions at the state and national levels are promoted through FFA participation.

TSA - The Technology Student Association’s mission is to prepare its membership to be successful leaders and responsible citizens in a technological society through co-curricular activities within the technology education programs, which include communication, leadership, and competitive skill development in the classroom/laboratory environment.

Student Life

Yearbook Staff - The Annual Staff works throughout the year to capture important moments in student life and present those in a keepsake yearbook to commemorate the high points of the academic year.

Homecoming - Homecoming is a tradition which allows former graduates to interact with classmates and current students through a variety of events which include pep rallies and a parade. The traditional components of homecoming consist of selecting a homecoming court, class competitions, etc.

Miss Toombs County High School - The Miss TCHS pageant is an opportunity for female students to showcase their personality, talents, and beauty.

Prom - The Junior-Senior prom is an annual student activity for the enjoyment of the student body and approved invited guests. The prom includes a Senior Walk. A prom committee consisting of juniors is formed every year to ensure that preparations are completed before the prom. Prom tickets are purchased by Seniors and Juniors prior to the prom. No guests younger than 9th grade will be allowed to attend. Students who have been suspended from school or placed in alternative school are prohibited from participating in any prom activities. Seniors must purchase a prom ticket to participate in the senior walk.

Homecoming Attire and Guidelines

Students selected to serve as homecoming court representatives will attire themselves in an appropriate manner. The attire for females is formal gowns. Gowns must cover cleavage and should be at least knee-length. Gowns may not be see-through. Representatives will bring their attire or a clear photo of themselves in their attire to Toombs County High School for attire to be approved by Wednesday before the homecoming event. Failure to adhere to the dress code will result in representatives not being allowed to walk on the field during homecoming.

Homecoming representatives are selected through a two-step process. Students will be asked to nominate from their grade level. Freshmen will select two representatives, Sophomores will select three representatives, Juniors will select four representatives, and Seniors will select five representatives.

To be selected as a member of the homecoming court, individuals must meet the following guidelines:

1. Candidates must not have any discipline referrals from the current or previous semester, which resulted in three or more days of ISS or any OSS.
2. Candidates must have passed all classes taken the previous year.
3. Candidates must be enrolled in the school and in the correct grade level for which she is selected as a representative.

Section 6—Student Services

Announcements

The Morning Show is provided by TCHS for students and parents to inform them of current and upcoming events. The Morning Show is updated weekly and may be found on the main page of the TCHS website as well as on the Toombs County Schools' YouTube Channel. In addition, announcements will be made over the school intercom and will also be e-mailed to students via their school e-mail address. Announcements must be submitted by faculty and staff, not students. Students should work through their club or activity sponsor to have announcements made.

Change of Address

Any change of address or telephone number must be reported to the school office. Mrs. Deborah Fountain, the TCHS Student Information Specialist (SIS), is the point of contact. For a change of address, proof of residency must be provided.

Class Rings

Students are allowed to order rings at the end of their sophomore year.

Errands

Students will not be allowed to leave campus to run errands during the school day. Please do not send a note or call the school asking for your child to leave campus to run errands.

Head Lice (Pediculus Capitis)

It is the policy of this administration that no child should have to endure or cause another child to endure public school nuisances such as pediculus capitis (head lice). Because this human parasitic insect can cause great annoyance to its host (children and adults) school medical personnel will routinely check students for infestation. If the school health personnel determine that a student is infected, the student's parents or guardians will be contacted and requested to come to the school for a conference and to remove the child from school for treatment and remediation of the condition. (Under Georgia Law, O.C.G.A., 20-2-766.1)

"Proceedings against parents for failure to cooperate in educational programs," may be brought by school officials when parents display a deliberate indifference by not attending conferences requested by school officials.) The student will be checked upon returning to school on the following school day. If the condition has not been remediated, the school health professional will repeat the same procedures outlined above until the condition has been remediated. If, after following this process for five concurrent school days, the student's conditions have not been remediated by the parent or guardian, a referral will be made to law enforcement for legal proceedings to take place.

Health and Immunization Records

Any student enrolling in a Georgia school for the first time must present a Georgia Health Certificate. This can be obtained from a private physician or the health department. All students must present a statement from the health department or a physician indicating that all immunizations are up to date or they will not be allowed to enter school. This includes ear, eye, and dental exam certificates. Georgia School Law, Title 20, Article 16, Part 3, 20-2-770 and 771.

Health Issues

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

The main reasons for keeping your child home are:

- If he/she is too sick to be comfortable at school; and/or
- If he/she might spread a contagious disease to other children.
- As a rule of thumb, a child should stay home if there is:
 - A fever over 100.4° F;
 - Vomiting more than once;
 - Diarrhea;
 - A very frequent cough;
 - Persistent pain (ear, stomach, etc.); and/or
 - A widespread rash.

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

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

- **Minor cold or allergy** symptoms should not be a reason to miss school.
- If your child's cough is worse than you might expect with a common cold, you may need to consult your child's doctor.
- A single episode of **vomiting**, without any other symptoms, may not be reason enough for the child to miss school, but be sure the school can reach you if symptoms occur again during the day. A single episode of watery **diarrhea** probably warrants not going to school.
- Children with a **fever** (generally considered to be over 100.4° F) should stay home until there is no fever for 48 hours without the use of fever reducing medication such as Tylenol or Motrin.
- Children diagnosed with **strep throat or scarlet fever** should remain out of school until they are without fever and have been on antibiotics for 24 hours.
- Children with **pinkeye** should see their doctor. If diagnosed, children should remain home until they have been on antibiotic eye drops at least 24 hours or until their doctor recommends their return.

- **Middle ear infections** are not contagious to others. Children should stay home if they have fever or pain.
- Children who have been diagnosed with the **flu** should stay home until symptoms improve (usually 5 to 7 days) or until the doctor recommends returning.
- **Impetigo** is contagious and is passed by direct contact. The child's physician will recommend the length of time to be out of school.
- **Chickenpox** is highly contagious. Children with chickenpox must stay home until all bumps are scabbed and no new bumps have appeared for two days.
- **Ringworm** is a contagious fungal infection. It may be treated with antifungal creams and should be covered during school hours.
- **Scabies and lice** should be treated immediately. Refer to the Head Lice policy in this student handbook for additional information.

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

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

Homeless Students (BOE POLICY JBC(1))

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 enrollment of homeless students will be distributed to students upon enrollment and provided to all 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, motels, Department of Family and Children Services, health departments and other social service agencies.

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. 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* mean 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 an 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 the 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.

(NOTE: TCHS IS NOT A TITLE I SCHOOL)

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.

Please contact the local Homeless Liaison, Pamela Sears, Federal Programs Director, at 912-526-3141, for additional information.

Injury/Accident

In the event of a student accident, injury, or severe illness, the nurse is to be notified immediately. The nurse will notify the principal and/or assistant principal, and the appropriate actions will be taken, including notification of the parent/guardian.

Should the illness or injury appear serious, every effort shall be made to contact the parent/guardian and/or the family physician immediately. In the event that an emergency develops during or after school hours when a parent or guardian of a student is not immediately available, school personnel who are responsible for the supervision of students should use the same standard of care that a reasonable parent or guardian might use to protect the health and safety of their child.

In case of serious illness/injury, the school nurse will render first aid and contact the parent/guardian. If the parent/guardian cannot be reached, the student will be transported for medical treatment. The school may call 911 to transport the child. Fees for transportation and medical services will be the responsibility of the parent/guardian.

A student accident report will be completed and signed by the school nurse and the principal, and forwarded to the board of education.

Lunch and Breakfast

We are fortunate to provide every student with a nutritious breakfast and lunch at no cost to the student.

Medication (BOE POLICY JGCD)

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 such medication to a student in such circumstances shall be immune from civil liability.

Messages and Deliveries

Only in an extreme emergency can students be reached during school hours. The school phones may not be used by students during school hours. The office will take a message if there is an emergency and deliver it to the student as soon as possible. If a student has an emergency such as illness or accident, office personnel will place a call to the parent/guardian for the student.

Deliveries will not be accepted by the office. Students are not allowed to receive food brought in from outside sources and delivered to the school.

National Defense Authorization Act

The National Defense Authorization Act is part of a federal law that requires the names of all high school juniors and seniors to be included in a student directory that will be released to military recruiters. This law states that each high school must comply with a request by a military recruiter for a student directory. TCHS fully complies with this law. However, according to the Family Educational Rights and Privacy Act (FERPA), a parent has the right to "opt out" of inclusion in this directory. If you do not want your name to be included in this directory, please provide a parental letter written to the Principal requesting that your name not be included. Make sure that you include your full name along with a parent signature and the date that the letter was written. If you decide not to submit this documentation, your name will be included in the directory. Please remember that this directory is released only to military recruiters.

Parents' Right To Know (Distributed August 5, 2022)

In compliance with the requirements of the Every Student Succeeds Act, **Toombs County School System** informs parents that you may request information about the professional qualifications of your child's teacher(s) and/ or paraprofessional(s). The following information may be requested:

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

qualifications.

If you wish to request this information, you may contact your child's Principal listed below.
Toombs County High School Principal - Mrs. Marissa Morris (912-526-4286)

DERECHO DE LOS PADRES A SABER (Distribuido el 5 de agosto de 2022)

De acuerdo con los requisitos de la Ley Every Student Succeeds, a la **Toombs County School System** informa a los padres que puede solicitar información sobre las calificaciones profesionales del (de los) maestro(s) y/o paraprofesional(es) de su hijo/a. Puede solicitarse la siguiente información:

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

Si desea solicitar esta información, puede comunicarse con el director de su hijo que se indica a continuación.

Directora de la escuela secundaria del condado de Toombs - Mrs. Marissa Morris
(912-526-4286)

Restrooms

Our restrooms are open for the convenience of students. Students must use the restroom facilities between classes except in the event of an emergency. Students may not loiter, use cell phones, or socialize in the restrooms. Any student found deliberately littering or abusing the restrooms in any way will be referred to an administrator for disciplinary action.

Sexual Harassment of Students (BOE POLICY JCAC)

It is the policy of this School District to prohibit any act of harassment of students by other students or employees based upon race, color, national origin, sex, or disability at all times and during all occasions while at school, in the workplace or at any school event or activity. Any such act by a student or employee shall result in prompt and appropriate discipline, including the possible termination of employment or suspension or expulsion of the student.

Sexual harassment may include conduct or speech which entails unwelcome sexual advances, requests for sexual favors, taunts, threats, comments of a vulgar or demeaning nature, demands or physical contact which creates a hostile environment. There may be other speech or conduct which employees or students experience as inappropriate or illegal harassment which should also be reported; harassment can take many forms and it is not possible to itemize every aspect of the harassment forbidden by this policy.

Any student, parent, employee, or other individual who believes that a student has been

subjected to harassment or discrimination by other students or employees of the School District as prohibited by this policy should promptly report the same to the principal of their school or to the appropriate coordinator designated in policy JAA, who will implement the board's discriminatory complaints procedures as specified in that policy. Students may also report harassment or discrimination to their school counselor or any administrator. Students and employees will not be subjected to retaliation for reporting such harassment or discrimination. If at any point in the investigation of reported sexual harassment of a student, the coordinator or designee determines that the reported harassment should more properly be termed abuse, the reported incident or situation shall be referred pursuant to the established protocol for child abuse investigation.

It is the duty of all employees to promptly report harassment forbidden by this policy. All supervisors will instruct their subordinates as to the content of this policy and, through

appropriate professional learning activities, enlighten employees as to the varied forms or expression of prohibited harassment. The principals of all schools shall ensure that students and parents are informed through student handbooks and verbally that such harassment is strictly forbidden, how it is to be reported and the consequences for violating this policy.

Student Records (BOE POLICY JR)

It is the policy of the Toombs County Board of Education that the Toombs County School System shall comply with the requirements of the Family Educational Rights and Privacy Act (FERPA) and the Student Data Privacy, Accessibility, and Transparency Act of Georgia (the Act). For the purposes of this policy, a "parent" is defined as a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or guardian. An "eligible student" is defined as a student who has reached 18 years of age or is attending an institution of postsecondary education.

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

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Confidentiality of student records shall be preserved while access is provided to parents, eligible students, and school officials with legitimate educational interests, as described in the annual parent notice.

With the exception of directory information as defined below, personally identifiable information will not be released by the school district from an education record without prior written consent of the parent or eligible student, except to the extent authorized by the FERPA and its implementing regulations at 34 C.F.R. § 99.31.

The Board of Education designates the following information as "directory information." Unless a parent or eligible student makes a timely request to the principal of the school where the student is enrolled that such information not be designated as directory information for the

individual student, such information will not be considered confidential and may be disclosed upon request.

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

PROCEDURES FOR OBTAINING ACCESS TO STUDENT RECORDS

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

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

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

1. Disclosures will be made to school administrators, teachers, or other professionals employed or associated by the school system who have some role in evaluating or educating the student.
2. Records will be sent to a school where the student has enrolled upon request of the institution.
3. Disclosures will be made to federal or state officials in connection with the audit of educational programs.
4. Disclosures will be made in connection with financial aid applications of the student to determine the eligibility for and amount of aid as well as enforcement of the terms and conditions of financial aid.
5. Disclosures will be made to comply with state law, Internal Revenue Service laws and regulations, judicial orders, or lawfully issued subpoenas. A reasonable effort will be

made to notify parents or students in advance of such disclosures.

6. Disclosures will be made to organizations conducting studies on behalf of or by educational institutions specified in 34 C.F.R. § 99.31.
7. Disclosures will be made to accrediting institutions to carry out their accrediting function.
8. Disclosures will be made in connection with health or safety emergency.
9. Information the Board of Education has designated "directory information" may be disclosed upon request unless a parent objects in writing to the principal of the school where his child is enrolled within a reasonable time after receipt of the notice as contained in the Student Handbook of the child's school.
10. Directory information about former students will be disclosed upon request.

Section 7—Student Code of Conduct and Expectations

Disciplinary Options

All student misconduct at school, on the bus, or at school-sponsored activities will be dealt with in accordance as prescribed by the Code of Student Conduct and Discipline from the Toombs County School System. The following disciplinary options are available **at the administrator's discretion**. The administrator reserves the right to alter these rules if necessary. The options below show a progression of punishments.

Student Code of Conduct IBOE POLICY JCDA)

It is the policy of the Toombs County Board of Education that each school within this school district shall develop and implement age-appropriate student codes of conduct designed to improve the student learning environment and which will comply with state law and State Board of Education Rules. Each code of conduct shall include the following, at a minimum:

1. Standards of student behavior during school hours, at school related functions, on school buses and at school bus stops designed to create the expectation that students will behave themselves in such a way so as to facilitate a learning environment for themselves and other students. The standards should be designed also to encourage students to respect each other and school district employees, to motivate students to obey student behavior policies adopted by this Board and to obey student behavior rules established at each school within this school district;
2. Behavior support processes designed to consider, as appropriate in light of the severity of the behavioral problem, support services available at each school, the school system and other public entities or community organizations which may assist students to address behavioral problems;
3. Progressive discipline processes designed to create the expectation that the degree of discipline imposed by each school will be in proportion to the severity of the behavior of a particular student, the previous discipline history of the student and other relevant factors, while ensuring that each student receives the due process mandated by federal and state law;
4. Parental involvement processes designed to enable parents, guardians, teachers, and school administrators to work together to improve and enhance student behavior and academic performance. The process should enable parents, guardians, and school employees to communicate freely their concerns about student behaviors that detract from the learning environment.
5. All other specific requirements as set forth in any existing State Board of Education Rule or in Georgia law.

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

acknowledgment of the receipt of the code of conduct and return promptly the acknowledgment to the school.

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

Off-Campus Discipline

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

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

WRITTEN NOTICE OF HEARING:

When Long-Term Suspension (more than 10 days), /Expulsion and/or Alternative School is recommended by the school, a disciplinary hearing is required. Toombs County Schools shall provide written notice of the relevant procedures to the student's parent/guardian/ student age 18 or older. The notification shall include the following:

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

DELIVERY OF NOTIFICATION:

The notice of hearing shall be delivered to the student and his/her parent/guardian either in

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

TEACHER REPORTING REQUIREMENT

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

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

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).

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 considered in determining the punishment to be imposed, including any decision to impose a punishment that is more or less severe than suggested in the Student Code of Conduct.

Consequences of a student's behavior range from teacher-student conferences to short-term suspension (10 or fewer days) from school. Other examples of consequences are temporary or permanent (teacher initiated) removal from class or activity (permanent removal from an extra-curricular activity must be approved by the school principal after deliberation with the activity sponsor); after school detention, behavioral probation, referral to student services, parent conference, In-School Suspension (ISS), suspension of driving privileges for high school students, counseling, corporal punishment, restitution, and referral to appropriate law enforcement or juvenile court officials. Students may be suspended due to repeated violations

of any rule. The MAXIMUM punishments for any offense include long-term suspension or permanent expulsion, but these punishments will be determined only by a disciplinary tribunal as outlined in Georgia State Statute and Toombs County School Board Policy.

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

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

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

Teachers are authorized and expected to maintain classroom discipline. Each teacher utilizes a classroom management plan for their classroom. Students and parents should be familiar with each teacher's individual classroom management plan. *Some disciplinary options for the classroom management plans may include but are not limited to warning, parent notification, after-school detention, period isolation, lunch detention, and writing assignments.*

Level I Discipline Codes:

Class disruption, Unprepared for class, Tardy-reporting late, unauthorized absence from school/class, Possession/consumption of food in class, Cheating, Misuse of a hall pass, any other minor disciplinary infraction.

DISCIPLINARY ACTIONS FOR LEVEL I OFFENSES

In-school disciplinary action such as probation, extra academic assignments, work assignments before or after school or during non-instructional time, loss of driving privileges, in-school suspension, corporal punishment, detention, or out-of-school suspension at the discretion of the principal or assistant principal.

Level II Discipline Codes:

Willful and persistent defiance of the student code of conduct, Disrespect to school employees, Provoking a school employee, Profane/obscene language, inappropriate language, Uses of fighting words, Calling other students names: inciting an altercation, Public displays of affection, Dress code nonconformity, Horseplay, Minor school bus disturbance, In an unauthorized area, Leaving school grounds without permission, Possession of any electronic communication device, Possession of stolen property, Possession of explosive device, Possession of lighter/matches, Possession of pornographic materials, Exposing of body parts (unintentional), Assisting/encouraging others to break rules, Intentionally giving false statements or providing false information, Activating a fire alarm: this crime may be prosecuted by law, Forgery, Violation of a discipline probation plan, Not reporting to ISS, Gang Activity, Gambling, Vandalism of less than \$200, Falsifying, misrepresenting, omitting, or erroneously reporting information regarding instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student, Any other action deemed subversive to the orderly conduct of the school.

DISCIPLINARY ACTION FOR LEVEL II DISCIPLINE CODES: may include long- term suspension or expulsion. The progressive discipline process as mandated by local board of education policy requires actions for subsequent Level II offenses to be more severe than the disciplinary actions for first offense of Level II offenses.

Level III Discipline Codes:

Possession or ingestion of Alcohol or Drugs, Arson, Battery, Violence Against A Teacher, Breaking and entering/burglary, Computer trespass, Disorderly conduct, Fighting, Homicide, Kidnapping, Larceny/Theft, Motor vehicle theft, Robbery, Sexual Battery, Sexual harassment, Sex offenses, Bullying/Threat/Intimidation, Tobacco, Trespassing, Vandalism, Weapon possession/Firearm: any firearm, knife, or any other device that would be described as a tool for causing harm to another, any other action deemed subversive to the orderly conduct of the school.

DISCIPLINARY ACTION FOR VIOLATIONS OF LEVEL III DISCIPLINE CODES: If a student commits any of the above action(s), the student will be subject to immediate suspension and/or expulsion from Toombs County High School. Please be aware that students who commit major (level III) offenses of the student conduct code can lead to our school being named an unsafe school.

Student Rules and Regulations - Application of State and Federal Laws

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

Alcohol and Drugs

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

- On the school grounds and immediately before or immediately following school hours;
- On the school grounds at any time;

- Off the school grounds at a school function, activity, or event; and
- En-route to and from school.

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

Bullying (BOE POLICY JCDAG)

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

Bullying is defined as follows:

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

1. Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;
2. Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or
3. Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:
 - a. Causes another person substantial physical harm within the meaning of Code Section 16-5-23.1 or visible bodily harm as such term is defined in Code Section 16-5-23.1;
 - b. Has the effect of substantially interfering with a student's education;
 - c. Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
 - d. Has the effect of substantially disrupting the orderly operation of the school.

The term applies to acts which occur on school property, on school vehicles, at designated bus stops, or at school related functions or activities or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of the local school system. The term also applies to acts of cyberbullying which occur through the use of electronic communication, whether or not the electronic act originated on school

property or with school equipment, if the electronic communication (1) is directed specifically at students or school personnel, (2) is maliciously intended for the purpose of threatening the safety of those specified or substantially disrupting the orderly operation of the school, and (3) creates a responsible fear of harm to the students' or school personnel's person or property or has a high likelihood of succeeding in that purpose. Electronic communication includes, but is not limited to, any transfer of signs, signals, writings, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system.

Reporting:

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

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

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

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

Retaliation Prohibited:

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

Discipline:

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

Notification of Bullying Offense:

Upon a finding by a school administrator that a student has committed an act of bullying or is a



victim of bullying, the administrator or designee shall notify the parent, guardian, or other person having control or charge of the student by telephone call or through written notice, which may be done electronically.

General Notification of Bullying Prohibition:

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

Immunity:

Any person who reports in good faith an incident of bullying shall be immune from civil liability for any damages caused by such reporting. In determining when and how to implement this policy and any procedures related to it, educators will exercise their professional judgment and discretion. Therefore, the policy is not to be construed as imposing ministerial duties on individual employees of the Toombs County School System. Further, it is not intended to interfere with the duties of law enforcement.

Care of Property

The school is public property financed with tax money. Please help the custodians by not throwing trash in the building or on the grounds. Pupils who injure, deface or destroy the property of the school shall be punished and required to pay for the damage.

Corporal Punishment (BOE POLICY JDA)

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 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.

Dress Code

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

Tops

- Long or short sleeved shirts, dress shirts, t-shirts, polo style shirts, sweaters, and sweatshirts which are size appropriate will be permitted. No sleeveless, halter, tank or spaghetti strap tops are allowed.
- No hostile or inappropriate graphics or language on shirts is permitted.
- Shirrtails must be below the waist line even with arms raised about the head or when the student is seated.
- **NO CROP TOPS/MIDRIFFS allowed.**
- Shirts with deep scooped necklines will not be allowed.
- Sheer fabric outerwear will not be allowed.
- Trench coats are not permitted.

Bottoms

- Pants, khakis, jeans, and athletic pants (e.g. warm-ups) that are size appropriate; worn at the waist, and are hemmed or cuffed are allowed. All students must wear bottoms snugly enough to keep them well above the hips.
- **Leggings are permitted. Shirts must cover the leggings mid-thigh (front and back).**
- **Pajama pants are not permitted.**
- Shorts that are size appropriate are permitted for students in **Grades 6-12**; however, they must be no shorter than 5 inches from the top of the knee.
- Dresses, jumpers, and overalls will be allowed. Dresses and skirts must be no shorter than 3 inches above the knee. Slits in skirts must not extend beyond 3 inches above the knee. **Dresses or skirts worn over tights/leggings must also meet the 3 inch rule.**
- All pants, overalls, and jumpers must have all buttons buttoned and all fasteners fastened. **Holes in pants must not extend more than 5 inches above the knee. Any holes more than 5 inches above the knee must have clothing worn underneath.**
- Only tops listed in the “tops” section above may be worn under jumpers and overalls.
- No bicycle or spandex shorts or jumpsuits may be worn.

Headgear

- Headgear (hats and hoodies) may be worn in the common areas of the school. Wear within the classroom will be at the teacher's discretion. No bandanas, sweatbands, shower caps, bonnets, or durags may be worn anywhere on school grounds.
- Sunglasses are not permitted.

Shoes

- Flip Flops or slides are permitted in **Grades 9-12**. (Certain courses at TCHS may require closed toed shoes. Ex. CTAE courses such as Welding, Ag. Mechanics, etc).
- **Bedroom shoes of any kind are not acceptable.**

Jewelry/Accessories

- Chains hanging from pockets, dog collar-like necklaces, spiked collars, bracelets, studded anklets or belts are not permitted.
- Gloves are not permitted in the building.
- Belts must be flat with no symbolic message on the buckle or belt.

- Any jewelry or accessories that cause a major distraction to the learning environment (as determined by administration) will not be permitted.

Hair

- Hair must be free of curlers, picks, or combs at all times.
- Any hair style that causes a major distraction to the learning environment (as determined by administration) will not be permitted.

General Guidelines for Students:

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

DRESS CODE VIOLATIONS

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

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

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

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

Internet Acceptable Use (BOE 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. In addition, the school district will educate all students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

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

- A. Respect others' rights to freedom from harassment and intimidation.
 1. Do not send abusive, threatening, or clearly unwanted messages to others.
 2. Do not insult, gossip, tease or treat others with cruelty while online. This form of behavior is a form of bullying and will not be tolerated.
 3. Do not intentionally cause others' work to be disrupted by your actions.
 4. Do not identify, imply, or infer gang affiliation.
 5. Do not continuously disrupt others while they are using the Internet.
 6. Do not use pseudonyms or anonymous sign-ons.

7. Do not disclose personal information, such as name, school, address, and telephone number outside of the school network.
 8. Do clearly and correctly identify yourself in all electronic communications
- B. Use the Internet for purposes that are legal and generally acceptable for students and employees.
1. Do not solicit the sale or exchange of any illegal or illicit drugs.
 2. Do not advertise, sell, or purchase any illegal items.
 3. Do not discuss or solicit any illegal actions including the solicitation of an illegal action by another.
 4. Do not access material that is obscene, pornographic, child pornography, and "harmful to minors", or otherwise inappropriate for educational uses.
 5. Do allow students to use electronic mail, chat rooms, and other forms of direct electronic communications for school-related purposes only with teacher's approval.
 6. Do allow teachers to use electronic mail, chat rooms, and other forms of direct electronic communications for school-related purposes ONLY, at appropriate times. (Not during instruction.)
 7. Do not use school resources to engage in "hacking" or attempts to otherwise compromise system security.
 8. Do not use any internet resources to access social-networking sites during school hours.
 9. All of the rules described in the document apply when using computers at school or even from home.
- C. Respect and adhere to the laws concerning copyright and other intellectual property rights.
1. Get permission before copying files from another user. Copying files or passwords belonging to another user, without their express permission, may constitute plagiarism or theft.
 2. Never change files or passwords of other users.
 3. Reasonably protect computers and software from viruses, "Trojan horses," and file damage of all types.
 4. Do appropriately cite resources found on the Internet and used in academic writings.
 5. Never download or install any commercial software, shareware, or freeware onto the local hard drive, network drives or disks, except with written permission from the Network Administrator. This includes toolbars, weather programs, or music programs.

D. Recognize limitations to the privacy of electronic documents.

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

ENFORCEMENT OF POLICY

- 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.
- 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.
- 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.
- 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.
- 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.
- 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.
- 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.

- 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.

Security Awareness

- 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.**

Chromebook Contract/Guidelines For Students

Handling and Care of Devices

- Use the device on a flat, stable surface.
- Do not place books or pressure on the device.
- Do not store the Chromebook with the screen in the open position.
- Do not place items between the keyboard and the screen before closing the lid(e.g. paper, pens, pencils, notebooks).
- Do not place the device near magnets or anything with high electric current.
- Do not have food or drinks around the device.
- Do not pick up the device by the lid (screen).
- Avoid touching the screen with pens or pencils.
- Do not leave the device exposed to direct sunlight.
- Do not transport the device (lift, carry, etc.) while it is open. It must be closed when relocating.

- Do not stack multiple Chromebooks on top of each other.
- Cords, cables and removable storage devices must be inserted carefully into the Chromebook.
- Chromebooks should **never** be placed on the **floor**.
- **Chromebooks should be brought to school daily and should be fully charged.**

Disciplinary Measures

Forgotten Device:

First Offense: The student must see the Media Specialist at the beginning of the day so that a loaner device can be checked out for that day. At the end of the day, the student will need to return the device to the Media Specialist. The loaner device SHOULD NOT leave the building.

Second Offense:

- Restricted use or loss of Chromebook device privileges.
- The student and parent/guardian may be required to make full financial restitution for any unauthorized expenses incurred or damage caused by inappropriate actions.
- The student may face school disciplinary actions based on district and school policy violations as deemed as appropriate by school administration.
- Students with multiple offenses will be assigned an older device for the remainder of the school year except during testing.

Repair Cost Matrix

Part/Repair Description	Approximate Repair Cost
AC adapter/broken	\$15.00-\$40.00
Touchpad/Keyboard	\$45.00-\$80.00
Damaged Shell	\$15.00-\$40.00
Broken Screens	\$35.00-\$75.00
Motherboard	\$135.00
Camera	\$10.00-\$20.00
Replacement Computer due to neglect	\$200-\$250.00

Repair Procedure:

Take the Damaged/Broken Device to the Media Center to the media specialist. The Media Specialist will assess the damage, and notify the student of the repair cost(s).

Personal Property

Students are responsible for their own personal property. Great care should be taken not to leave purses, watches, billfolds, cell phones, etc. in places where they may be taken. Thefts from the athletic locker rooms, cafeteria, media center or any classroom should be reported immediately by students to the classroom teacher and administration. Athletic lockers should not be shared. Toombs County High School is not responsible for any loss or damage to personal property, including cell phones.

Search and Seizure

The school principal or his authorized representative may institute a search if there are reasonable grounds to believe that the search will reveal evidence that the student is in violation of the law or the rules of the school. Searches based on reasonable grounds may proceed without hindrance or delay, but shall be conducted in a manner that is not excessively intrusive in light of the age and sex of the student. In the event that the search of a student's person, or his personal possessions, locker or vehicle reveals the student is concealing substances prohibited by federal, state, or local law, school officials should notify local law enforcement authorities so that they may take appropriate action. The search will be made in the presence of at least one witness except in emergency situations.

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 school physical facilities as safe as possible.***

DELEGATED SEARCH OFFICIALS ARE AS FOLLOWS:

- Principal and assistant principals during both regular school hours and/or any function under school jurisdiction.
- Certified school personnel who have the responsibility for students who are required to be away from school before, during or after the school hours.

PROCEDURES IN INVESTIGATING DRUG-RELATED ACTIVITY

If a student is SUSPECTED of possessing/using drugs or alcohol, school staff should follow these steps:

- Report the information to the school principal or assistant principal(s).
- The school principal or assistant principal will notify the student's parent or guardian and ask them to come to school.
- The school principal or assistant principal will confer with the student and parent or guardian.

- The school principal or assistant principal, along with the school counselor, will inform parents of community resources offering treatment or other assistance for drug/alcohol related problems.

School officials may conduct regular searches of school lockers, desks, or any other school property, individual students, student book bags/pocketbooks, student cars, and all other cars parked on school property shall be subject to inspection and search by school authorities at all times without further notice to students or the parent(s) or guardian(s). 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*.

Student Tobacco Use (BOE POLICY JCDA)

The Toombs County School Board recognizes that the use of tobacco products is a health, safety, and environmental hazard for students, employees, visitors, and school facilities. The Board acknowledges that adult employees and visitors serve as role models for students and that the Board's acceptance of any use of tobacco products implies school approval, if not endorsement, of such use. In addition, the Board recognizes that it has an obligation to promote positive role models in schools and promote a healthy learning and working environment, free from unwanted smoke, for the students, employees, and visitors to the school campus. Finally, the board recognizes that it has a legal authority and obligation pursuant to the Georgia Smoke free Air Act of 2005 (O.C.G.A. 31-2a-1 et seq.), the federal Pro-Children's Act (Title X of Public Law 103-227), the Georgia Youth Access Law (GA. Code ANN. § 16-12-171 2004) and the No Child Left Behind Act.

Tobacco Use Prohibited

No student, staff member or school visitor is permitted to use any tobacco product, including the use of an E-Cigarettes, at any time, including non-school hours 24 hours per day, seven days per week:

- In any building, facility, or vehicle owned, leased, rented or chartered by the Toombs County Schools.
- On any school grounds and property – including athletic fields and parking lots - owned leased, rented or chartered by Toombs County Schools; or
- At any school-sponsored or school-related event on-campus or off-campus.

In addition, no student is permitted to possess a tobacco product. The policy may permit tobacco products to be included in instructional or research activities in public school buildings if the activity is conducted or supervised by the faculty member overseeing the instruction or research and the activity does not include smoking, chewing, or otherwise ingesting the tobacco product.

Tobacco Products and Tobacco Use

Tobacco products are defined to include cigarettes, candy cigarettes, chewing tobacco, blunts, blunt wraps, pre wrapped blunt cones & tubes, cigars, cigarillos, bidis, pipes, cigarette packages or smokeless tobacco containers, lighters, ash trays, key chains, t-shirts, coffee mugs, and any other items containing or reasonably resembling tobacco or tobacco products.

Tobacco use includes smoking, chewing, dipping, or any other use of tobacco products.

School Grounds and Property

School grounds and property means and includes land, school facilities and school vehicles used for the provision of academic, extracurricular programs and administration by the district. School grounds include playgrounds and recreational places. School grounds include that portion of land, school facilities and other facilities owned by municipalities, private entities or other individuals during those times when the school district has exclusive use of a portion of such land, school facilities, or other facilities for the provision of extracurricular programs.

Tobacco/VapeUse/Possession

A student shall not be permitted to use tobacco products or have tobacco products in their possession at school or on school property at any time; off the school grounds at a school sponsored activity, function, or event; or in route to and from school. ALL Tobacco Products are prohibited. Tobacco Products include but are not limited to cigarettes, pipe tobacco, snuff, chewing tobacco, e-cigarettes, vapes, vape pens, Jules, or any product or action that imitates, replicates, or simulates the use of tobacco.

Procedure for Handling Incidents of Tobacco/Vape Use/Abuse

Students found in violation of this policy will receive a minimum of 3 days ISS and will be placed on a Behavior Contract on the first offense. A second offense will result in a minimum of 3 days OSS or, may be considered a violation of the Behavior Contract resulting in alternative placement. A third offense will be considered a violation of the Behavior Contract, resulting in alternative placement.

School Buses

Regular Routes, Field trips, and Athletic/Band Trips

1. Students shall be prohibited from acts of physical violence, bullying, physical assault, battery or verbal assault of other persons on the school bus, disrespectful conduct toward the school bus driver or other persons on the school bus and other unruly behavior.
2. Students will ride on assigned buses. **Parents must request in writing any exceptions to this rule along with the nature of the emergency and a phone number where they may be contacted.** The administrator of the student's school must sign the request and a copy will be given to the Transportation Department Director and to the driver. Parents will assume responsibility for the student when a request is made.
3. No pets or live animals are allowed on the bus.
4. Students must be at the stop at the designated time and be ready to board with the least possible delay (5 minutes before the bus arrives). This will be strictly enforced.
5. Students are expected to sit three to a seat unless otherwise directed by the driver and to occupy the seat to which they are assigned. Students must be in an upright position facing forward.

6. For safety purposes, noise level should remain low enough not to distract the driver. Students must remain completely quiet at railroad crossings.
7. Students must not use or possess tobacco, alcohol, drugs, vapes or weapons.
8. Students must not use obscene language or gestures.
9. Willful damage or destruction of any part of the bus is definitely prohibited. Any such damage must be paid for by the student or parent.
10. Students must not eat or drink on the bus (including cough drops and chewing gum), or throw objects inside the bus or out of the bus window.
11. Students must not extend arms, head, or other parts of the body out the windows. Students must not shout out of the bus window or door.
12. Students will be permitted to carry only books and school related items which can be held in the student's lap. Large band instruments will be placed as designated by the driver.
13. Items for sale for school projects may be transported as long as they can be contained in the student's lap. Such items will not be sold on the bus.
14. The driver may elect certain students for special training to be used in the event of any emergency. No student will be used as a bus monitor.
15. Hats or headgear must be removed upon boarding the bus. School dress code policies apply to all student bus riders.
16. Students must not pass or possess notes or have objects that might interfere with the school bus operation (including pencils, hair brushes, aerosol cans, perfume, etc.). These items may not be in sight once the student boards the bus.
17. Students shall be prohibited from using mirrors, lasers, flash cameras, or any other lights or reflective devices in a manner that might interfere with the operation of the school bus.
18. Students must have all electronic devices and cell phones silenced so that they do not interfere with the operation of the school bus. If earphones/buds are used, they are to be in one ear only due to safety reasons. Earbuds must be removed when loading and unloading the bus for student safety.
19. Drivers will submit provided conduct forms to report misconduct on the bus to the assistant principal/principal of the student's school. The principal or assistant principal will provide the transportation director a copy of the action taken. The parents will be provided a copy of the report.
20. Students in Grades PreK-5 may only be dropped off at their stop if they are accompanied by a middle/high school sibling who rides the bus with them OR if an adult

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

All students must adhere to the school dress code policies.

Minor offenses will be handled by the bus driver. Minor offense reports will be given to students to take home. It should be signed by the parent and returned to the driver. The third minor offense becomes a major offense.

Major offenses will be handled by school administrators. Consequences range from student and parent to suspension from riding the bus for a specified number of days, based on progression of discipline.

Student Hearing Procedure (BOE POLICY JCEB)

For the purpose of conducting certain student discipline hearings, as defined below, rendering a decision and imposing punishment, the Board of Education hereby adopts the following procedures:

1. The Superintendent or designee shall convene a hearing in the following cases:
 1. Where a student has committed an alleged assault or battery upon a teacher, other school official or employee, if such teacher or other school official or employee so requests;
 2. Where a student has violated any school or system rule or engaged in any other act of misconduct or insubordination for which the student's principal recommends a suspension or expulsion longer than ten school days.
2. The Board of Education hereby designates its administrative staff to serve as members of hearing tribunals. When the principal of a school or his or her designee refers a student to the Superintendent or his or her designee for a hearing as described in paragraph 1, the Superintendent or his or her staff shall choose three of these members to serve as the hearing tribunal. No member of the hearing tribunal shall be a member of the staff at the school which the student attends.
3. Whenever a principal or his or her designee refers a student discipline matter to the Superintendent or his or her designee, the Superintendent or his or her designee shall send a letter by regular or certified mail to the student and his or her parents or guardians containing a statement of the time, place and nature of the hearing, a short and plain statement of the matters asserted and charges against the student, a list of potential witnesses, a statement setting forth the right of the student to present evidence, cross-examine witnesses and be represented by legal counsel. The hearing must be held no later than ten school days after the beginning of the suspension unless the school system and parents or guardians mutually agree to an extension.
4. The school principal or his or her designee shall be responsible for presenting evidence in support of the charges against the student and all parties shall be afforded an opportunity to present and respond to evidence and to examine and cross-examine witnesses on any and all issues. Any teacher who is called as a witness by the school

system shall be given notice no later than three days prior to the hearing. The hearing tribunal shall have made a verbatim electronic or written record of the hearing. This record shall be available to all parties but the cost of transcribing such record shall be borne by the party requesting the transcript.

5. The hearing tribunal shall render a decision finding whether the student committed the offense and, if so, the appropriate punishment. The decision of the hearing tribunal shall be based solely on the evidence received at the hearing, including any evidence presented by either party relevant to the appropriate punishment to be imposed. The hearing tribunal shall render a decision in writing within ten days of the close of the record and shall furnish a copy of the decision to the student, his or her parents or legal guardians, the principal or his or her designee and the Superintendent. The decision of the hearing tribunal shall be final and shall constitute the decision of the Board of Education unless either party should appeal the decision to the Board of Education. In any case where the tribunal finds that the student has committed an act of physical violence as that term is used in O.C.G.A. 20-2-751.6, any recommendation of the tribunal as to when and whether the student may return to school in accordance with the code section shall constitute the decision of the Board of Education unless there should be an appeal of the decision to the Board.
6. In the event a student or his/her parent does not wish to contest the charge(s) of violation(s) of the discipline rules of the school's code of conduct for which a tribunal has been requested, the student and parent may voluntarily accept the consequences prescribed by the school by signing a Waiver of Disciplinary Tribunal Hearing form. Such waiver shall specify the rule violation, the date and description of the incident, the prescribed consequences, and an agreement to waive the opportunity to participate in a tribunal hearing, present evidence, cross examine witnesses, and be represented by an attorney. The decision to waive the tribunal shall be final and cannot be appealed by the school or family. The waiver must be signed by the student, a parent, a school administrator and a district level administrator from the Superintendent's office, who shall act as hearing officer with authority to approve the disciplinary consequences set forth in the waiver.
7. Any party may appeal the decision of the hearing tribunal to the Board of Education by filing with the Superintendent a written notice of appeal within twenty days from the date the decision is rendered. Such notice of appeal shall set forth the decision of the hearing tribunal and the basis of the appeal. Any decision of the hearing tribunal not appealed in this manner shall be final. The Superintendent may suspend the disciplinary action imposed by the hearing tribunal pending the outcome of the appeal.
8. The Board of Education shall review the record of the hearing before the hearing tribunal, the decision of the hearing tribunal and the notice of appeal and shall render its decision in writing within ten days from the date it receives the notice of appeal. The decision of the Board of Education shall be based solely on the record before the hearing tribunal and the Board shall not consider any other evidence in ruling on the appeal. The Board may find the facts to be different than those found by the hearing tribunal and the Board may change the punishment, in accordance with state law. Any decision of the local Board may be appealed to the State Board of Education by filing an appeal, in writing, within thirty (30) days after the local Board renders its decision.

9. Any student subject to a disciplinary hearing who withdraws from the school system prior to the hearing must appear before a Disciplinary Hearing Tribunal to determine the student's eligibility to return to the school system in the event the student ever seeks to return to the system. Alternatively, the school district may, in its discretion, proceed with the tribunal in accordance with Board policy despite the student's withdrawal from school.

Weapons (BOE POLICY JCDA)

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

1. Any handgun, firearm, rifle, shotgun or similar weapon; any explosive compound or incendiary device; or, any other dangerous weapon as defined in O.C.G.A. § 16-11-121, including a rocket launcher, bazooka, recoilless rifle, mortar, or hand grenade.
2. Any hazardous object, including any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor, razor blade, spring stick, knuckles, whether made from metal, thermoplastic, wood, or other similar material, blackjack, any bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nunchuck, 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.

Disciplinary Offenses

After the Incident Type, Definition, and Examples for each offense is found the **Level of the offense (1, 2, or 3)** and the **Description**. The level of classification is governed by the severity of each act.

Directory of Incident Types and Definitions

The rules in the Code of Conduct are designed to notify students (grades K-12) as to the types of behaviors that are not acceptable. Nevertheless, every specific variation of the prohibited code of conduct may not have been included.

Consequently, students should expect to be disciplined for misconduct that is obviously inappropriate. A specific violation need not be written for every conceivable variation of behavior that directly affects the orderly mission of the school.

Note: These are not in alphabetical order but in order by their incident code number.

Incident type, Definition & Examples Level Description

<p>(01) Alcohol</p> <p>Violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, beverages or substances represented as alcohol. Students under or consumption of intoxicating alcoholic influence of alcohol may be included if it results in disciplinary action</p> <p>*Mandatory report to law enforcement</p>	1	Unintentional possession of alcohol
	2	Under the influence of alcohol without possession
	3	Violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or consumption of alcoholic beverages or substances represented as alcohol
<p>(02) Arson</p> <p>Unlawful and intentional damage or attempted damage to any real or personal property by fire <i>or incendiary devices</i>. <i>Note: Possession of fireworks or incendiary devices must be reported as Possession of Unapproved Items. Use of such items should be reported as Arson.</i></p> <p>*Mandatory report to law enforcement</p>	1	Not applicable
	2	Attempt to commit arson or use of matches, lighters or incendiary devices at school; includes but not limited to the use of fireworks. Includes but is not limited to trash can fires without damage to school property.
	3	Intentional damage as a result of arson- related activity or the use of an incendiary device. Includes but not limited to setting fires to school property.



<p>(03) Battery</p> <p>Intentional touching or striking of another person to intentionally cause bodily harm. Note: The key difference between battery and fighting is that fighting involves mutual participation.</p> <p>*Mandatory report to law enforcement for levels 2 and 3.</p>	1	Intentional physical attack with the intent to cause bodily harm resulting in no bodily injuries. Includes but not limited to pushing, hitting, kicking, shoving, pinching, slapping, and other intentional physical confrontations.
	2	Intentional physical attack with the intent to cause bodily harm resulting in mild or moderate bodily injuries. Includes but not limited to pushing, hitting, kicking, shoving, pinching, slapping, and other physical confrontations that result in mild or moderate injuries.
	3	Intentional physical attack with the intent to cause bodily harm resulting in severe injuries or any physical attack on school personnel; Level 3 may be used for students that violate the school policy on battery three or more times during the same school. Includes but not limited to choking, pushing, hitting, kicking, shoving, pinching, slapping, and other physical confrontations resulting in severe injuries; Includes any physical attack on school personnel; includes incidents serious enough to warrant calling the police or security.
<p>(04) Breaking & Entering – Burglary</p> <p>Unlawful or unauthorized forceful entry into a school building or vehicle (with or without intent to commit theft). The key difference between Trespassing and Breaking & Entering-Burglary is that Trespassing does not include forceful entry into the school building.</p> <p>*Mandatory report to law enforcement</p>	1	Not applicable
	2	Not applicable
	3	Unlawful or unauthorized forceful entry into a school building or vehicle (with or without intent to commit theft)
<p>(05) Computer Trespass</p> <p>Use of a school computer for anything other than instructional purposes or unauthorized use of a computer or computer network with the intention of deleting, obstructing, interrupting, altering, damaging, or in any way causing the malfunction of the computer, network, program(s) or data</p>	1	Not applicable
	2	Unauthorized use of school computers for anything other than instructional purposes. Includes but not limited to computer misuse, using computer to view or send inappropriate material, and violation of school computer use policy.

	3	Unauthorized use of a computer or computer network with the intention of deleting, obstructing, interrupting, altering, damaging, obtaining confidential information or in any way causing the malfunction of the computer, network, program(s) or data; includes disclosure of a number, code, password, or other means of access to school computers or the school system computer network without proper authorization. Includes but not limited to hacking.
<p>(06) Disorderly Conduct</p> <p>Any act that substantially disrupts the orderly conduct of a school function, substantially disrupts the orderly learning environment, or poses a threat to the health, safety, and/or welfare of students, staff or others. (Includes disruptive behaviors on school buses)</p>	1	Creating or contributing to a moderate disturbance that substantially disrupts the normal operation of the school environment but doesn't pose a threat to the health or safety of others. Includes but not limited to general bus misbehavior, spitting on property or persons, encouraging disruptive behavior.
	2	Creating or contributing to a severe disturbance that substantially disrupts the normal operation of the school environment but doesn't pose a threat to the health or safety of others; may represent a repeat action. Includes but not limited to general bus misbehavior, spitting on property or persons, encouraging disruptive behavior.
	3	Creating or contributing to a severe disturbance that substantially disrupts the school environment or poses a threat to the health and safety of others. Level 3 may be used for students that violate the school policy on disorderly conduct three or more times during the same school year. Includes but not limited to disruptive behavior on school buses, misbehavior during a fire drill or other safety exercise.
<p>(07) Drugs, Except Alcohol & Tobacco</p> <p>Unlawful use, cultivation, manufacture, distribution, sale, purchase, possession, transportation, or importation of any controlled drug or narcotic substance, or equipment or devices used for preparing or using drugs or narcotics; or any medication prescribed to a student or purchased over-the-counter and not brought to the office upon arrival to school.</p> <p>*Mandatory report to law enforcement for levels 2 and 3.</p>	1	Unintentional possession of prescribed or over the counter medication. Does not include the possession of narcotics or any illegal drugs. Does not include auto-injectable epinephrine as properly administered pursuant to O.C.G.A. 20-2-776
	2	Any medication prescribed to a student or purchased over-the-counter and not brought to the office upon arrival to school. Does not include auto-injectable epinephrine as properly administered pursuant to O.C.G.A. 20-2-776



	3	Unlawful use, cultivation, manufacture, distribution, sale, purchase, possession, transportation, or importation of any controlled drug or narcotic substance, or equipment or devices used for preparing or using drugs or narcotics. Does not include auto-injectable epinephrine as properly administered pursuant to O.C.G.A. 20-2-776.
(08) Fighting Mutual participation in a fight involving physical violence where there is no one main offender and intent to harm. Note: The key difference between fighting and battery is that fighting involves mutual participation.	1	A physical confrontation between two or more students with the intent to harm resulting in no bodily injuries
	2	A physical confrontation between two or more students with the intent to harm resulting in mild or moderate bodily injuries. Mild or moderate Injuries; may include but is not limited to scratches, bloody noses, bruises, black eyes, and other marks on the body.
	3	Physical confrontation between two or more students with intent to harm resulting in severe bodily injuries. Level 3 may be used for students that violate the school policy on fighting three or more times during the same school year. Repeated physical confrontations resulting in severe injuries that require medical attention.
(09) Homicide Killing of one human being by another * Mandatory report to law enforcement	1	Not applicable
	2	Not applicable
	3	Killing of a human being. Includes but is not limited to shooting, stabbing, choking, bludgeoning, etc.
(10) Kidnapping The unlawful and forceful abduction, transportation, and/or detention of a person against his/her will * Mandatory report to law enforcement	1	Not applicable
	2	Not applicable
	3	The unlawful and forceful abduction, transportation, and/or detention of a person against his/her will.
(11) Larceny/Theft The unlawful taking of property belonging to another person or entity (e.g., school) without threat, violence or bodily harm. Note: The key difference between larceny/theft and robbery is that the threat of physical harm or actual physical harm is	1	The unlawful taking of property belonging to another person or entity that does not belong to the student with a value between \$25 and \$100. Includes but not limited to theft by taking, theft by receiving stolen property, and theft by deception.
	2	The unlawful taking of property belonging to another person or entity that does not belong to the student with a value between \$100 and

<p>involved in a robbery.</p> <p>* Mandatory report to law enforcement</p>		\$250. Includes but not limited to theft by taking, theft by receiving stolen property, and theft by deception.
	3	The unlawful taking of property belonging to another person or entity that does not belong to the student with a value exceeding \$250. Level 3 may be used for students that violate the school policy on larceny/theft three or more times during the same school year. Includes but not limited to theft by taking, theft by receiving stolen property, and theft by deception
<p>(12) Motor Vehicle Theft</p> <p>Theft or attempted theft of any motor vehicle</p> <p>* Mandatory report to law enforcement</p>	1	Not applicable
	2	Not applicable
	3	Theft or attempted theft of any motor vehicle. Includes but not limited to cars, trucks, ATVs, golf carts, etc.
<p>(13) Robbery</p> <p>The taking of, or attempting to take anything of value that is owned by another person or organization under confrontational circumstances by force or threat of force or violence and/or by putting the victim in fear. Note: The key difference between robbery and larceny/theft is that the threat of physical harm or actual physical harm is involved in a robbery.</p> <p>* Mandatory report to law enforcement</p>	1	Not applicable
	2	Robbery without the use of a weapon. Taking something by force or threat of force.
	3	Robbery with the use of a weapon. Taking something by force or threat of force. Weapons may include but are not limited to guns, knives, clubs, razor blades, etc.
<p>(14) Sexual Battery</p> <p>Oral, anal, or vaginal penetration against the person's will or where the victim did not or is incapable of giving consent; touching of private body parts of another person either through human contact or using an object forcibly or against the person's will or where the victim did not or is incapable of giving consent</p> <p>* Mandatory report to law enforcement</p>	1	Not applicable
	2	Not applicable

	3	<p>Oral, anal, or vaginal penetration against the person's will or where the victim did not or is incapable of giving consent; touching of private body parts of another person either through human contact or using an object forcibly or against the person's will or where the victim did not or is incapable of giving consent.</p> <p>Includes but is not limited to rape, fondling, child molestation, indecent liberties and sodomy.</p>
<p>(15) Sexual Harassment</p> <p>Non-physical and unwelcome sexual advances, lewd gestures or verbal conduct or communication of a sexual nature; requests for sexual favors; gender-based harassment that creates an intimidating, hostile, or offensive educational or work environment</p>	1	<p>Comments that perpetuate gender stereotypes or suggestive jokes that are not directed towards specific individuals. Includes but not limited to insensitive or sexually suggestive comments or jokes.</p>
	2	<p>Comments that perpetuate gender stereotypes, suggestive jokes or lewd gestures that are directed towards specific individuals or groups of individuals. Includes but not limited to insensitive or sexually suggestive comments or jokes; leering.</p>
	3	<p>Physical or non-physical sexual advances; requests for sexual favors; Level 3 may be used for students that violate the school policy on sexual harassment three or more times during the same school year.</p>
<p>(16) Sex Offenses</p> <p>Unlawful sexual behavior, sexual contact without force or threat of force, or possession of sexually explicit images; can be consensual</p> <p>*Mandatory report to law enforcement for levels 2 and 3.</p>	1	<p>Inappropriate sexually-based physical contact including but not limited to public groping, inappropriate bodily contact, or any other sexual contact not covered in levels 2 or 3. Public groping or inappropriate bodily contact</p>
	2	<p>Inappropriate sexually-based behavior including but not limited to sexting, lewd behavior, possession of pornographic materials; simulated sex acts. Sexting; lewd behavior, possession of pornographic materials; simulated sex acts.</p>
	3	<p>Engaging in sexual activities on school grounds or during school activities. Oral, anal or vaginal penetration; pimping; prostitution; indecent exposure of private body parts.</p>
<p>(17) Threat/Intimidation/Terroristic Threat</p> <p>Any threat through written or verbal language or act which creates a fear of harm and/or conveys a serious expression of intent to</p>	1	<p>Not applicable</p>



<p>harm or violence without displaying a weapon and without subjecting the victim to actual physical attack.</p> <p>* Mandatory report to law enforcement</p>	2	Physical, verbal or electronic threat which creates fear of harm without displaying a weapon or subjecting victims to physical attack. Physical, verbal or electronic threats.
	3	Terroristic threat. School-wide physical, verbal or electronic threat which creates fear of harm without displaying a weapon or subjecting victims to physical attack; Note: Students that display a pattern of behavior that is so severe, persistent, or pervasive so as to have the effect of substantially interfering with a student's education, threatening the educational environment, or causing substantial physical harm, threat of harm or visibly bodily harm may be coded as bullying. Includes but not limited to bomb threats or unauthorized pulling of the fire alarm.
<p>(18) Tobacco</p> <p>Possession, use, distribution, or sale of tobacco products on school grounds, at school-sponsored events, and on transportation to and from school</p>	1	Unintentional possession of tobacco products on school property
	2	Use or knowledgeable possession of tobacco products. Intentional use or possession of tobacco products on school property.
	3	Distribution and/or selling of tobacco products; Level 3 may be used for students that violate the school policy on tobacco three or more times during the same school year. Distribution and/or selling of tobacco products on school property.
<p>(19) Trespassing</p> <p>Entering or remaining on a public school campus or school board facility without authorization or invitation and with no lawful purpose for entry. Note: The key difference between Trespassing and Breaking & Entering-Burglary is that Trespassing does not include forceful entry into the school building.</p>	1	Not applicable
	2	Entering or remaining on school grounds or facilities without authorization and with no lawful purpose.
	3	Entering or remaining on school grounds or facilities without authorization and with no lawful purpose. Refusing to leave school grounds after a request from school personnel; Level 3 may be used for students that violate the school policy on trespassing three or more times during the same school year.
<p>(20) Vandalism</p> <p>The willful and/or malicious destruction, damage, or defacement of public or private property without consent</p>	1	Not applicable

	2	Participating in the minor destruction, damage or defacement of school property or private property without permission.
	3	Participation in the willful/malicious destruction, damage or defacement of school property or private property without permission; Level 3 may be used for students that violate the school policy on vandalism three or more times during the same school year.
<p>(22a) Weapons –</p> <p>Knife, Blade Less than 2 inches</p> <p>The possession, use, or intention of a knife with a blade less than 2 inches in length</p>	1	Unintentional possession of a knife or knife- like item on school property without the intent to harm or intimidate
	2	Intentional possession of a knife or knife-like item on school property without the intent to harm or intimidate
	3	Intentional possession, use or intention to use a knife or knife-like item on school property with the intent to harm or intimidate
<p>(22b) Weapons -</p> <p>Knife, Blade - 2 inches or more</p> <p>The possession, use, or intention of a knife with a blade 2 inches or more</p> <p>*Mandatory report to law enforcement</p>	1	Unintentional possession of a knife or knife- like item on school property without the intent to harm or intimidate
	2	Intentional possession of a knife or knife-like item on school property without the intent to harm or intimidate
	3	Intentional possession, use or intention to use a knife or knife-like item on school property with the intent to harm or intimidate
<p>(23) Weapons – Other</p> <p>The possession, use, or intention to use any instrument or object that is used or intended to be used in a manner that may inflict bodily harm (does not include knives or firearms)</p> <p>* Mandatory report to law enforcement</p>	1	Not applicable
	2	Unintentional possession of a weapon, other than a knife or firearm, or simile of a weapon that could produce bodily harm or fear of harm. Includes but is not limited to razor blades, straight- edge razors, brass knuckles, blackjacks, bats, clubs, nun chucks,throwing stars, stun guns, tasers, etc.



	3	Intentional possession and use of any weapon, other than a knife or firearm, in a manner that could produce bodily harm or fear of harm. Includes but is not limited to razor blades, straight-edge razors, brass knuckles, blackjacks, bats, clubs, nun chucks, throwing stars, stun guns, tasers, etc.
<p>(24) Other Incident for a State-Reported Discipline Action</p> <p>Any other discipline incident for which a student is administered corporal punishment, detention, in-school or out- of- school suspension, expelled, suspended for riding the bus, assigned to an alternative school, referred to court or juvenile system authorities, or removed from class at the teacher's request (pursuant to O.C.G.A. 20-2- 738)</p>	1	Any other discipline incident for which a student is administered corporal punishment, detention, in-school or out-of-school suspension, expelled, suspended from riding the bus, assigned to an alternative school, referred to court or juvenile system authorities, or removed from class at the teacher's request(pursuant to O.C.G.A. 20-2- 738)
	2	Level 2 should be used for students who display a pattern of violating local school policies not listed among the state incident types. Includes but is not limited to parking violations, etc.
	3	Not applicable
<p>(25) Weapons – Handgun</p> <p>Possession of a firearm that has a short stock and is designed to be held and fired by the use of a single hand; and any combination of parts from which a firearm described above can be assembled.</p> <p>NOTE: This definition does not apply to items such as toy guns, cap guns, bb guns and pellet gun [Pursuant to Gun- Free Schools Act - Public Law 107-110, Section 4141]</p> <p>* Mandatory report to law enforcement</p>	1	Not applicable
	2	Not applicable
	3	Intentional or unintentional possession or use of a handgun in a manner that could produce bodily harm or fear of harm.Includes but is not limited to pistols or revolvers.
<p>(26) Weapons – Rifle/Shotgun</p> <p>The term "rifle" means a weapon designed or redesigned, made or remade, and intended to be fired from the shoulder and designed or redesigned and made or remade to use the energy of an explosive to fire only a single projectile through a rifled bore for each single pull of the trigger. The term "shotgun" means a weapon designed or redesigned, made or remade, and intended to be fired from the shoulder and designed or redesigned and made or remade to use the energy of an explosive to fire through a smooth bore either</p>	1	Not applicable
	2	Not applicable



<p>a number of ball shot or a single projectile for each single pull of the trigger.</p> <p>[Pursuant to Gun-Free Schools Act - Public Law 107-110, Section 4141]</p> <p>* Mandatory report to law enforcement</p>	<p>3</p>	<p>Intentional or unintentional possession or use of a rifle or shotgun in a manner that could produce bodily harm or fear of harm. Includes but is not limited to rifles and shotguns.</p>
<p>(27) Serious Bodily Injury</p> <p>The term "serious bodily injury" means bodily injury that involves a substantial risk of death, protracted and obvious disfigurement; or protracted loss or impairment of the function of a bodily member, organ, or mental faculty.</p> <p>* Mandatory report to law enforcement</p>	<p>1</p>	<p>Not applicable</p>
	<p>2</p>	<p>Not applicable</p>
	<p>3</p>	<p>Infliction of "bodily harm" that dismembers, disfigures, causes permanent loss of a limb or function of an organ and causes substantial risk of death. Any behavior that dismembers, disfigures, causes permanent loss of a limb or function of an organ and causes substantial risk of death.</p>
<p>(28) Other Firearms</p> <p>Firearms other than handguns, rifles, or shotguns as defined in 18 USC 921. Includes any weapon (including started gun) which will or is designed to or may readily be converted to expel a projectile by the action of any explosive; the frame or receiver of any weapon described above; any firearm muffler or firearm silencer; any destructive device, which includes any explosive, incendiary, or poison gas (i.e. bomb, grenade, rocket having a propellant charge more than 4 ounces, missile having an explosive or incendiary charge of more than ¼ ounce, mine, or similar device); any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and</p>	<p>1</p>	<p>Not applicable</p>
	<p>2</p>	<p>Not applicable</p>



<p>which has any barrel with a bore of more than ½ inch in diameter; any combination or parts either designed or intended for use in converting any device into any destructive device described above, and from which a destructive device may be readily assembled. (NOTE: This does not include toy guns, cap guns, bb guns, pellet guns, or Class-C common fireworks). [Pursuant to Gun- Free Schools Act - Public Law 107-110, Section 4141]</p> <p>* Mandatory report to law enforcement</p>	<p>3</p>	<p>Intentional or unintentional possession or use of any firearms other than a rifle, shotgun, or handguns (including starter pistols) and any other destructive device which includes explosives. Includes any weapon (including started gun) which will or is designed to or may readily be converted to expel a projectile by the action of any explosive; the frame or receiver of any weapon described above; any firearm muffler or firearm silencer; any destructive device, which includes any explosive, incendiary, or poison gas (i.e. bomb, grenade, rocket having a propellant charge more than 4 ounces, missile having an explosive or incendiary charge of more than ¼ ounce, mine, or similar device); any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than ½ inch in diameter; any combination or parts either designed or intended for use in converting any device into any destructive device described above, and from which a destructive device may be readily assembled. (NOTE: This does not include toy guns, cap guns, bb guns, pellet guns, or Class-C common fireworks). [Pursuant to Gun-Free Schools Act - Public Law 107- 110, Section 4141]</p>
<p>(29) Bullying</p> <p>A pattern of behavior, which may include written, verbal, physical acts, or through a computer, computer system, computer network, or other electronic technology occurring on school property, on school vehicles, at designated school bus stops, or at school related functions that is so severe, persistent, or pervasive so as to have the effect of substantially interfering with a student’s education, threatening the educational environment, or causing substantial physical harm or visibly bodily harm</p>	<p>1</p>	<p>First Offense of bullying as defined in Georgia Code Section 20-2-751.4. Includes but is not limited to a pattern of unwanted teasing, threats, name-calling, intimidation, harassment, humiliation, hazing, physical attacks, extortion, social exclusion, coercion, spreading of rumors or falsehoods, gossip, stalking, or using any type of electronic means to harass or intimidate.</p>
	<p>2</p>	<p>Second incident of bullying as defined in Georgia Code Section 20-2-751.4. Includes but is not limited to a pattern of unwanted teasing, threats, name-calling, intimidation, harassment, humiliation, hazing, physical attacks, extortion, social exclusion,coercion, spreading of rumors or falsehoods, gossip, stalking, or the use of electronic equipment on school property or using school equipment to harass or intimidate.</p>



	3	Repeated acts, as defined in Georgia Code Section 20-2-751.4, occurring on school property or school possession that is a willful attempt or threat to inflict injury, or apparent means to do so, any display of force that puts victim at fear of harm, any written, verbal or physical act that threatens, harasses, or intimidates; causes another person physical harm; interferes with a student's education; so severe and pervasive intimidated or threatens educational environment. Includes but is not limited to a pattern of unwanted teasing, threats, name-calling, intimidation, harassment, humiliation, hazing, physical attacks, extortion, social exclusion, coercion, spreading of rumors or falsehoods, gossip, stalking, or the use of electronic equipment on school property or using school equipment to harass or intimidate.
<p>(30) Other - Attendance Related</p> <p>Repeated or excessive unexcused absences or tardiness; including failure to report to class, skipping class, leaving school without authorization, or failure to comply with disciplinary sanctions</p>	1	Repeated or excessive unexcused absences or tardiness; including failure to report to class, skipping class, leaving school without authorization, or failure to comply with disciplinary sanctions. Repeated or excessive unexcused absences or tardiness; including failure to report to class, skipping class, leaving school without authorization, or failure to comply with disciplinary sanctions.
	2	Not applicable
	3	Not applicable
<p>(31) Other - Dress Code Violation</p> <p>Violation of school dress code that includes standards for appropriate school attire</p>	1	Non-invasive and non-suggestive clothing, jewelry, book bags or other articles of personal appearance. Pursuant to local dress codes, dress code violations for Level 1 may include but are not limited to bare feet; trousers, slacks, shorts worn below waist level; no belt; clothing that is excessively baggy or tight; skirts or shorts that are shorter than mid-thigh; sunglasses worn inside the building; hats, caps, hoods, sweatbands and bandanas or other headwear worn inside the school building.



	2	Invasive or suggestive clothing, jewelry, book bags or other articles of personal appearance. Pursuant to local dress codes, dress code violations for Level 2 may include but are not limited to depiction of profanity, vulgarity, obscenity or violence; promote the use or abuse of tobacco, alcohol or drugs; creates a threat to the health and safety of other students; creates a significant risk of disruption to the school environment; clothing worn in such a manner so as to reveal underwear, cleavage or bare skin; spaghetti straps, strapless tops, halter tops, see-through or mesh garments or other clothing that is physically revealing, provocative or contains sexually suggestive comments.
	3	Invasive or suggestive clothing, jewelry, book bags or other articles of personal appearance. Level 3 may be used for students that violate the school dress code policy three or more times during the same school year.
<p>(32) Academic Dishonesty</p> <p>Receiving or providing unauthorized assistance on classroom projects, assignments or exams</p>	1	Intentional receiving or providing unauthorized assistance on classroom projects, assessments and assignments. May include but is not limited to failure to cite sources.
	2	Intentional plagiarism or cheating on a minor classroom assignment or project. Includes but is not limited to intentional dishonesty on minor classroom projects, assignments, homework, etc.
	3	Intentional plagiarism or cheating on a major exam, statewide assessment or project or falsification of school records (including forgery). Includes but is not limited to cheating on major exams, statewide assessments or other state mandated academic work; Includes the falsification of school records; forgery; Level 3 may be used for students that violate the school policy on academic dishonesty three or more times during the same school year.
<p>(33) Other - Student Incivility</p> <p>Insubordination or disrespect to staff members or other students; includes but is not limited to refusal to follow school staff member instructions, use of vulgar or inappropriate language, and misrepresentation of the truth</p>	1	Failure to comply with instructions or the inadvertent use of inappropriate language. May include but is not limited to general disrespect for school staff or students; profanity; failure to follow instructions.



	2	Blatant insubordination or the use of inappropriate language directed towards school staff or peers; intentional misrepresentation of the truth. Profanity or obscene language directed towards school staff; issuing false reports on other students; insubordination.
	3	Blatant and repeated insubordination or intentional misrepresentation of the truth; Level 3 should be used for students who display a pattern of violating the school policy related to student incivility. Issuing false reports on school staff; Level 3 may be used for students that violate the school policy on student incivility three or more times during the same school year.
<p>(34) Other - Possession of Unapproved Items</p> <p>The use or possession of any unauthorized item disruptive to the school environment. Note: The use of fireworks or incendiary devices must be coded as Arson.</p>	1	Possession of any unauthorized item. Does not include possession of fireworks, matches, toy weapons, or items that can be construed as dangerous. Includes but is not limited to possession of toys, mobile devices, gadgets, personal items, gum, candy, etc; includes possession of pepper spray.
	2	Use of any unauthorized item (i.e. toys, mobile devices, or gadgets). Does not include possession of fireworks, matches, toy weapons, or other items that can be construed as dangerous. Includes but is not limited to use of toys, mobile devices, gadgets, personal items, etc; includes use of pepper spray without injury.
	3	The use or possession of unauthorized items including but not limited to toy guns or other items that can be construed as dangerous or harmful to the learning environment; Includes the possession of matches, lighters, incendiary devices or fireworks. The use of matches, lighters, incendiary devices or fireworks should be coded as Arson; Level 3 should be used for students who display a pattern of violating the school policy related to unapproved. Includes but are not limited to matches, lighters, or the possession of fireworks, bullets, stink bombs, CO2 cartridges; includes use of pepper spray with injury.



<p>(35) Gang-Related</p> <p>Any group of three or more students with a common name or common identifying signs, symbols, tattoos, graffiti, or attire which engage in criminal gang activity (O.C.G.A. § 16-15-3)</p> <p>* Mandatory report to law enforcement</p>	1	Not applicable
	2	Wearing or possessing gang-related apparel; communicating either verbally or non- verbally to convey membership or affiliation with a gang. Possession or wearing of gang-related clothing, jewelry, emblems, badges, symbols, signs, or using colors to convey gang membership or affiliation; gestures, handshakes, slogans, drawings, etc. to convey gang membership or affiliation; committing any other illegal act or other violation of school policies in connection with gang- related activity.
	3	The solicitation of others for gang- membership, the defacing of school or personal property with gang-related symbols or slogans, threatening or intimidating on behalf of a gang, the requirement or payment for protection or insurance through a gang. Level 3 should be used for students who display a pattern of violating the school policy. Soliciting students for gang membership; tagging or defacing school or personal property with symbols or slogans intended to convey or promote membership or affiliation in any gang; requiring payment for protection, insurance, otherwise intimidating or threatening any person related to gang activity; inciting other students to intimidate or to act with physical violence upon any other person related to gang activity.
<p>(36) Repeated Offenses</p> <p>Collection of offenses not previously assigned a state reportable action that occurs on a single or across multiple school days that leads to a state reportable disciplinary action.</p>	1	Collection of minor incidents
	2	Collection of moderate incidents
	3	Collection of severe incidents.
<p>(40) Other Non- Disciplinary Incident</p> <p>This code is used exclusively for the reporting Physical Restraint. When the Incident Type = 40, then the Action Code must = 95 for Physical Restraint. Do not report a Teacher ID when Incident Code is Other Non-Disciplinary Incident.</p>	1-3	Can only be used to report Physical Restraint with Action 95 (no teacher name)
<p>(42) Electronic Smoking Device</p> <p>Any device used to deliver nicotine or any other substance intended for human consumption that may be used by a person to simulate smoking through inhalation of</p>	1	Unintentional possession of an electronic smoking device



vapor or aerosol from the device. Such devices include those manufactured, distributed, marketed or sold as an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, electronic hookah, vape pen, electronic nicotine delivery system or any cartridge or other component of the device or related product.	2	Use or knowledgeable possession of an electronic smoking device.
	3	Distribution and/or selling of electronic smoking devices: Level 3 may be used for students that violate school policy on electronic smoking devices three or more times during the same school year.
44) Violence Against a Teacher Intentional physical attack against a teacher with intent to cause bodily harm resulting in severe injuries or any physical attack against a teacher. Violence against other school personnel should be reported as Battery (03) - Level 3	3	Intentional physical attack against a teacher with the intent to cause bodily harm resulting in severe injuries or any physical attack against a teacher. Violence against other school personnel should be reported as Battery (03) - Level 3.