

Toombs County Middle School Student Handbook

2020-2021



#TCMSShines

Name _____

Toombs County Middle School

Mission

The Toombs County Middle School's mission is to provide the opportunities for all students to have successful school experiences in a safe, caring school environment. This is to be accomplished through the combined efforts of home, school, and community.

Our curriculum will place importance on developing both basic and higher level thinking skills and encourages in students a desire to continue learning.

Our curriculum will strive to prepare students to become successful, responsible members of their community.

Creed

I come to school everyday to learn and do my best. I am responsible and respectful in my home, school, and community.

TOOMBS COUNTY MIDDLE SCHOOL

A school, like any other organization where a large number of people work together, must have policies and procedures in order to promote an orderly and efficient working atmosphere. This guide contains a list of such policies and procedures. However, 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.***

POLICIES

ACADEMICS

The courses of study for each grade level are:

Sixth Grade

Language Arts
Math
Social Studies
Science
Connections

Seventh Grade

Language Arts
Math
Social Studies
Science
Connections

Eighth Grade

Language Arts
Math
Social Studies
Science
Connections

Connections

Math Study Skills	Remedial Math
P.E./Health	Remedial Reading
Art Chorus	Exploring Agriculture
Band	Computer Science
Computer Literacy	Career Discovery

ATHLETICS

1. In order to participate, all students are required to have a physical examination.
2. Students must meet eligibility criteria (pass 5 out of 6 subjects at preceding semester to participate in following semester).
3. Any student participating in athletics must take out school insurance or be covered by personal family insurance. Toombs County Middle School does not provide athletic insurance coverage.

Students participating in any extracurricular activities must be in attendance for at least one-half (1/2) of the school day. To be eligible for participation in practice or competition, students should arrive on campus at or before 11:30 a.m. Exceptions to this rule may be made due to extenuating circumstances beyond the control of the student as determined by the administration. Students in ISS may practice but may not play in scheduled games. Students who have OSS may not practice or play in scheduled games.

ATTENDANCE POLICY/PROCEDURES

Regular school attendance is a very important part of school success. In addition, **State Law JBD, Rule 160-5-1.10, requires regular school attendance.** The faculty and staff of Toombs County Middle School realize the importance of the interaction that takes place in the classroom between your child and her/his teacher(s). Good attendance positively impacts academic achievement!

Please review the following guidelines concerning regular school attendance at Toombs County Middle School:

- An excuse (written by the parent/guardian and/or doctor) must be sent to school within 3 days of an absence. If this excuse is not sent within 3 days, no make-up work will be given. Make-up work will be allowed for excused absences only provided that an excuse is sent within 3 days. Excused absences consist of:

1. Personal illness endangering a student's health or the health of others
 2. A serious illness or death in the immediate family necessitating an absence from school
 3. A court order by a governmental agency mandating an absence from school
 4. Celebrating religious holidays
 5. Conditions rendering attendance impossible or hazardous to student health or property
- A written excuse should include the following: student's name, date of absence, reason for the absence, parent/guardian signature, and phone number where parent/guardian may be reached.
 - After the third absence, your child's teacher will contact you.
 - After the 5th unexcused absence, there will be a mandatory mediation meeting scheduled with the parent 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 your child's teacher 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 7 or more days.
 - When a student is absent, the parent/guardian may call and request the day's assignments by 8:15 a.m. By requesting the assignments early, teachers are able to get them together throughout the day without interrupting instructional time. If the request is made later than this time, teachers may not have sufficient time to gather the materials. The parent may pick up the assignments in the office at 2:30 p.m. or later.
 - It is very important for your child to come to school on time each morning. Students should not be signed out early during the day. Every minute of the day is valuable instructional time. Time missed from the beginning, middle, or end of the day may cause your child to fall behind in the class she/he is missing.

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

BULLYING

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

Bullying is defined as follows:

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

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

The term applies to acts which occur on school property, on school vehicles, at designated bus stops, or at school related functions or activities or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of the local school system. The term also applies to acts of cyberbullying which occur through the use of electronic communication, whether or not the electronic act originated on school property or with school equipment, if the electronic communication (1) is directed specifically at students or school personnel, (2) is maliciously intended for the purpose of threatening the safety of those specified or substantially disrupting the orderly operation of the school, and (3) creates a reasonable 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.

CIVIL RIGHTS COMPLIANCE

Toombs County Middle School is an equal opportunity employer and does not discriminate against otherwise disqualified persons on the basis of race, color, religion, national origin including limited English proficiency, sex, age, or handicap in its recruitment, admission, employment, facility, and program accessibility or services in accordance with Title VI, Title IX, and Section 504 of the law.

Toombs County Board of Education has adopted policy GAA that addresses guidelines to ensure equal employment practices are practiced. Coordinators have been appointed by the superintendent to meet the guidelines of this policy. They are as follows:

Title IX Coordinators:	Sabrina Woodruff	912-526-3141
Section 504 Coordinator:	Carmen Roberts	912-526-3141

DERECHO CIVIL APLICABLES

Toombs County Middle School, tiene la oportunidad de trabajo y no discrimina o desclasifica a personas según la raza, color, religión, nacionalidad, inglés limitado, sexo, edad o incapacidad alguna, para reclutar, admitir, emplear, facilitar y programas accesible o servicios en conformidad con Title VI, Title IX y sección 504 en la Ley.

El departamento de Educación de Toombs County, a adoptado la política GAA que refiere a guías para enforzar la igualdad de trabajo que se practique y practicado. Coordinadores han sido elegido para asegurar que esta política sea cumplida. Las cuales son:

Title IX Coordinadores:	Sabrina Woodruff	912-526-3141
Sección 504 Coordinador:	Carmen Roberts	912-526-3141

CLUBS AND ACTIVITIES

Clubs and extra-curricular activities are part of the total school program and are regulated by the rules and regulations of the school. Clubs exist to serve and promote the student body and the school in a positive manner, but should in no way interrupt or interfere with the primary function of the school, which is the academic education of the students. However, activities cannot be allowed to interfere with academics. In order to belong to a club, the student must be passing 5 out of 7 subjects. No child is required to participate in any club operated at TCMS.

EXTRA AND CO-CURRICULAR ACTIVITIES OPT OUT

The following activities are available at Toombs County Middle School:

Weight Training	Miss T.C.M.S.	Track	FFA
Football	BETA Club	Cadet Band	RAK Club
Wrestling	Tennis	Band Auxiliary	Reading Club
Baseball	FCA	Soccer	JROTC
Basketball	4-H	Cheerleading	Journalism
Softball	Golf	Cross Country	Chess/Think Tank

Students are encouraged to be involved in sports and other activities.

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.

GRADING SYSTEM

- Each grading period averages will be determined by grades derived from a combination of activities which include assignments (i.e. homework, class work, reports, projects, and compositions), daily participation, notebooks, quizzes, unit and weekly tests. The weight of each item will be determined by the individual teachers with guidance from the administration.
- Numerical grades will be used on report cards and permanent records.
- The GPA equivalent values are as follows:

4 – A.....	100 – 90
3 – B.....	89 – 80
2 – C.....	79 – 70
0 – F.....	Below 70
- Parents receive a progress report mid grading period.
- Each grading period report cards will be issued during homeroom period to every student unless a fine is owed.

Report cards will be sent to the parent or guardian at the end of each grading period.

HEAD LICE POLICY

School personnel will routinely check students for head lice. If a student has active (moving) lice, he/she will be sent home immediately for treatment. If a student is found to have nits ONLY, the parent will be notified so that treatment and removal of nits can occur when the student gets home after school.

HOMELESS STUDENTS (McKinney-Vento Act)

Upon completion of the Toombs County Student Residency Statement, a student may meet the federal definition for homeless. Homeless students will be enrolled in school, even if the student is unable to provide documentation normally required for enrollment. Placement decisions will be made without delay. Homeless students may participate in classes, as well as other school activities. Please contact the local Homeless Liaison at 912-526-3141, ext. 2104, for additional information.

HOMEWORK

- What is homework? Homework is school work of any type completed outside of the regular classroom that is directly related to the course.
- What are the purposes of homework? Grades 6 – 8 students' homework should include practice activities as well as independent student activities and/or projects. Homework reinforces, enriches, and expands the student's understanding of concepts taught in the course. It also provides an opportunity for the student to improve study skills, to assume responsibility, and to follow instructions. Often, a natural outcome is parental involvement as a member of the educational team. For teachers, homework offers assistance in identifying individual class needs and helps the teacher to determine needed lesson adjustments.
- It is the responsibility of the student to keep up with classroom and homework assignments when absent from school. A student should ask a classmate's assistance for missed homework assignments. Students who know that they must be out of school for several days (including hospitalization, death in family, etc.) should request assignments whenever possible. Full cooperation with these guidelines will assist the student in making appropriate plans to avoid getting behind in class work due to excusable absences from school.

HONORS

Students who maintain a 90 or above average in their subjects during the school year will be named to the yearly Honor Roll. This includes all subjects taken. Students who maintain a 90 or above in each of their subjects will be named to the Star Honor Roll. Also, perfect attendance will be awarded to students who are present every day of the school year. In order to be counted present, students who arrive late MUST be signed in to school no later than 11:30. Students who leave early, MUST be signed out after 11:30 to be counted present. ***In addition, in order to be eligible for perfect attendance, students must have no more than 5 tardies and/or sign-outs per semester.*** These awards will be given at the end of the year at the annual honor's program. All honors that are awarded based on grades (honor roll, star honor roll, highest averages, etc.) will be determined by the students' grades as of ***May 4.***

HOSPITAL/HOMEBOUND

If a student is expected to be absent from school for an extended period of time due to illness, injury, or hospitalization, the parent and/or physician should request hospital/homebound services. To be approved for hospital homebound services, the student must be out a minimum of 7 days. Forms may be obtained from the school system social worker or school counselor and must be completed by the parent and physician and returned to the social worker. A teacher will be assigned by the principal to tutor the student during the extended absence.

NOTICE OF DIRECTORY INFORMATION

The Toombs County Board of Education hereby gives notice that it is our policy to disclose directory information to the public. Directory information in this school consists of a student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received and the most recent previous educational agency or institution attended by the student. Parents of a minor child or an eighteen-year-old student have the right to refuse to permit the designation of any or all of this directory information to be released, but the Superintendent of the Toombs County School System must be notified in writing within two weeks of entering Toombs County Schools.

PARENTAL INVOLVEMENT

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

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

PROHIBITING DISCRIMINATION IN EDUCATION

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

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

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

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

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

PROMOTION/RETENTION POLICY

****LOCAL REQUIREMENTS****

Criteria for promotion:

1. Overall average of seventy or higher
2. Earn a seventy or higher in three of four academic subjects

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

The promotion for special education students is determined by the achievement of IEP objectives. The promotion/retention of the student who does not meet IEP objectives will be determined by the promotion/retention committee.

****STATE REQUIREMENTS****

In addition to the local requirements listed above, any eighth grade student who does not meet standards on *Georgia Milestones* in the areas of Language Arts & Math, may be considered for retention.

If a student does not meet standards on *Georgia Milestones*, the principal will notify the parents in writing of the student's below-grade-level performance on the *Georgia Milestones*; the specific retests to be given; the opportunity for accelerated, differentiated, or additional instruction; and the possibility that the student might be retained at the same grade level for the next school year. A meeting will be convened immediately by the student's homeroom teacher in order to analyze the student's test scores and to plan the appropriate accelerated, differentiated, or additional instruction. After this instruction, the student shall be retested with the appropriate section(s) of the *Georgia Milestones*.

If a student does not meet standards on the second administration of the *Georgia Milestones*, the student may be retained at the same grade level for the next school year. The principal will notify the parents and teachers in writing of any decision to retain the student. This notice shall also give notification of the option to appeal, describe the composition and functions of the placement/appeals committee, and give notification that, in order for a student to be promoted, the decision must be unanimous.

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

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

PROMOTION-RETENTION APPEALS COMMITTEE AND PROCEDURES

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

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

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

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

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

Procedures for Meetings of the Promotion-Retention Appeals Committee:

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

SCHOOL SPONSORED TRIPS

School sponsored trips are considered as extensions of the school program and are subject to all rules and regulations of the regular school day. Students representing our school in any way have an extra responsibility to their school, their parents, and to themselves. Any student who demonstrates that he/she cannot accept this responsibility is prohibited from representing the school in such functions for the remainder of the school term.

Exclusions: The administration reserves the right to exclude any student identified as a chronic discipline problem from any and all activities.

TEACHER AND PARAPROFESSIONAL QUALIFICATIONS

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

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

If you wish to request information concerning your child's teacher's and/ or paraprofessional's qualifications, please contact **Dr. Renee Garbutt** at **912-526-8363**.

En cumplimiento con los requisitos del Every Student Succeeds Act (Ley del Éxito de Cada Estudiante), la **Escuela Toombs County Middle** desea informarle que usted puede pedir información sobre las cualificaciones profesionales del maestro(s) de su hijo y/o paraprofesional(es). Usted puede solicitar la siguiente información:

- Si el maestro del estudiante-
 - ha cumplido con los requisitos del estado y criterios de licencia para los grados y asignaturas para las cuales el maestro provee instrucción;
 - está enseñando bajo emergencia u otro estado provisional a través del cual se ceden las cualificaciones del Estado o criterio para licencia; y
 - está enseñando en el campo de disciplina de la certificación del maestro.
- Si el estudiante recibe servicios de un paraprofesional y, si es así, sus cualificaciones.

Si usted desea solicitar información sobre las cualificaciones del maestro/paraprofesional de su hijo por favor contacte a

la **Dra. Renee Garbutt** al **912-526-8363**.

TOOMBS COUNTY SCHOOL SYSTEM ACCEPTABLE USE AND INTERNET SAFETY POLICY

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

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

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

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

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

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

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

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

D. Recognize limitations to the privacy of electronic documents.

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

ENFORCEMENT OF POLICY

- A. Toombs County School System uses a technology protection measure that blocks or filters Internet access to some Internet sites that are not in accordance with the policy of Toombs County School System.
- B. The Technology protection measure that blocks or filters Internet access may be disabled by a Toombs County School System technology staff member for research purposes to allow a student to visit a site, with legitimate educational value.
- C. Students are required to complete an Internet safety course. The curriculum focuses on educating students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response. The course consists of an interactive presentation and will be completed prior to the end of the first semester of the school year. Students enrolling after the first semester are required to participate individually with a designated presenter. All students in grades 3-12 will sign a verification form indicating they have participated in the course. Students in grades K-2 will not be required to sign off, but the designated presenter will list the names of those who complete the K-12 instruction.

- D. Toombs County School System staff will monitor students' use of the Internet, through either direct supervision, or by monitoring Internet use history, to ensure enforcement of the policy.
- E. These guidelines were put in place by the Superintendent, administrators and/or other appropriate personnel that provide for monitoring the online activities of users within the Toombs County network. The system that filters, blocks, and monitors internet traffics is in place to restrict visual depictions that are (i) obscene, (ii) child pornography, or (iii) harmful to minors, as stated in the Children's Internet Protection Act of 2000.
- F. Even though every effort has been made to protect the school system from unwanted material, the global influence of the internet makes it difficult for all undesired material to be blocked. Therefore, the Board cannot assure parents or the public that the students and/or staff will be completely blocked from sending or receiving objectionable communications. All staff and students must assume responsibility for their own behavior and communications over the Toombs County network.
- G. The Toombs County Board of Education makes no warranties of any kind, either expressed or implied, for the resources it provides over the internet. The Toombs County Board of Education will not be responsible for any damages suffered while using the services, including but not limited to, loss of data, loss or damage to personal equipment, delays, non-deliveries, service interruptions, or exposure to offensive or threatening material. Computer users are strongly encouraged to maintain back-up files of all information that is not easily replaced.
- H. The Toombs County Board of Education specifically denies any responsibility for the accuracy obtained through the Internet. Any information obtained through the Internet is a responsibility undertaken by the user, as the Internet is fundamentally unregulated and the information found there has not been verified for accuracy. The Toombs County Board of Education denies any responsibility for the accuracy of the information obtained through its computing resources.

VIOLATION OF POLICY

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

TOOMBS COUNTY SCHOOL SYSTEM

Security Awareness

Purpose of this policy

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

Use of Passwords and IDs

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

Use of Computers

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

Use of Software

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

Virus Protection

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

GENERAL PROCEDURES

ANNOUNCEMENTS

Announcements to be made over the intercom should be submitted by teachers, not students. Students should work through their club or sponsor to have announcements made. Any poster or sign should be approved by a principal or assistant principal before being posted anywhere on the school campus.

ARRIVAL/DEPARTURE

To promote safe and orderly arrival and departure from school, auto traffic will be directed to the front campus. Autos bringing or picking up students must come to the front of the campus at **all** times. School buses will load students from the back campus in the afternoons. No auto traffic will be permitted on the back campus until after 3:45 p.m.

Students waiting to be picked up after school must wait directly in front of the office in the designated area.

Students should not arrive at school before 7:30 a.m. as there will be no teacher on duty to supervise the campus prior to that time. Students arriving after the 7:35 bell must go immediately to their homeroom. Students are to go to the cafeteria only if they wish to eat breakfast. Students must not sit in cars with anyone upon arrival at school and must not go to any car which stops on the campus or any street adjacent to the campus without permission from the teacher on duty.

BELL SCHEDULE

- 7:30 – Faculty and Staff Arrive
- 7:30 – Students Enter Building
- 7:35 – Students Go To Homeroom
- 8:00 – Tardy Bell
- 3:10 – School Dismissed

BACKPACKS/BOOKBAGS

Bookbags will no longer have to be clear or mesh. Students may carry bookbags that are solid in nature. The bookbags may be rolling as long as the bookbags have retractable handles. This rule applies to students who are bus riders or car riders. When boarding the bus, students must sit in their assigned seats with their bookbags in their laps.

CAR RIDERS

Car riders are dismissed each day at 3:10 p.m. and should be picked up **no later than 3:30**. It is essential that these students be picked up on time as faculty members are involved in after school planning/meetings and adequate supervision may not be available. Parents will be contacted by the administration if the parents are habitually late in picking up the students.

CHANGE OF ADDRESS/PHONE NUMBER

A student should report a change of address or phone number to the office of the registrar immediately.

DRESS CODE

The Toombs County Middle School dress code requires students to dress in a manner conducive to maintaining an academic focus. In the selection of school attire, parents and students should exercise good taste and good judgment. Many “fads” in dress are not appropriate for school. Therefore, student dress should reflect acceptable standards of neatness and modesty and should not distract from or cause disruption to the educational process.

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 type shirts, sweaters, and sweatshirts which are size appropriate are allowed.
- Shirrtails must be below the waist line even with arms raised above the head or when the student is seated.
- Sheer fabric outer wear will not be allowed.
- Shirts with deep scooped necklines will not be allowed.
- Sleeveless shirts, halter tops, tank tops, and spaghetti straps will not be allowed.
- Jackets are permitted but may not be worn to cover inappropriate clothing. Trench coats are not permitted.

Bottoms

- Pants, khakis, jeans, capris, and athletic pants (e.g. warm-ups) that are size appropriate, worn at the waist, and are hemmed or cuffed are allowed.
- Pajama pants are not allowed.
- Shorts that are size appropriate, worn at the waist, and are hemmed or cuffed are allowed. Shorts must be no shorter than five inches from the top of the knee.
- All students must wear pants/shorts snugly enough to keep them well above the hips.
- Jumpers and overalls will be allowed.
- All pants, overalls, and jumpers must have all buttons buttoned and all fasteners fastened.
- Dresses and skirts must be no shorter than 5 inches above the knee. Slits in skirts must not extend beyond 5 inches above the knee. Dresses, skirts, or shirts worn over tights/leggings must also meet the five inch rule.

Headgear

- Headgear of any type is unacceptable. No hats, bandanas, hoods, knit caps or stocking caps may be worn **anywhere on school grounds or buses. No hats are to be worn at recess.**
- Students who wear headgear during inclement weather (outside the building or school bus) must remove it before entering the school. These items must be stored in a backpack.
- Sunglasses are not allowed.

Shoes

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

Jewelry/Accessories

- Chains hanging from pockets, dog collar-like necklaces, spiked collars, bracelets, studded anklets or belts are not permitted.
- Belts must be flat with no symbolic message on the buckle or belt.
- Gloves are not permitted.
- Only studs or conventional ear rings may be worn in the ear. The number of earrings must not exceed 4 per ear. No other accessories will be allowed for body piercing.
- All permanent tattoos must be covered unless etched on the hands or face. Temporary tattoos or other types of body painting (except moderate types of makeup and lipstick) are not allowed.

Hair

- Hair must be free of curlers, picks, or combs at all times.
- Hair must be of a **natural human color**. (*Note: The purpose of this rule is based on the disruptive/distractive nature of some hair colors. The final determination regarding school-appropriate hair color will be made by the administration.*)
- Wigs may be worn if the student is medically fragile as noted by a physician's statement, and the wig is necessary because of loss of hair.
- Hair should be kept neat and combed and should not draw excessive attention to individuals.

General Guidelines for Students:

- All clothing, bottom or tops, must have appropriate hems and no inappropriate holes, frays, rips, or tears. If pants or shorts have holes that are more than 5 inches above the knee, shorts, tights, or pants must be worn underneath so that no skin is showing.
- All clothing must be appropriately sized. No oversized or baggy garments will be allowed (for example: pants must be worn at the natural waistline and not drag the floor). Clothing should not be excessively tight or form-fitting. Bike shorts, spandex apparel, yoga pants, etc. will not be allowed unless a shirt that is no more than five inches above the knee is worn. **As with all clothing decisions, administrators will have the final say as to whether a garment is too loose or too tight.**
- All garments should cover the body in an appropriate manner and not reveal the anatomy of the person other than the head and neck, or low extremities of the arms and legs.
- No "top" or "bottom" should be the same color, except in the case of a matching pant set or suit.
- Clothing, jackets, jewelry, and accessories may not advertise anything associated with alcohol, tobacco, guns, violence, drugs, gang-related activity, sexual connotations, or any item/saying/phrase that creates a hostile or disruptive environment.
- Bandanas are not allowed at school.
- Cosmetics, including but not limited to eye make-up, nail polish and lipstick, can only be worn in a manner as to not draw excessive attention to the person.
- Proper undergarments must be worn at all times. Undergarments must not be exposed.
- In the event of a medical necessity (e.g. broken leg, 504 plan, IEP), the school or system administrator may take temporary variations in this policy.
- A new student (one who has not previously enrolled) will be allowed five school days to make arrangements to conform to the 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 the student will be referred to a school administrator. The administration will then determine consequences based on the severity and frequency of dress code violations. 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 a higher degree of discipline.

FIRE DRILLS AND TORNADO ALERTS

Fire drills are required by state law. When the fire alarm sounds, student and teachers should follow procedures as outlined in the Emergency Preparedness Plan. Tornado drills are also required by state law. Severe weather drills will be indicated by three short blasts of the school bell followed by an intercom announcement detailing the severe weather. Students and teachers should then follow procedures as outlined in the Emergency Preparedness Plan.

FUND RAISERS

All fund raising activities must be approved by both the principal and the Superintendent for the Toombs County Board of Education.

GUIDANCE AND COUNSELING SERVICES

If you need help with school problems, personal and/or family problems, making plans for the future, or other concerns, persons specially trained to assist you are available. You may go by during free time or request a special appointment by signing your name on the notepad in the front office. The counselor is anxious to be of service. Confidentiality is assured in the guidance office.

HALLWAY RULES

Common courtesy observed in the halls will help to ease the congestion. Students should move in a quiet, orderly fashion on the right side of the hallway. Students must line up outside classrooms in a single file line against the walls. The middle of the hallway needs to be free at all times.

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 doctor indicating that all the immunizations are up to date, or they will not be able to enter school. This includes eyes, ear, and dental examination 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 your child is sick enough to stay home from school. With minor symptoms, you often cannot tell whether he/she is going to get better or worse during the course of the day.

The main reasons for keeping your child home are:

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

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

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

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

Most of the above listed problems need to be discussed with your child's 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 ready 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 24 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 anti-fungal 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 1-404-250-5437 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.**

LUNCHROOM SCHOOL NUTRITION PROGRAM – Toombs County Schools

Welcome to the Toombs County School Nutrition Program. Our school nutrition program is self-supporting and operates from monies received through payments for meals and reimbursements from federal and state programs. Information about our meal programs are posted on the school system's website. All menus must meet the U.S. Department of Agriculture requirements and guidelines. Our meals also meet the dietary requirements set forth in the Dietary Guidelines, as required by the Georgia Department of Education and the U.S. Department of Agriculture. Toombs County Schools offer a choice of entrees and side dishes at all grade levels.

Breakfast and lunch meals will be free to all students this school year.

Additional foods may be purchased in the School Cafeteria at lunchtime. All extra foods sold must be in compliance with federal and state regulations, and in keeping with the Dietary Guidelines. No extra food may be charged. Students may pay for extra items daily, weekly, monthly, or a year in advance.) Checks for meals should be made payable to Toombs County School Nutrition Program or to their child's school (i.e TCMS SNP) referencing Student meals. Any money remaining in the student's account at the end of the year can be carried over to the next school or school term. Parents may send a note to the cafeteria manager if they do not want their child to purchase these foods or to limit the amount of foods that can be purchased. Returned Checks: There is a \$15 charge for the first check returned for insufficient funds and \$25 for the second returned check. After the second returned check, no more checks will be accepted on that individual. The student must pay the fee plus the amount of the check.

Catered Foods: Per BOE policy, students are prohibited from bringing in lunches from restaurants, fast-food establishments or having food delivered on the school campus without prior approval of the principal. Sack lunches should be brought from home if a student chooses not to participate in the School Nutrition Program. Sack lunches should in no way promote restaurants or fast food establishments through the use of wrappers, cups, bags, etc.

“THIS INSTITUTION IS AN EQUAL OPPORTUNITY PROVIDER “

The Toombs County School system has adopted a Wellness Policy that impacts both the school lunch program and snacks sold during break. Nutrition guidelines that require the use of products that are high in fiber, low in added fats, sugar and sodium, and served in appropriate portion sizes consistent with USDA standards shall be established for all foods offered by the School Nutrition Program or contracted vendors. Snack vending machines will provide single serving snacks with (recommended) 300 or fewer calories, 6 grams of fat or less, 1 or more grams of fiber and at least 10% of RDA of calcium, iron, vitamin A or Vitamin C, protein, and fiber. Beverage vending machines may offer nutritious and/or lower calorie beverages such as bottled water, 100% juice, sports drinks, no-calorie soft drinks and low-calorie juice drinks. No full-calorie soft drinks or full-calorie juice drinks with 5% or less juice are available until the end of the school day. Vending machines are not available to students until after the end of the last lunch period.

MEDIA CENTER

In order to give better service, certain regulations govern the Media Center's operation. These include:

- Students should have a hall pass from the teacher.
- Books are limited to a maximum two week check out period.
- Appropriate charges are made for lost/damaged books.
- Magazines are used only in the Media Center.
- Books, magazines, and Media Center facilities are used by many students. Do not limit their usefulness by marking, tearing or damaging them in any way.
- Students causing a disturbance will be suspended from the Media Center for the length of time designated by the administration.
- Students must abide by all rules of the Acceptable Use Internet Policy
- Students using the Media Center must not talk loudly, eat, chew gum, or cause disturbances.

MEDICATIONS

All medicines, including aspirin and cough drops, brought to the school must be left with the nurse. The nurse will administer all medications when needed.

MESSAGES AND DELIVERIES (FLOWERS, BALLOONS, ETC.)

Only in an extreme emergency can students be reached during school hours. Please inform parents and friends that no telephone messages will be delivered. Flowers, balloons, etc. will not be accepted by the office for students.

RECORD REQUESTS

Students needing a certificate of attendance must pay \$2.00 for each copy.

Students needing an additional copy of a progress report and/or report card due to loss must pay \$2.00.

RESTROOMS

Our restrooms are open for the convenience of students. Please do not loiter 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.

SCHOOL STORE

Paper, pencils, folders, poster board, etc. will be sold from the school store in the media center before school each morning.

SCHOOL TELEPHONE

Students will not be allowed to use the telephone unless there is an urgent need such as illness. Parents are asked to please not call their child during the school day, nor ask their child to phone them.

Arrangements for after school activities, direction for what to do after school, and so forth, should be made before school. Only in an emergency will messages be relayed to students while at school. Such messages can be lost, misunderstood, and even phoned in by unauthorized persons. This is a responsibility the school can not accept.

Student may only use the phone in the office during school hours. All student phone calls must be logged.

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. Sabrina 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.

TITLE IX

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 Sabrina Woodruff para cordinar el programa del Title IX. El Sabrina 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.

TUITION

Students attending Toombs County Schools from outside the system must maintain a "B" or better (3.0) grade point average, have few, little, or no rules infractions each year, and have good school attendance. The school administrator will "make the call" for admission.

VISITORS

Toombs County Middle School welcomes parents and patrons who wish to visit the school. Visitors are required to check in at the office. **This procedure protects the classroom process from undue interruption and assures visitors an efficient response to their school-related needs. (Georgia School Law 32-9928)**

WITHDRAWAL FROM SCHOOL

To withdraw from school, the student and the parent/guardian must come to the Guidance Office to complete the appropriate paperwork. The parent/guardian who enrolled the student is responsible for completing the withdrawal process. The student will be given a withdrawal form to take to each teacher. The student must return all books, clear all fees, and return all equipment. Once the withdrawal process is complete, the form must be turned in to the Guidance Office. A copy of the withdrawal form will be given to the student.

STUDENT RESPONSIBILITIES

CARE OF SCHOOL PROPERTY

The school is public property financed with tax money. Pupils who damage, deface, or destroy the property of the school, including technology such as Chromebooks, shall be punished and required to pay for the damage.

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 locker rooms, cafeteria, library or any classroom should be reported immediately to the teachers or administration. P. E. lockers should not be shared. Toombs County Middle School is not responsible for any loss or damage to personal property, including cell phones.

POLICY JCDA: STUDENT CODE OF CONDUCT (revised 4/12/18)

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

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

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

OFF-CAMPUS MISCONDUCT:

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

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

WRITTEN NOTICE OF HEARING:

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

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

DELIVERY OF NOTIFICATION:

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

TEACHER REPORTING REQUIREMENT:

It is the policy of the Toombs County Board of Education that the Superintendent shall fully support the authority of principals and teachers to remove a student from the classroom pursuant to Georgia law as cited in 20-2-738 and 20-2-751.5(d). A teacher shall have the authority, consistent with Board policy, to manage his or her classroom, discipline students, and refer a student to the principals or his designee to maintain discipline in the classroom. Any teacher who has knowledge that a student has exhibited behavior which violates the student code of conduct and repeatedly or substantially interferes with the teacher's ability to communicate effectively with the students in his/her class or with the ability of each student's classmates to learn shall file a report of such behavior with the principal or his designee. The principal and teacher shall thereafter follow the procedures set forth in Georgia law, specifically O.C.G.A. 20-2-737-738. The Superintendent and/or his designee shall ensure that procedures are disseminated as necessary for implementation of this policy and applicable state laws.

ADDITIONAL INFORMATION:

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

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

Students shall:

- Respect constituted authority, including teachers, administrators, bus drivers, and other school employees. This shall include compliance with school rules and regulations and applicable provisions of law;
- Attend school daily, except when excused, and be on time to all classes and other school-day functions;
- Pursue and attempt to complete the course of study prescribed by the state and local school authorities;
- Protect and take care of the school's property and the property of others;
- Dress and groom to meet fair standards of health and common standards of decency;
- Avoid the use of indecent or obscene language, both written and oral; and
- Avoid conduct that will demean or slander others.

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

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

Discipline in the classroom is the responsibility of each teacher. Discipline in the buildings, halls, and playground is the responsibility of every teacher.

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

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

- Accept responsibility for their actions and education while abiding by established school rules, regulations, and laws of the community, state, and nation;
- Come to school with a positive attitude in order to maximize opportunities for academic and personal growth;
- Model positive behavior and language which reflect cooperation with all members of the school community; and
- Come to school prepared to learn, bringing only those items and materials which are appropriate for the educational program.

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

- Consider issues related to school safety when engaging in the school improvement planning process;
- Participate in the assessment and provision of a safe learning environment, including school security, school climate, and disciplinary interventions;
- Use assessment findings in determining school improvement goals and professional development needs;
- Model behavior standards by acting in a respectful manner towards students, other staff, and parents;
- Implement established discipline policies and programs consistently;
- Stay informed and remain alert to ensure that the school and system emergency preparedness plans are activated when a crisis develops;
- Establish in conjunction with school improvement teams procedures for interacting with the media to promote school initiatives and to inform the community in the event of a crisis; and
- Help in developing a curriculum that meets the educational needs of all students.

PROGRESSIVE DISCIPLINE:

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

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

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

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

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

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

DISCIPLINARY PROCEDURES:

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

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

A conference with the student must precede any immediate suspension from school. If immediate suspension is the action that is taken by the school administrator, it will not exceed 10 school days and **parents/guardians will be notified**

either in person, by phone, or by mail. School officials may involve law enforcement officials when evidence surrounding a situation necessitates their involvement.

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

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

CORPORAL PUNISHMENT:

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

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

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

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

Corporal punishment is defined as **reasonable bodily punishment, justly and reasonably administered.** It may be administered with a wooden paddle approximately 24 inches long, 5 inches wide, and ¼ to ½ inches thick.

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

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

IN-SCHOOL SUSPENSION (ISS):

The purpose of In-School Suspension is:

- To serve as an alternative to suspension from school.
- To help suspended students acquire the kinds of social attitudes, values, and skills which in turn will result in productive social behavior.

Assignment and Eligibility

- The principal may attempt other types of intervention strategies prior to assigning a student to ISS. These strategies may include counseling and/or advisement, conferences with parents, use of "time-out room", and corporal punishment. Students may not participate in any after school activities while assigned to ISS. They may practice but not play in scheduled games.

If ISS rules are not followed or if a student continues to misbehave once assigned to ISS, the student may be assigned OSS for the remaining ISS days. Misbehavior in ISS will not be tolerated.

OUT-OF-SCHOOL SUSPENSION:

When conduct severely interferes with the learning environment and if ISS has not improved the behavior, then out-of-school suspension is warranted. Classwork, tests, etc. that are assigned during a student's OSS days may be made up at the discretion of the teacher and administrators.

TEXTBOOKS, LIBRARY BOOKS, AND FINANCIAL OBLIGATIONS

Textbooks and library books that are issued to or checked out by a student must be returned to the teacher who issued the book or returned to the library. Any and all books that are not returned must be paid for. Each student is responsible for returning the book that he or she checked out or was issued. Substitute books are not acceptable. Those students who do not return property that belongs to the school or Board of Education must pay for the books, other property, or damages. All financial responsibilities must be cleared by the student each semester. For those students who fail to meet their financial obligations, the following action will be taken. Until payments are made, student will not be able to:

- Receive books for the next term
- Participate in extracurricular activities if all uniforms from the previous term are not returned
- Receive a report card

Payment for lost textbooks or library books may conform to the following scale:

Lost Books	Condition of	Cost
	New.....	Full price
	Good.....	Three-fourths of price
	Fair	One-half of price
	Poor	One-fourth of price
Damaged Books		
	Paperbacks	One-sixth of price
	Textbooks	One-fourth of price

DISCIPLINARY OPTIONS

The foremost priority of the Toombs County School System is to provide a safe and secure environment for all students with deliberate consideration for the well-being and health of each individual. An appropriate learning climate must be established and maintained to ensure such an environment.

All student misconduct at school, on the bus, or at school-sponsored activities will be dealt with in accordance as prescribed by **THE UNIFORM 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.**

LEVEL ONE OFFENSES

These offenses will be managed by teachers unless they become repeated offenses. Repeated offenses of level one misbehaviors will result in consequences equivalent to those of level two offenses which are handled by the administration.

CONSEQUENCES FOR LEVEL ONE OFFENSES-Loss of recess, silent lunch, isolation within the classroom, in-team, student conference, parent contact, parent conference, etc.

CELL PHONES

Cell phones, including smart watches, are permissible on campus as long as they remain turned off during the school day while in either students' bookbags or pocketbooks.

CHEATING ON TESTS

First offense: Teacher discretion

CLASSROOM DISTURBANCES

Students may not disrupt the normal flow of teacher activities in a classroom.

DISRESPECT FOR SCHOOL AUTHORITY

Disrespect for faculty and staff members will not be tolerated.

FOOD, DRINKS, AND CHEWING GUM

No student shall have food, drinks or chewing gum in the halls or classrooms at any time unless approved by the administration. No food or drinks may be taken from the lunchroom.

HORSEPLAYING

Putting hands or objects on another student or in his/her personal space.

POSSESSION OF CHEWING GUM IS STRICTLY PROHIBITED ON CAMPUS AT ALL TIMES.

All offenses – Teacher discretion

PUBLIC DISPLAY OF AFFECTION

There should be no fraternizing (hugging, kissing, holding hands, etc.) between students on the school campus. School is not the place for such conduct.

UNWANTED ITEMS

Students may not bring cameras, radios, iPods, tablets, iPads, recorders, electronic games, ankle weights, laser beams, blankets, or other items that take away from the focus of instruction on campus at any time unless approved by the administration.

VULGAR LANGUAGE (Non Personal)

Use of profane, vulgar, or obscene words, gestures or actions on school grounds or at school events or functions is prohibited.

LEVEL TWO OFFENSES-OFFICE REFERRALS

BULLYING (THREATENING OR INTIMIDATING)

According to Code Section 20-2-751.4 of the Georgia School Laws, bullying is defined as “any willful attempt or threat to inflict injury or another person, when accompanied by an apparent present ability to do so; or any intentional display of force such as would give the person reason to fear or expect immediate bodily harm.” Toombs County School System Policy strictly prohibits bullying in any form on school grounds, on school buses, or at any school function during or after school hours.

First offense – 3 days ISS or 3 days OSS

Second offense – 5 days ISS or 5 days OSS

Third offense – 10 days OSS and referral to the Toombs County

Disciplinary Tribunal with a recommendation of placement in the alternative school, or expulsion

CELL PHONES

Cell phones, including smart watches, are permissible on campus **as long as they remain turned off during the school day while in either students’ bookbags or pocketbooks.** They may not be used to make phone calls, send text messages, or to take pictures at any time during the regular instructional/school day. The instructional period shall be considered to be between the hours of 7:30 a.m. and 3:30 p.m. **ALL CELL PHONES CONFISCATED WILL BE RETURNED TO THE PARENT/GUARDIAN BASED ON THE FOLLOWING PAYMENT SCHEDULE IN CASH ONLY:**

First offense: Parent must pick up cell phone in the office.

Second offense: \$10.00 and parent pick up

Third offense: \$20.00 and parent pick up

If a student repetitively violates the cell phone policy, he/she will receive an office referral for defiance, and higher level consequences such as ISS may be assigned. Additionally, with repeated cell phone offenses, a student may lose the privilege of having a cell phone on campus.

CHEATING ON TESTS

First offense-Teacher’s discretion

Second offense – Automatic zero, 1 day ISS and parent notification

Third offense – Automatic zero, 2 days ISS, and mandatory conference at school

CLASSROOM DISTURBANCES

Any student action which disrupts the normal flow of teacher activities in a classroom

First offense – Parent/Student conference

Second offense – 1 day ISS or corporal punishment

Third offense – 2-3 days ISS

Fourth offense – 3-5 days ISS

DISRESPECT FOR SCHOOL AUTHORITY

First offense – Parent/Student conference

Second offense – 1-3 days ISS

Third offense – 3-5 days ISS

Fourth offense – 7 days ISS

FORGERY

Forgery in any form is prohibited.

First offense – 1 day ISS and parent notification

Second offense – 2-3 days ISS and parent notification

Third offense – 1 day OSS

HORSEPLAYING

Putting hands or objects on another student or in his/her personal space.

First offense – 1 day ISS or corporal punishment

Second offense – 2-3 days ISS or corporal punishment

Third offense – 3-5 days ISS

LEAVING CLASS

No student may leave a class without permission from the teacher. If you receive permission to leave the class, you must have a hall pass and go directly to your destination and return directly. Care should be taken not to disturb other classes.

- First offense – 1-3 days ISS
- Second offense – 3-5 days ISS
- Third offense – 7 days ISS

LEAVING SCHOOL GROUNDS

Once a student arrives on campus, or boards a school bus, he/she may not leave school without checking out through the school office. A student may not leave school before the end of the school day unless his/her parent or guardian, or an authorized person, comes to the school office to sign him/her out. Telephone calls will not be accepted as permission for the student to leave school unless school officials can verify the identity of the caller. Written permission slips should be turned in prior to the beginning of the school day. Permission can not be granted to ride any bus other than assigned bus unless it is an emergency.

Leaving school without proper permission will result in immediately notifying local law enforcement.

- First offense – 3 days In-School Suspension
- Second offense – 5 days In-School Suspension
- Further offenses – 3 days suspension from school

PORNOGRAPHY

This includes pictures, magazines, videos, drawings, and sexual writings.

- First offense – 1-3 days ISS
- Second offense – 3-5 days ISS
- Third offense – 5-7 days ISS

Any pornographic or obscene material accessed using school technology will result in the loss of technology privileges for such length of time as determined by the administration depending on the severity of the infraction.

PUBLIC DISPLAY OF AFFECTION

There should be no fraternizing (hugging, kissing, holding hands, etc.) between students on the school campus. School is not the place for such conduct.

- First offense – verbal warning
- Second offense – 1 day ISS or corporal punishment and parental notification
- Third offense – 1 to 5 days ISS or OSS

REFUSAL TO CARRY OUT INSTRUCTIONS OF FACULTY OR STAFF MEMBERS (DEFIANCE) OR VIOLATIONS OF SCHOOL CLASS RULES. REFUSAL TO IDENTIFY HIMSELF OR HERSELF ON REQUEST.

MINIMUM OPTIONS INCLUDE THE FOLLOWING:

- Counseling
 - Removal from a class and referral to designated administrator. Penalty at the discretion of the principal depending on the circumstances (up to and including suspension, expulsion, and corporal punishment.)
- First offense – 1-3 days ISS
 - Second offense – 3- 5 days ISS
 - Third offense – 5-7 days ISS
 - Fourth offense – Suspension and recommendation to Toombs County Disciplinary Tribunal

SELLING, BUYING AND/OR TRADING ITEMS

Selling, buying, and/or trading items at school without permission of the school principal is prohibited.

- First Offense – 1 days ISS or corporal punishment
- Second Offense – 2 days ISS
- Third Offense – 3 days ISS

SKIPPING CLASS

Failure to report to assigned classes at appropriate times. This includes being in another teacher's class without prior permission from the teacher to whom the student is assigned.

- First offense – 1-3 days ISS
- Second offense – 3-5 days ISS
- Third offense – 5-7 days ISS

STEALING

Stealing is defined as a student having possession of property that is not his/hers.

- First offense – 1-3 days ISS
- Second offense – 3-5 days ISS

UNWANTED ITEMS

Students may not bring cameras, radios, iPods, tablets, iPads, recorders, electronic games, ankle weights, laser beams, blankets, or other items that take away from the focus of instruction on campus at any time unless approved by the administration. **SUCH ITEMS WILL BE TAKEN UP AND RETURNED ONLY TO PARENTS OR GUARDIANS BASED ON THE FOLLOWING PAYMENT SCHEDULE IN CASH ONLY**

- First offense – Warning

Second offense – \$10.00

Third offense – \$20.00

If a student repetitively violates the “unwanted items” policy, higher level consequences such as ISS may be the result.

VULGAR LANGUAGE (Personal)

Use of profane, vulgar, or obscene words, gestures or action on school grounds or at school events or functions is prohibited.

First offense – 1-3 days ISS or corporal punishment

Second offense – 3-5 days ISS

Third offense – 5-7 days ISS

Use of profane, vulgar, or obscene words, gestures or actions toward teachers, administrators and other school personnel, or persons attending school-related functions will not be tolerated.

First offense – 3 days ISS or 3 days OSS

Second offense – 5 days ISS

Third offense – 5 days OSS

Fourth offense – Referral to Toombs County Disciplinary Tribunal

The consequence will be based on the severity of the incident. The number of days ISS/OSS assigned is at the discretion of the administrator.

LEVEL THREE OFFENSES-These behaviors require immediate action by the school administrator and will result in more severe consequences.

ACTIVATING A FIRE ALARM OR FIRE EXTINGUISHER OR CALLING 911 UNDER FALSE PRETENSES

Any student caught activating a fire extinguisher or fire alarm will be turned over to the police and charged not less than fifty dollars (\$50) restitution and a complaint will be file with authorities.

First offense – 3-5 days ISS

Second offense – 5-7 days ISS

Third offense – 10 days suspension with recommendation of expulsion

BULLYING (THREATENING OR INTIMIDATING)

According to Code Section 20-2-751.4 of the Georgia School Laws, bullying is defined as “any willful attempt or threat to inflict injury or another person, when accompanied by an apparent present ability to do so; or any intentional display of force such as would give the person reason to fear or expect immediate bodily harm.” Toombs County School System Policy strictly prohibits bullying in any form on school grounds, on school buses, or at any school function during or after school hours.

First offense – 3 days ISS or 3 days OSS

Second offense – 5 days ISS or 5 days OSS

Third offense – 10 days OSS and referral to the Toombs County

Disciplinary Tribunal with a recommendation of placement in the alternative school, or expulsion

EXTORTION OR ATTEMPT TO EXTORT MONEY OR OTHER ITEMS FROM OTHER STUDENTS

First offense – 1-3 days ISS

Second offense – 3-5 days ISS

Third offense – 3 days OSS and possible arrest and prosecution

FIGHTING OR INSTIGATING A FIGHT

Fighting will not be tolerated! Any student responsible for a fight or serious disruption of order on the school campus will be dealt with in the following manner:

First offense – 1-3 days OSS and possible complaint filed with legal authorities

Second offense – 3 to 5 days OSS and possible complaint filed with legal authorities

Third offense – 5 to 7 days OSS and possible complaint filed with legal authorities

Fourth offense – 10 days OSS and possible complaint filed with legal authorities and referral to the Toombs County Disciplinary Tribunal

- Any student who **provokes**, promotes, or in any way causes other students to fight will be considered as a participant in the fight and will be dealt with accordingly.
- The number of days suspension indicated for each offense are possible consequences. The principal has the option of extending the suspension up to ten days if the severity of the incident warrants such action.
- Any assault by a student upon a teacher or staff member, or any assault by a student upon another student which is vicious and/or premeditated will be referred to the Disciplinary Tribunal as set up by the Toombs County Board of Education and a complaint filed with legal authorities. A recommendation for long term suspension or expulsion will be considered by the Tribunal.
- Any assault in which a weapon is used will automatically be referred to the Disciplinary Tribunal for long term suspension or expulsion.
- Aggravated battery will be reported to the proper legal authorities.

FIRECRACKER, STINK BOMBS, ETC.

Possession of, or being involved in, the popping of firecrackers or any type of fireworks or anything that disrupts the campus like stink bombs is prohibited. The consequences will be the same as having a knife or other weapon. **Any "popper" of any kind which contains a chemical explosive will be considered a firecracker, no matter how small.**

First offense – 3 days ISS

Second offense – 5 days OSS

Third offense – 10 days OSS and referral to the Toombs County Disciplinary Tribunal

GAMBLING

Gambling in any form is prohibited.

First offense – 1-3 days ISS and parent notification

Second offense – 3-5 days ISS and parent notification

Third offense – 1-3 days OSS

GANG ACTIVITY

Gang activity is prohibited on all campuses in the Toombs County School System and will not be tolerated in any form including symbols, clothing, actions, or graffiti. Students found to be in violation of this policy will be subject to evaluation by the school administration and administered punishment as determined by the severity of the offense. Legal authorities will be notified.

First offense – 1-3 days ISS or OSS

Second offense – 3- 5 days ISS or OSS

Third offense – 5-7 days ISS or OSS

Fourth offense – Suspension and referral to the Toombs County Disciplinary Tribunal

INTERNET VIOLATION

Access to prohibited or inappropriate internet sites is a violation of the Toombs County School System internet safety policy. Internet sites should be accessed for educational purposes ONLY as directed by the teacher. Accessing inappropriate sites will result in an immediate office referral.

First offense – 1-3 days ISS

Second offense – 3-5 days ISS

Third offense – 7 days ISS

Repeated offenses may result in loss of internet privileges.

NARCOTICS, ALCOHOLIC BEVERAGES AND STIMULANT DRUGS (Board of Education Policy)

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

1. On the school grounds and immediately before or immediately following school hours;
2. On the school grounds at any other time when the school is being used by any school group;
3. Off the school grounds at a school function, activity, or event; and
4. Enroute to and from school.

Use of a drug properly authorized by a medical prescription from a registered physician, accompanied by a note signed by legal guardians granting permission to take the medication, shall not be a violation of this policy. However, the Toombs County Board of Education recognizes the danger of the improper use of prescription or over-the-counter drugs, and authorizes principals to take disciplinary action against such abuses should they occur. All substantiated cases involving illicit drugs shall be reported to the proper legal authority and referred to the Toombs County Disciplinary Tribunal with the recommendation for long-term suspension in accordance with the policy as follows:

First Offense – 10 days OSS, parent notification, and referral to the Toombs County Alternative School

Second Offense – 10 days OSS, parent notification, and referral to Toombs County Disciplinary Tribunal with the recommendation of long term expulsion.

All cases of persons **selling** drugs or intoxicants listed above shall be referred to the Toombs County Disciplinary Tribunal with the recommendation for disciplinary action. The sale or distribution of prescription and over-the-counter drugs will be dealt with by the policy pertaining to illicit drugs.

All medicines brought to school, either prescription or over the counter, must be left with the nurse. The nurse will administer when needed. If medication is brought to school and not turned in to the nurse, a disciplinary referral may result

PHYSICAL OR VERBAL ASSAULT AND/OR BATTERY ON FACULTY OR STAFF MEMBER

Options include the following:

- Immediate suspension (10 days OSS) and arrest by the police.
- Recommendation for expulsion for the remainder of the year to the Toombs County Disciplinary Tribunal

PORNOGRAPHY

This includes pictures, magazines, videos, drawings, and sexual writings.

- First offense – 1-3 days ISS
- Second offense – 3-5 days ISS
- Third offense – 5-7 days ISS
- Subsequent offenses – OSS

Any pornographic or obscene material accessed using school technology will result in the loss of technology privileges for such length of time as determined by the administrator depending on the severity of the infraction. **Any sharing of digital pictures, videos, etc. of minors will result in immediate referral to the local law enforcement.**

SCHOOL DISTURBANCES

This includes acts which cause disruption of learning opportunities and/or threaten the safety of others. Included are sit-downs, walk-outs, riots, picketing, trespassing, inciting disturbance, threats or actual violence during periods of disruption, failing to give identity and blocking entrances and exits. Options include the following:

- Penalty at discretion of principal, depending on circumstances
 - Parent, student, and teacher conference
- First offense – 10 days ISS
Second offense – 10 days suspension and recommendation of expulsion for the semester.

SCHOOL PROPERTY AND PERSONAL PROPERTY

School property belongs to all of us; therefore, we all have the responsibility to care for it. This includes, but is not limited to, textbooks, library books, Chromebooks, computers, desks, etc. Students will be expected to pay for any deliberate damage to school property.

Substantial damage (vandalism) may be referred to the Toombs County Disciplinary Tribunal and legal charges filed.

Options include:

- Restitution for all damage;
- Penalty at discretion of principal depending on circumstances including suspension (up to 10 days) and possible referral to the Toombs County Disciplinary Tribunal for long-term suspension; and/or
- Possible arrest and prosecution.

SEXUAL MISCONDUCT

Sexual harassment or sexual misconduct in any form will not be tolerated in the Toombs County School System. Anyone found guilty of such conduct will be dealt with appropriately by the school administration. Options for punishment will include arrest and prosecution, placement in the Toombs County Alternative School, long term suspension, expulsion, or In-School Suspension depending upon the severity of the case. Types of conduct that constitute Student to Student Sexual Harassment are the following:

- Conveying rumors or engaging in innuendo about a student's sexual activity;
- Calling students names of a sexual nature;
- Obscene gestures, including students grabbing their own genitals and/or rubbing themselves in a sexually suggestive manner;
- Sexual molestation;
- Use of sexually explicit language;
- "Mooring" at a student with the express intent to refer to bust size;
- Creating graffiti on school property which uses explicit sexual language to describe and degrade others;
- Unwelcome touching, pinching, or restraining of others;
- Exposing private parts to others;
- Flipping up skirts or snapping bras;
- Threatening sexual activity;
- Student subjecting other student to continual teasing or lewd remarks about their anatomy;
- Offering a student money to perform sex acts or other propositions of a sexual nature;
- Off-color jokes;
- Sexually harassing drawings and other "art" work; and
- Simulating sex acts.

Parents will be notified and incidents reported to the Superintendent, who will decide appropriate action.

STEALING-MAJOR

Stealing is defined as a student having possession of property that is not his/hers.

- First offense – 3 days ISS
- Second offense – 5 days OSS
- Third offense – 10 days OSS
- Fourth offense – Further offenses will result in referral to the Toombs County Disciplinary Tribunal for long term suspension.

It is most important that all students respect the property of others and not pick up anything that belongs to someone else. Any item which is found **MUST BE TURNED IN** to the office or a teacher immediately.

TOBACCO PRODUCTS/VAPING (Board of Education Policy)

Students are not to use tobacco in any way or be in possession of tobacco on school property during the school day, on school trips, or during school activities. This policy is on the United State Surgeon General's report which gives us scientific evidence that smoking has a harmful effect on the physical health of the individual.

- First offense – 3 days ISS with parent conference
- Second offense – 5 days ISS
- Third offense – 7 days ISS
- Fourth offense – up to 10 days suspension with recommendation for expulsion

WEAPONS (JCDAE-9/8/15)

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

1. Any handgun, firearm, rifle, shotgun or similar weapon; any explosive compound or incendiary device; or, any other dangerous weapon as defined in O.C.G.A. § 16-11-121, including a rocket launcher, bazooka, recoilless rifle, mortar, or hand grenade.
2. Any hazardous object, including any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor, razor blade, spring stick, knuckles, whether made from metal, thermoplastic, wood, or other similar material, blackjack, any bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any instrument of like kind, any nonlethal air gun, and any stun gun or taser. Such term shall not include any of these instruments used for classroom work authorized by the teacher.

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

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

Reporting Requirements

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.

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.

Possession will result in:

- First offense – 3 days ISS
- Second offense – 5 days OSS
- Third offense – 10 days OSS and referral to the Toombs County Disciplinary Tribunal

Any knife, razor blade or other such weapon brought to school by mistake must be turned in to the office or a teacher immediately to avoid punishment. Any knife brought to school will be returned to the parent only on the first offense. Subsequent offenses will result in the knife being kept until the end of the school term.

BUS CONDUCT

Regular Routes, Field trips, and Athletic/Band Trips

When a student is in visual range of a bus driver or loading the bus, he/she is under school authority and all school rules and regulations apply to his/her conduct. All students who ride school buses in our system are subject to the rules and regulations established for safe pupil transportation. Students are expected to behave properly on the school bus and follow instructions given by the driver at all time. Maintaining proper conduct on the school bus must be a joint effort by students, parents, bus drivers, and school officials. Misbehavior on the part of a student which distracts the driver from his/her operation of the vehicle jeopardizes the safety of all passengers. Failure to abide by the rules and regulations may endanger all those who are riding on the bus and will not be tolerated. **The opportunity to ride the bus is a privilege, not a right, and should be treated as such.**

Please Note: Children who cannot take care of themselves will not be allowed to get off the bus alone when no one is at home. Drivers will complete their route and come back by the child's home on the first occurrence. The school will notify

the Sheriff's Department and the Department of Family and Children's Services and attempt to call emergency phone numbers. On the second occurrence, the child will be carried back to school or to the Sheriff's Department and the Department of Family and Children's Services will be called. If the problem persists, the child may face out of school suspension due to negligent parents.

Students will be given a copy of the "**Student Rules of Conduct on Buses**". This form **MUST** be signed and returned by ALL students. These rules may also be found in the "Toombs County Schools: Calendar of Events, Policies, & Procedures".

Minor offenses will be handled by the bus driver. Minor offense report 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.

First referral – 3 days bus suspension or a paddling may be substituted only **once** for chronic disobedience (not for fighting or possession of a weapon, or assault on an employee).

Second referral – 5 day suspension from **ALL** buses

Third referral – 7 day suspension from **ALL** buses. Parent conference must be held.

Fourth referral – 10 day suspension from **ALL** buses

Fifth referral – 15 day suspension from **ALL** buses

Subsequent referrals may be referred to a tribunal at the administrator's discretion.

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AGENDA 2020-2021



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