Dear Students and Parents,

Welcome to Toombs County High School and the 2019-2020 School Year. We are very excited about the beginning of another school year. Much planning and work has been done to ensure that you will have a successful year.

With your assistance, we can help to make this your best school year ever. As you begin the year, I challenge you to always "be in the right place doing the right thing at the right time." If you adhere to this challenge, your time at TCHS will likely produce some great memories.

We ask that you show great pride at TCHS, and this is done through demonstrating essential traits like: character, diligence, honesty and school spirit. It is important for us at TCHS to support you in providing many opportunities for you to flourish in academics, athletics, fine arts, and/or CTAE pathway’s that may assist in your development to become the best person you can be.

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

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

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

Go Dawgs!

Sincerely,

Mrs. Marissa Morris
Mrs. Marissa Morris
Principal

Mr. Garrett Cranford
Mr. Garrett Cranford
Assistant Principal

Mrs. Michelle Branham
Mrs. Michelle Branham
Director of Student Support
Toombs County School System & Toombs County High School
Mission, Vision, and Beliefs

Mission
Believe In Every Child, Every Day

Vision
Excellence For All

Beliefs

- Students success is the #1 priority with all students graduating and becoming successful citizens
- In providing a safe, orderly environment where students thrive
- Meaningful relationships between school, home, and community are instrumental for student success
- Students have the right to highly qualified, motivated teachers and staff who maintain high expectations
- Effective teachers and leaders have the greatest impact on learning.
# Toombs County Schools 2020-2021 CALENDAR

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>JULY 2020</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Independence Day</td>
</tr>
<tr>
<td>AUGUST 2020</td>
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<tr>
<td>7</td>
<td>First Day of School</td>
</tr>
<tr>
<td>8</td>
<td>Planning Day</td>
</tr>
<tr>
<td>9-13</td>
<td>Fall Break</td>
</tr>
<tr>
<td>NOVEMBER 2020</td>
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<tr>
<td>23-27</td>
<td>Thanksgiving Break</td>
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<tr>
<td>DECEMBER 2020</td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>Last Day 1st Semester</td>
</tr>
</tbody>
</table>

### Independence Day
Independence Day

### First Day of School
First Day of School

### Labor Day
Labor Day

### Planning Day
Planning Day

### Pre-Planning
Pre-Planning

### First Day of School
First Day of School

### Fall Break
Fall Break

### Thanksgiving Break
Thanksgiving Break

### Last Day 1st Semester
Last Day 1st Semester

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**Notes:**

- **Pre-Planning:** 3-6
- **Planning Day:** 4
- **First Day of School:** 7
- **Labor Day:** 8
- **Fall Break:** 9-13
- **Last Day 1st Semester:** 18
- **Christmas/New Year Break:** Dec. 21-Jan. 3
- **MLK Holiday:** 18
- **Student/Staff Holiday:** 12
- **President’s Day Holiday:** 15
- **Spring Break:** 2-9
- **Last Day of School:** 14
- **Graduation:** 15
- **Post-Planning:** 17-19
Section 1—Academics

Academic Integrity
All students at Toombs County High School are expected to do their best in all academic endeavors. This includes submitting work that is original and authentic. If a student submits work which is found to be plagiarized, or if a student cheats or falsifies class assignments, projects, or assessments, that student will not receive credit for the work and will face disciplinary action. This includes using unauthorized materials in a testing environment and giving or receiving information prior to or during any assessment.

Academic Motivators
Students who have performed well academically and behaviorally will be rewarded periodically. The purpose of these motivators is to promote academic success.

Advanced Placement
Advanced Placement (AP) courses are offered and highly encouraged for students who wish to pursue a more rigorous course load. AP courses are offered in several academic areas and include World History, US History, Calculus, Government, and Literature.

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

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

Diploma Types
Diploma types offered at Toombs County High School are:
1. High School Diploma—the document with the appropriate seal(s) awarded to students certifying that they have satisfied all state of Georgia High School Graduation Requirements referenced in rule 160-4-2-.48.
2. Special Education Diploma - the document awarded to students with disabilities assigned to a special education program who have not completed all of the requirements for a high school diploma but who have nevertheless completed their Individualized Education Programs (IEP).
Toombs County High School Accelerated, Advanced & AP Courses

Accelerated 9th Grade Literature
Accelerated 10th Grade Literature
Accelerated American Literature (11th Grade)
Honors British Literature
Accelerated Algebra I/Geometry A
Accelerated Geometry B/Algebra II
*Algebra II
*Accelerated Pre-Calculus
*Advanced Mathematical Decision Making
*AP Calculus
*AP World History
*AP Government
*AP US History
Psychology
Accelerated Physical Science
 Accelerated Biology
*Chemistry I
*Physics
*Human Anatomy/Physiology
*Spanish II
*Spanish III
Dual Enrollment courses taken at a University System of Georgia in core subject areas taught at a SACS accredited college or university

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

WEIGHTING OF RIGOR COURSES

Applicable to courses taken in the 16-17 year and beyond
Toombs County High School encourages students to select and participate in the most rigorous course of study available. Therefore, to give students equal access to academic honors and class ranking that reflect a rigorous course of study, Toombs County High School will award 5 points upon the completion of the following courses, as noted below.

<table>
<thead>
<tr>
<th>Courses</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced Placement (AP) Courses</td>
<td>+5 points</td>
</tr>
<tr>
<td>Dual Enrollment Courses</td>
<td>+5 points</td>
</tr>
</tbody>
</table>

*The additional 5 points will not be applied in calculations for HOPE eligibility.
*The additional 5 points are not included on the academic transcripts or report cards.
*The additional 5 points are added solely for the purpose of calculating class rank.
*The additional 5 points are only added to courses noted above taken in the 16-17 school year and beyond.
*They are not retroactive and applicable to eligible courses taken in the school years prior to the 16-17 school year.
*Courses offered through SECCA do not qualify as Dual Enrollment courses.

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

HONOR GRADUATE WITH DISTINCTION/ADVANCED PROGRAM DIPLOMA TIER:
Students must take 11 (1.0 credit each) courses that are designated as Accelerated, Advanced, AP and/or DUAL ENROLLMENT courses taken at a University System of Georgia in core subject areas taught at a SACS accredited college or university. Students must have a cumulative grade point average of 90 or above. The Valedictorian and Salutatorian will come from this tier and are required to take 15 (1.0 credit) courses that are designated as Accelerated, Advanced, AP and/or DUAL ENROLLMENT courses taken at a University System of Georgia in core subject areas taught at a SACS accredited college or university.

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

STUDENTS WILL BE CLASS RANKED WITH HONOR GRADUATE WITH DISTINCTION/ADVANCED DIPLOMA TIER 1st and then followed by the HONOR GRADUATE TIER.

HONOR GRADUATE WITH DISTINCTION/ADVANCED PROGRAM DIPLOMA TIER:
*Class of 2019 and beyond
Students will be required to take 11 (1.0 credit each) courses that are designated as Accelerated, Advanced, AP and/or DUAL ENROLLMENT courses taken at a University System of Georgia in core subject areas taught at a SACS accredited college or university. Students must have a cumulative grade point average of 90 or above. The Valedictorian and Salutatorian will come from this tier and are required to take 15 (1.0 credit) courses that are designated as Accelerated, Advanced, AP and/or DUAL ENROLLMENT courses taken at a University System of Georgia in core subject areas taught at a SACS accredited college or university.

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

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

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

<table>
<thead>
<tr>
<th>Numerical Range</th>
<th>Letter Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>90 – 100</td>
<td>A</td>
</tr>
<tr>
<td>80 – 89</td>
<td>B</td>
</tr>
<tr>
<td>70-79</td>
<td>C</td>
</tr>
<tr>
<td>Below 70</td>
<td>F</td>
</tr>
</tbody>
</table>

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

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

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

All students need 24 Carnegie units to graduate. The following credits are required for promotion to the next grade: 10th = 6 units, 11th = 12 units, 12th = 18 units.

Graduation
Graduation is the culminating event at the end of the four years of high school. This ceremony demonstrates that the student has mastered standards and is both a privilege and an honor. In order to participate in the graduation ceremony, the following must occur: academic and attendance requirements must be met, monetary fines must be cleared, graduation practices must be attended, and candidates must adhere to the dress code for participation in the commencement exercise. Expected dress code includes all graduation regalia. Males must wear dark dress pants, a dress shirt and tie, and dark socks and shoes. All females must wear dresses and dark shoes. Tennis shoes, boots, flip-flops, etc. are inappropriate and will not be permitted.

Graduation Requirements
To be considered a candidate for graduation, students must successfully complete the required number of course units and all associated course subjects. Only those students who meet the graduation requirements will be allowed to participate in the commencement exercises.

Graduation Ushers
Ushers shall be the top ten students based on academic standing in the junior class. Graduation ushers will be chosen at the end of the third eight weeks and must be on track toward the Honor Graduate with Distinction/Advanced Program Diploma Tier.

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

**Hospital Homebound Services**

Students are eligible for hospital/homebound services upon submitting a completed medical referral signed by a licensed Georgia physician. The referral must include a statement by the physician explaining the reason for the request and that the student will be absent a minimum of ten (10) consecutive school days and that the student is able to participate in normal educational instruction. This documentation is to be submitted to the designated school official who will initiate the process. Students are not eligible for hospital/homebound services if the absence is due to communicable disease, non-complicated pregnancy, or if administration deems any requested service to be inappropriate. If approved for hospital/homebound services, a certified teacher will provide instruction. These services may be provided in the home or hospital, either individually, or in small group settings. An adult must be present during each homebound instructional period. Point of contact is Michelle Branham.

Hospital Homebound does not serve as an alternative education. It is intended for short-term use only. Students who expect to be classified as hospital/homebound for longer than 6 weeks are encouraged to enroll in Georgia Virtual School.

**Homeschool Policy**

When a student enrolls at Toombs County High School from home school, he/she will be placed on probationary status in the next level courses following the sequence of courses taken in home school. If the student does not show satisfactory progress or passing grades in a course, the student’s home school credits will be challenged by an end of courses exam for the specific courses in which the deficiencies are noted. For example, if the student’s transcript states that the student earned an A in 9th Grade Literature, the student will be enrolled as a probationary student in 10th Grade Literature. If the student does not have at least a 70 average by the end of the first eight weeks, the student will then be required to take a 9th Grade Literature test developed by the school faculty for that 9th Grade Literature. If the student does not pass the 9th Grade Literature test, he will be denied his home school credit for 9th Grade Literature and will be required to repeat the 9th Grade Literature course at Toombs County High School.

**Homework**

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

**Honor Roll**

Honor Roll will be announced at the end of each eight weeks. Students who have an A average with at least Three A’s with no grade below 85 qualify for the Honor Roll. To qualify for the Faculty Honor Roll, a student must receive at least a 90 in each subject. Students who have at least a 95 in each subject area qualify for the Principal’s List Honor Roll.
HOPE Scholarship
A list of seniors eligible to receive the HOPE scholarship will be generated by the Georgia Student Finance Commission following graduation. The final list may be different from the first semester list. Averages are NOT rounded.

To be eligible for HOPE scholarship, students must complete the rigor requirements for their graduating class.

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

Parent Portal
Parents may sign up for Parent Portal in person in the Toombs County High School office. Parent Portal allows parents to check student grades and other vital information. Point of contact is Deborah Fountain.

Peer-to-Peer Tutoring
Students who excel in an academic area are encouraged to tutor other students who might struggle in that area. This counts as a community service activity.

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

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

Senior Advisors
Members of the senior class will be assigned a senior advisor. This advisor will work with the student throughout the year to ensure that the senior is on track for graduation. This person serves as the contact person for parents/guardians.

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

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

3. Seniors who complete graduation requirements prior to the end of the school year and who will graduate with the current year’s graduating class are eligible for STAR honors if they meet other requirements.

4. **NOTE:** The STAR Program is designed to recognize high school seniors who have the highest SAT score in their graduating class and meet all the other program requirements.

5. To obtain the STAR nomination, high school seniors must have the highest score on any single test date of the three-part SAT taken through the November test date of their senior year and be in the top 10 percent or top 10 students of their class based on grade point average. Nominees’ SAT scores must be equal to or higher than the latest available national average on the critical reading, math and writing sections.

6. Score highest **on a single test** date (scores may not be combined from two or more test dates) on the three-part SAT among qualified seniors in the school. Nominees’ SAT scores must be equal to or higher than the latest available national average published by College Board in late September.

7. Be in the **top 10 percent or be among the top 10 students numerically**, whichever category provides the largest number of eligible students in the school. A student must meet the "top 10" requirement based on cumulative high school (grades 9 through 11) grade average numerically computed by utilizing the system normally utilized by the school. Calculation should be on cumulative grades through the junior year.

8. **If the student with the highest SAT score does not meet** the top 10 criterion, the student with the **next highest SAT score who does meet the criterion** becomes the nominee.

9. In addition to the rules stated above, to be eligible for STAR student consideration, the student must have been enrolled in classes on the Toombs County High School campus for a minimum of one full calendar year prior to the announcement of the STAR student.

**Summer School**

Summer School is offered to all students who need to recover credits lost. Students must pay tuition to attend summer school. Students may earn a maximum of two (2) credits during the Summer School session. Courses are taught via online instruction.

**Supplies**

Students will need supplies like the following: jump drive, notebooks, paper, pens (blue and black ink), lead pencils and extra lead, colored pencils, calculator, ruler, compass, protractor, dividers, graphing paper, highlighters, and journals. Each teacher will provide a student with needed supplies for his/her course(s).

**Teacher Conferences**

Teacher conferences are highly encouraged as they provide a positive means for communication between parents and teachers. Continual monitoring of student progress is paramount to academic success. To ensure the availability and productivity of a parent conference, please schedule a conference in advance. Request a parent conference by contacting the school office. A conference will be scheduled with the teacher and confirmed with the parent. Parent conferences may be held before school, during the teacher planning period, or after school. Teacher conferences may not be held during instructional time. At no time will a parent be allowed to visit a classroom during instruction or unannounced.
Section 2—Athletics

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

Gender Equity in Sports
It shall be the policy of Toombs County High School to prohibit discrimination based on gender in our athletic programs. In accordance with the Georgia Equity in Sports Act, all reasonable efforts shall be made to provide equal athletic opportunities for members of both genders. In accordance with the Georgia Equity Sports Act, it shall be policy not to participate in, sponsor, or provide coaching staff for interscholastic sports events which are conducted under the authority of, conducted under the rules of, or scheduled by any athletic association unless the charter, bylaws, or other governing documents of such athletic association comply with the Georgia Equity in Sports Act.

<table>
<thead>
<tr>
<th>Female Programs</th>
<th>Male Programs</th>
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<tbody>
<tr>
<td>Basketball</td>
<td>Baseball</td>
</tr>
<tr>
<td>Cheerleading—Spirit, Competition, Basketball</td>
<td>Basketball</td>
</tr>
<tr>
<td>Cross Country</td>
<td>Cross Country</td>
</tr>
<tr>
<td>Golf</td>
<td>Football</td>
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<tr>
<td>Soccer</td>
<td>Golf</td>
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<tr>
<td>Softball</td>
<td>Soccer</td>
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<tr>
<td>Tennis</td>
<td>Tennis</td>
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<tr>
<td>Track</td>
<td>Track</td>
</tr>
<tr>
<td>Volleyball</td>
<td>Wrestling</td>
</tr>
</tbody>
</table>

Insurance
Any student participating in school athletics must take and complete an Athletic Participation Consent and Insurance Information Form. Cost options for school insurance will be provided during the first week of school and it is the responsibility of the athlete’s family to secure coverage.

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

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

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

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

**Requirements for School Attendance**
Students who wish to participate in an athletic activity must be in attendance for at least one half of the school day to be eligible for competition or practice. Students should arrive on campus at or before 11:30. Exemptions to this rule may be made due to extenuating circumstances at the discretion of school administration.

**Sports Equity Nondiscrimination Notice**
Toombs County High School adheres to state law, which prohibits discrimination based on gender in athletic programs of local school systems (Equity in Sports Act, O.C.G.A. 20-2-315). Students are hereby notified that the Toombs County School System does not discriminate based on gender.
Section 3—Attendance

School attendance optimizes the opportunity for academic success. Attendance policies are set forth to measure student attendance. It is highly encouraged that parents monitor school attendance.

Absences
Each absence will be recorded as unexcused until a legitimate excuse is presented. The student will have three days after returning to school to present a valid, written excuse. Excuses must be written by a doctor, parent, and/or guardian. Excuses should be submitted to the teachers on duty in the office before the beginning of the school day between 7:30 and 7:50. Absences will be excused for the following reasons: personal illness, serious illness and/or death of immediate family member, mandated by government order, celebration of religious holidays, hazardous conditions that render it dangerous or impossible to travel, civil duty of voting or registering to vote, and college visits. Absences which are unlawful will be unexcused.

If a student misses more than half of a class period, the student will be marked absent for that class.

Students who accrue a total of 15 unexcused absences in a single period during a semester will not be eligible to participate in extracurricular activities (field trips, dances, athletics, clubs, work based learning…….) for the remainder of the semester or the following semester.

Certificate of Enrollment
The State of Georgia Department of Motor Vehicles requires a Certificate of Enrollment from students wanting to obtain a driver’s license. This document verifies that a student is actively attending school. To obtain a Certificate of Enrollment, a request must be made in the front office two days in advance. The Certificate of Attendance is valid for thirty days from the date it is signed (Summer excluded).

Excused Absences and Make-Up Work
Students are permitted to make up work for excused absences. Students are to be responsible for making arrangements with the teacher within three days of returning from the excused absence. After the tenth absence in a semester, make up work does not have to be given or accepted by a teacher. If a teacher wishes to not accept make up work, he/she must gain prior approval from an administrator.

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

Tardies
Students who arrive at school after 7:55 a.m. must report to the office before attending class. Students who fail to report to the office upon being tardy will be considered truant. Students who are tardy may only enter through the main entrance in the front of the building and are required to sign at the front office. All students are expected to be in their seats when the tardy bell rings or they will be considered tardy. Toombs County High School supports bell-to-bell instruction and tardy students disrupt that process.
Students who are tardy a total of 15 times in a single period during a semester will not be eligible to participate in extracurricular activities (field trips, dances, athletics, clubs, work based learning…….) for the remainder of the semester or the following semester.

Withdrawals
When a student no longer wishes to attend Toombs County High School, the following process must be completed: the parent or guardian must visit the office and complete an official withdrawal request, the withdrawal request must be signed by the appropriate individuals, all books and other property must be returned or paid for, and all fines must be cleared. Transcripts and other records will not be released until the process is complete.
Section 4—Operations
Outlined below are the general operational procedures for Toombs County High School. These procedures are established for the daily operation of the school and are conducive to an environment which fosters student achievement.

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

Civil Rights Compliance
Students, parents, employees, and the general public are hereby notified that the Toombs County Board of Education is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex, handicap, and/or age in its activities, programs, or employment practices (including Career, Technical, and Agriculture Education [CTAE] {Vocational} Programs) as required by Title VI, Title IX, and Section 504. Lack of English language skills will not be a barrier to admission and participation in CTAE programs.

For information regarding civil rights or grievance procedures, contact Sabrina Woodruff, Title VI and Title IX Coordinator, or Carmen Roberts, 504 Coordinator, at 117 East Wesley Avenue, Lyons, GA 30436, or 912-526-3141.

A los estudiantes, padres, empleados y al public en general se les notifica que el Consejo de Educacion del Condado de Toombs es una institucion de igualdad en oportunidades educativas y no discriminara en base a raza, color, nacionalidad de origen, sexo, minusvalia y/o edad en sus actividades, programas, o practicas de empleo (incluyendo Programas de Career, Technical, and Agriculture Education [CTAE]—Educacion de Carrero, Tecnica, y Agricultual—{Vocational}) como es requerido por Titulo VI, Titulo IX y Seccion 504. Falta de destreza en el lenguage ingles no sera una barrera para la admision y participacion en el programas de CTAE.

Computer Use
Students who use the computers on the Toombs County High School Campus must abide by the regulations established by the Acceptable Use Internet Policy. This policy pertains to all computers on campus including those in media center, classrooms, career center, etc. Students may use computers for educational and professional or career development activities as well as research. Users will not plagiarize works found on the Internet or work of other students.

Dismissal
Students will be dismissed at the end of the day. Students will not be permitted to leave early unless they are listed on an SSNIA form completed by a coach or club sponsor or have a valid note written by a parent.
**Electronic Devices**
The use of personal electronic devices (phones, earbuds, …) within the common areas of the school is permissible with the following limitations. Any use must cease immediately upon being engaged by a faculty member. Earbuds must only be worn in 1 ear (no head phones). Use of electronic devices within the classroom will be at individual teacher discretion. School personnel have the right to confiscate electronic devices when they are not used in accordance with this policy.

**Georgia Special Needs Scholarship Program**
The Georgia Special Needs Scholarship may provide eligible special education students the opportunity to attend an approved private school or another public school. Please go to the Georgia Special Needs Scholarship Program website at http://public.doe.k12.us/sb10.aspx for more information about the state scholarship program. The Georgia Department of Education will make all determinations of eligibility for this program and should be contacted first with any questions.

**Grievance Procedure**
Complaints made to the Toombs County School System regarding alleged discrimination based on race, color, national origin, sex, or based on handicap, in violation of Title(s) II, VI, IX or Section 504/ADA, will be processed in accordance with the Board of Education Policy, JCE, for proper grievance procedures.

The following steps should be followed:
1. Any grievance including one including possible discrimination should be submitted to the principal in writing. An answer, in writing, will be presented to the aggrieved party within ten working days.
2. If satisfaction is not received by the aggrieved party, he/she may, within five working days, appeal in writing to the school superintendent. The superintendent will answer in writing within ten working days.
3. If satisfaction is not received by the aggrieved party, the next step in the process is through written appeal, within a five-day period, to the Board of Education. Written reply will then be forthcoming from the regularly scheduled board meeting at which the grievance is heard.
4. The last step is to appeal to the State Board of Education requesting a hearing.

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

**Lost and Found**
Lost and Found is in the Media Center. Please be courteous and turn in any items found to that location. At a convenient time, students may look for lost items there as well.
Media Center
To provide excellent service to all students, certain regulations govern the media center’s operation. These include:

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

Medication
If exceptional circumstances exist in which a student is required to take prescription medicine during school hours, only the principal’s designee or the school nurse may administer the medicine. All medicine must be presented in a prescription labeled bottle. Students may not keep medication on their person during the school day. Written instructions signed by the parent must be turned in with the medication and must include student name, name of medication, time medication is to be administered, required dosage, list of possible side effects of medication, termination date for administering medicine, and doctor’s name. Students may keep asthma medicine and EpiPens on their person and assume the responsibility of such. Parents/guardians assume responsibility for informing the school of any change in the student’s health or change in medication. The school retains the right to reject requests for the administration of medication for a sufficient cause.

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

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

Property Damage
Students responsible for damage to any school property will be required to make full payment for the cost of all repairs, replacement, and labor. Toombs County High School seeks to instill a sense of pride in all of our students. Respect for our facilities and school property is the basis of school pride.
School Sponsored Activities
School sponsored activities are under the direction and supervision of the school administration. The same student rules and regulations will govern students' behavior at these activities as during school hours. Students are expected to conduct themselves appropriately at all school sponsored activities. School-sponsored activities include, but are not limited to, athletic events (both home and away), community service projects, field trips, homecoming and prom. All students of the Toombs County School System will be required to dress appropriately when attending any school-sponsored function. The principal or designee will determine appropriate dress, rules, and any attendance policy that may govern each school sponsored activity.

School Sponsored Trips (Field Trips)
School sponsored trips are considered an extension of the school day and are subject to all rules and regulations of the regular school day. Students representing TCHS in any way have an extra responsibility to their school, their parents, and themselves. Any student who demonstrates that he/she cannot accept this responsibility will be prohibited from representing the school in any such functions for the remainder of the school year. Students who are failing classes or who have missed an excessive number of days will not be allowed to participate in such trips.

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

Textbooks (Debts and Fines)
Any student with an outstanding debt will not be issued textbooks. Students are expected to keep up with their books and handle them with care. It is recommended that books be covered to help prevent damages. All issued books must be returned at the end of the year or when a student withdraws from school. If a teacher determines a book has been mishandled and unusual damages have occurred, appropriate fines will be assessed. The fine assessed will be the cost to replace the textbook. Report cards, transcripts, or diplomas will not be issued unless a student is debt free.

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

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

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

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

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

The school speed limit is 10 MPH.

**Visitors**
All visitors to the school must report immediately to the front office, sign in, and obtain permission and a visitor’s pass before having access to the building. Visiting former teachers or friends during the school day disrupts instructional time and is not permissible. All doors with the exception of one in the front lobby are kept locked all day. Sex offenders registered with the Georgia Bureau of Investigation are not allowed on campus. Any person found on school grounds who is not authorized to be present is considered trespassing and will be treated accordingly. Administration reserves the right to refuse admission to visitors when it is deemed inappropriate or when such visitors will jeopardize the safety or operation of the school.
Section 5—Student Activities

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

Class Dues and Participation
Faculty advisors work with individual classes (freshman, sophomore, junior, and senior) to promote school spirit and assist in developing school pride and camaraderie. To engage in class activities, an established class dues fee may be charged to each individual student who wishes to participate. Class competitions which will be based on behavior, absences, and academic performance may be held.

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

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

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

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

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

Homecoming—Homecoming is a tradition which allows former graduates to interact with classmates and current students through a variety of events which include pep rallies and a parade. The traditional components of homecoming consist of selecting a homecoming court, class competitions, etc.
Miss Toombs County High School—The Miss TCHS pageant is an opportunity for female students to showcase their personality, talents, and beauty.

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

Class Officers and Election Guidelines
Class officers are student leaders selected from each class. Holding a position as a class officer is a privilege and should be regarded as a position of honor. Class officers will act as internal and external representatives of the Toombs County High School student body. Any student who meets the requirements to run for class officer and is elected will serve on student council for that school year. The class officer term lasts for the calendar school year. The role of the class officer shall be to give the student body direction in school issues and provide suggestions to the class on extracurricular school projects. Class officers will lead their class in meetings, organize extracurricular events, and rally spirit within their class.

Potential candidates must be in good standing both academically and behaviorally.

1. Candidates must not have any discipline referrals which resulted in ISS or OSS from the previous school year.
2. Candidates must have passed all classes taken the previous year.
3. Candidates must be enrolled in the school while serving as a class officer, if officer for any reason leaves TCHS the position will be filled by the second place candidate.
4. Candidates must adhere to the campaigning guidelines. Failure to comply with guidelines could result in forfeiting the office sought.
   - Campaigning for office can only be done during the specified time.
   - Campaigning poster size is limited to a standard size poster.
   - Posters must be done appropriately and attractively.
   - Posters must be grammatically correct.
   - Posters should not contain any inappropriate wording or graphics.
   - Limit two campaigning posters per hallway, one in the lunchroom, one in the front lobby, and one in main corridor.
   - Campaigning posters MUST be taken down by the specified date. If posters are not removed, the office sought may be forfeited.
   - Campaigning brochures, badges, or flyers may be passed out to voters.

Homecoming Attire and Guidelines
Students selected to serve as homecoming court representatives will attire themselves in an appropriate manner. The attire for females is formal gowns. Gowns must cover cleavage and should be at least knee-length. Gowns may not be see-through. Representatives will bring their attire or a clear photo of themselves in their attire to Toombs County High School for attire to be approved by Wednesday before the homecoming event. Failure to adhere to the dress code will result in representatives not being allowed to walk on the field during homecoming.
Homecoming representatives are selected through a two-step process. Students will be asked to nominate from their grade level. Freshmen will select two representatives, Sophomores will select three representatives, Juniors will select four representatives, and Seniors will select five representatives.

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

1. Candidates must not have any discipline referrals from the current or previous semester, which resulted in three or more days of ISS or any OSS.
2. Candidates must have passed all classes taken the previous year.
3. Candidates must be enrolled in the school and in the correct grade level for which she is selected as a representative.
Section 6—Student Conduct and Expectations

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

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

1. **Suspension of Parking Permits** – Students who park on campus may be denied parking privileges for various infractions, including tardiness to school or class.

2. **Period Isolation** – Period Isolation takes the student out of the regular education program and places him/her in an alternate setting for the remainder of the class period. The student is allowed to do the work assigned by the teachers and get full credit for it.

3. **Lunch Detention** – Lunch Detention takes the student out of the regular education program and places him/her in an alternate setting during their lunch period.

4. **In-School Suspension (ISS)** – In-School Suspension takes the student out of the regular education program and places him/her in an alternate setting. The student is allowed to do the work assigned by the teachers and get full credit for it. Each time a student is placed in ISS, the number of days assigned will increase according to the progression of discipline. A student may be placed in ISS at any time during the day if a situation warrants immediate placement when deemed necessary by an administrator.

Students who do not follow the rules and regulations listed below in ISS will be assigned additional days in ISS or serve the remaining days on Out-Of-School Suspension when warranted.

In-School Suspension Rules and Regulations
Students:

1. Will report to ISS when the bell rings at 7:50 A.M.
2. Will not be able to attend field trips or school related events during school hours during their term of ISS.
3. Will go directly to their work station and begin working or wait quietly on instructions.
4. Are not to have cell phones or electronic devices.
5. Talk only when addressed by the ISS teacher.
6. Raise hands to ask questions and wait to be recognized.
7. Speak in a normal tone of voice when permitted.
8. Will not pass notes or communicate in any way with other students in ISS.
9. Go to the restroom under ISS rules.
10. Always face the forward in the desk and sit up straight. No leaning back in chairs.
11. Never sleep nor put head on the desk.
12. Complete all assignments given by teachers.
13. Complete all special assignments given by the ISS teacher.
14. Are required to make up time when absent or leaving school early for any reason.
15. Should be aware that any violation of rules and regulations set by this Handbook will result in notification of an administrator.

5. Out-Of-School Suspension (OSS) - Out of School Suspension takes the student out of the school setting. The student is allowed to make up all major grades, minor grades will be at the teacher’s discretion. Students who receive OSS are not allowed to attend the Toombs County High School prom.

6. Alternative School – The Alternative School has been established for students who cannot function in the regular school environment; who have violated certain school policies; and/or who are credit deficit; therefore, require alternative placement. Students who are in the Alternative School program during a school year for disciplinary reasons are not allowed to participate in or attend any school functions, including athletic events which are open to the public. Students who are sent to RYDC for any reason will be automatically placed in the Alternative School. Students may be placed in the Alternative School by the Disciplinary Tribunal or by parent waiver of suspension/placement agreement letter.

7. Expulsion – A student may be referred to a Disciplinary Tribunal for permanent expulsion from school.

8. Corporal Punishment – A student may receive disciplinary action in the form of Corporal Punishment if the administration deems it necessary and the guardian has not submitted a letter stating that the student is not to be subjected to corporal punishment.

Placement Review Committee
Chronically dangerous and disruptive students may be removed from the learning environment by any teacher who feels that these students are interfering with the teacher’s ability to instruct and communicate with other students. A placement review committee (PRC) will be assembled to decide on suitable placement of such students. Placement options will include placement in the Alternative School Program, In-School Suspension, or Out-of-School Suspension. Dependent upon the severity of the offense, the student could possibly be sent back to the teacher after counseling if an agreement can be reached between the teacher and the PRC. The PRC will be composed of selected classroom teachers and the school administration.

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

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

• On the school grounds and immediately before or immediately following school hours;
• On the school grounds at any time;
• Off the school grounds at a school function, activity, or event; and
• En-route to and from school.
Use of a drug properly authorized by a medical prescription from a registered physician, accompanied by a note signed by legal guardians granting permission to take the medications, shall not be a violation of this policy. However, the Toombs County Board of Education recognizes the danger of the improper use of prescription or over-the-counter drugs, and authorizes principals to take disciplinary action against such abuses should they arise.

**Search and Seizure**

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

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

**DELEGATED SEARCH OFFICIALS ARE AS FOLLOWS:**

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

**PROCEDURES IN INVESTIGATING DRUG-RELATED ACTIVITY**

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

- Report the information to the school principal or his designated representative.
- Notify student’s parents or guardian and ask them to come to school.
- Confer with student and parents.
- Inform parents of community resources offering treatment or other assistance for drug/alcohol related problems.

You may expect school officials to conduct regular searches of school lockers, desks, or any other school property, individual students, student book bags/pocketbooks, student cars, and all other cars parked on school property shall be subject to inspection and search by school authorities at all times without further notice to students or parents. Such searches may be conducted using drug-sniffing dogs or hand-held metal detectors. Individual student searches shall not be overly intrusive unless there is reasonable suspicion that the student is carrying a weapon.
**Care of Property**
The school is public property financed with tax money. Please help the custodians by not throwing trash in the building or on the grounds. Pupils who injure, deface or destroy the property of the school shall be punished and required to pay for the damage.

**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, media center or any classroom should be reported immediately to the teachers or administration. Lockers should not be shared. Toombs County High School is not responsible for any loss or damage to personal property, including cell phones.

**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).

*** NOTE: Any off-campus behavior of a student which results in the student being criminally charged with a felony and 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 could result in the student being removed from the regular school setting through out of school suspension and referral to the Toombs County Disciplinary Tribunal.

**CODES OF CONDUCT**
The code of conduct is listed by lesser to greater severity, Level I through Level III. When possible, the punishments disciplinary infractions will follow a progressive process. The code of conduct is effective during the following times and places:

- At school or on school property any time;
- Off school grounds at any school activity, function, or event and while traveling to and from such events;
- On vehicles provided for student transportation by the school system; and
- At bus loading zones and drop off points.

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

**DISCIPLINARY ACTIONS FOR LEVEL I OFFENSES**
In-school disciplinary action such as probation, extra academic assignments, work assignments before or after school or during non-instructional time, loss of driving privileges, in-school suspension, corporal punishment, detention, or out-of-school suspension at the discretion of the principal or assistant principal.
Level II Discipline Codes:
Willful and persistent defiance of the student code of conduct, Disrespect to school employees, Provoking a school employee, Profane/obscene language, inappropriate language, Uses of fighting words, Calling other students names: inciting an altercation, Public displays of affection, Dress code nonconformity, Horseplay, Minor school bus disturbance, In an unauthorized area, Leaving school grounds without permission, Possession of any electronic communication device, Possession of stolen property, Possession of explosive device, Possession of lighter/matches, Possession of pornographic materials, Exposing of body parts (unintentional). Assisting/encouraging others to break rules, Entering the restroom of opposite sex, Intentionally giving false statements or providing false information, Activating a fire alarm: this crime may be prosecuted by law, Forgery, Violation of a discipline probation plan, Not reporting to ISS, Gang Activity, Gambling, Vandalism of less than $200, Falsifying, misrepresenting, omitting, or erroneously reporting information regarding instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student, Any other action deemed subversive to the orderly conduct of the school.

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

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

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

Student’s Right to a Fair Hearing: A hearing may be scheduled within reasonable time limits. If the matter is unresolved at the conference, the principal will continue the suspension (up to 10 days) and recommend that a disciplinary tribunal be held. The progressive discipline process, mandated by the local board of education policy, requires that the disciplinary action for a subsequent Level III offense be more severe than the disciplinary action for the first violation of a Level III offense.

Student Rules of Conduct on Buses
These rules pertain to regular routes, field trips, and athletic or band trips.

1. Students shall be prohibited from acts of physical violence, bullying, physical assault, battery, or verbal assault of other persons on the school bus and other unruly behavior.
2. Students will ride on assigned buses. Parents must request in writing any exceptions to this rule along with the nature of the emergency and a phone number where they may
be contacted. The administrator of the student’s school must sign the request and a copy will be given to the driver. Parents will assume responsibility for the student when a request is made.

3. No pets or live animals are allowed on the bus.
4. Students must be at the stop at the designated time and be ready to board the bus with the least possible delay (5 minutes before the bus arrives).
5. Students are expected to sit three to a seat unless otherwise directed by the drive and to occupy the seat to which they are assigned.
6. For safety purposes, noise levels should remain low enough not to distract the driver. Students must remain completely quiet at railroad crossings.
7. Students must not use or possess tobacco, alcohol, drugs, or weapons.
8. Students must not use obscene language or gestures.
9. Willful damage or destruction of any part of the bus is definitely prohibited. Any such damage must be paid for by the student or parent.
10. Students must not eat or drink on the bus (including cough drops and chewing gum), or throw objects inside the bus or out the bus window.
11. Students must not extend arms, head, or other body parts out the windows.
12. Students will be permitted to carry only books and school related items which can the held in the student’s lap. Large band instruments will be placed as designated by the driver.
13. Items for sale for school projects may be transported as long as they can be contained in the student’s lap. Such items will not be sold on the bus.
14. The driver may elect certain students for special training to be used in the event of any emergency. No student will be used as a bus monitor.
15. Drivers will use provided conduct forms to report misconduct on the bus directly to the assistant principal/principal of the student’s school. The principal or assistant principal will give the driver a copy of the action taken, and parents will receive a copy of the report.
16. Hats or head wear must be removed upon boarding the bus.
17. Students must not pass or possess notes or have objects (including pencils, hair brushes, aerosol cans, perfume, etc.) in sight once they enter the bus that might interfere with the school bus operation.
18. Students will be prohibited from using mirrors, lasers, flash cameras, or any other lights or reflective devices in a manner that might interfere with the operation of the school bus.
19. Students must have all electronic devices and cell phones turned off and out of sight so that they do not interfere with the operation of the school bus.

All students must adhere to the school dress code policies.

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

**Major offenses** will be handled by school administrators.

**Student Relationships**
It is the desire of the school that student morals are kept at a high level. It this is to be attained, there must be mutual respect among all students. Therefore, all students are expected to conduct themselves as ladies and gentlemen at all times. Students should always observe the hands-off policy. No student should touch another student in an inappropriate manner.
**Teacher Authority**
A teacher shall have the authority to manage his/her classroom, discipline students, and refer a student to the principal or designee to maintain discipline in the classroom. If a student violates the Student Code of Conduct and repeatedly or substantially interferes with the teacher’s ability to communicate effectively with his/her class or their ability to learn then the teacher must file a misconduct report. Teachers can request that a student be moved from his/her classroom.

**Dress Code**
In an effort to achieve our mission and prepare students that graduate work and college ready, employability skills are integrated into activities, projects, and course standards within every course of record. Student dress at high school, and subsequently at work, is a considerable factor. In support of the Georgia Department of Education “Making Education Work for all Georgians,” the Toombs County Board of Education has the following Toombs County High school dress code policy.

The following general guidelines should be adhered to whenever selecting school dress. *The school administration has the explicit right and discretion to determine the appropriateness of school dress. Any attire or dress code issue that may be deemed distracting to the learning environment may be left to the discretion of the administration.*

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**Toombs County School System**  
**Dress Code (Grades K-12)**  
**2020 - 2021**

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

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

**Bottoms**
- Pants, khakis, jeans, and athletic pants (e.g. warm-ups) that are size appropriate; worn at the waist, and are hemmed or cuffed are allowed. In Grades 9-12, pants with belt loops must have a belt inserted through the belt loops and fastened snugly enough to keep the pants above the hips. All students must wear bottoms snugly enough to keep them well above the hips. **Leggings and Spandex apparel are not permitted. Pajama pants are not permitted.**
- Shorts that are size appropriate are permitted for students in Grades 6-12; however, they must be no shorter than 5 inches from the top of the knee.
- Dresses, jumpers, and overalls will be allowed. Dresses and skirts must be no shorter than 3 inches above the knee. Slits in skirts must not extend beyond 3 inches above the knee. **Dresses or skirts worn over tights/leggings must also meet the 3 inch rule.**
• All pants, overalls, and jumpers must have all buttons buttoned and all fasteners fastened. **Holes in pants must not extend above the knee. Any holes above the knee must have clothing worn underneath.**
• Only tops listed in the “tops” section above may be worn under jumpers and overalls.

**Headgear**
• Headgear (hats) may be worn in the common areas of the school. Wear within the classroom will be at teacher discretion. No bandanas, sweat bands, or hoods may be worn anywhere on school grounds. No hats, bandanas, sweat bands, hoods, knit caps or stocking caps may be worn on buses.
• Sunglasses are not permitted.

**Shoes**
• Flip Flops or slides are permitted in Grades 9-12. (Certain courses at TCHS may require closed toed shoes. Ex. CTAE courses such as Welding, Ag. Mechanics, etc).
• 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.
• Gloves are not permitted in the building.
• Belts must be flat with no symbolic message on the buckle or belt.
• Any jewelry or accessories that cause a major distraction to the learning environment (as determined by administration) will not be permitted.

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

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

**DRESS CODE VIOLATIONS**

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

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

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

The school does not wish to have to interrupt the student’s time in class or inconvenience parents by having to send a student home to change clothes or have clothes brought to school. For this reason, it is suggested that rather than wear clothing which is questionable and which might not be allowed, it would be better for students to wear clothing that is definitely within the outline of the dress code. The school earnestly asks for parents’ cooperation in this matter.
Section 7—Student Services

Announcements
Dawg Bytes are a service provided by TCHS for students and parents to inform them of current and upcoming events. The Dawg Bytes are updated daily and may be found on the main page of the TCHS website. Announcements to be made over the intercom must be submitted by teachers, not students. Students should work through their club or activity sponsor to have announcements made.

Change of Address
Any change of address or telephone number must be reported to the office of the registrar.

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

Errands
Students will not be allowed to leave campus without permission from the administration and a parent.

Fire Drills and Tornado Alerts
Fire drills are required by state law. When the fire alarm sounds, all occupants of the various wings will remain in place and wait for instructions prior to evacuating the buildings, unless an immediate danger is present. Be calm; go orderly and quickly from the building as specified by regulations posted in the classrooms. Tornado drills are required by state law. Various types of tornado alerts may be issued as noted below:
- Provided all systems are working, an announcement through the public address system will be made to indicate that a tornado watch is in effect. If the tornado watch is upgraded to a tornado warning, then a continuous monotone alert will be sounded over the emergency warning system for sixty seconds. In the event that a tornado warning has been given, students are to leave the room with the teacher and assume a protective position (curl up and cover head) in the hallway. Students will remain in place until the all clear signal is given by a school administrator.
- In the event that electrical warning systems are inoperable, a member of the office staff will alert individual classes of a tornado warning only. Following this alert, students and teachers should follow the procedures as indicated above.
- There will be a minimum of 8 fire drills and 2 severe weather drills during the school year as required by state law.

Fund Raisers
All fund raising activities must be approved by both the principal and superintendent on behalf of the Toombs County Board of Education. Clubs and other organizations may be required to contribute a portion of funds raised to the general fund.

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

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

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

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

The main reasons for keeping your child home are:
• If he/she is too sick to be comfortable at school; and/or
• It 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 48 hours **without the use of fever reducing medication such as Tylenol or Motrin**.
- Children diagnosed with **strep throat or scarlet fever** should remain out of school until they are without fever and have been on antibiotics for 24 hours.
- Children with **pinkeye** should see their doctor. If diagnosed, children should remain home until they have been on antibiotic eye drops at least 24 hours or until their doctor recommends their return.
- **Middle ear infections** are not contagious to others. Children should stay home if they have fever or pain.
- Children who have been diagnosed with the **flu** should stay home until symptoms improve (usually 5 to 7 days) or until the doctor recommends returning.
- **Impetigo** is contagious and is passed by direct contact. The child's physician will recommend the length of time to be out of school.
- **Chickenpox** is highly contagious. Children with chickenpox must stay home until all bumps are scabbed and no new bumps have appeared for two days.
- **Ringworm** is a contagious fungal infection. It may be treated with 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**

**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, Pamela Sears at 912-526-3141, for additional information.

**Messages and Deliveries**

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

**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.

**Parent Notification of Military Recruitment**
School districts receiving federal funding are required to provide student names, addresses, and phone numbers on request to the United States military for recruiting purposes. In addition, schools must allow military recruiters the same access to students as they do institutions of higher education and employers. At the same time, the law requires that schools give students and parents the opportunity to opt-out of this information release. Parents or students 18 or older can choose to withhold their contact information from recruiters. To do so, the parent or 18 year-old student should sign the opt-out form sent home in the first day packet of forms.

**Record Requests**
Students needing a certificate of attendance can get one in the main office. Students may have transcripts sent to postsecondary institutions at no charge while still enrolled at Toombs County High School. For graduates of the school, the cost is $2 per transcript. If the transcript must be mailed the charge is $3.

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

**School Insurance**
School insurance is made available to all students. Parents have the option to accept or reject purchasing the coverage. Students participating in all athletic events are required to have insurance, either school or personal. All students involved in any school club or activity or who are enrolled in shop classes are strongly encouraged to purchase school insurance.

**School Nutrition and Snacks (Wellness Policy)**
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 water, 100% juice, sports and juice drinks, non-carbonated drinks with less than 150 calories per container, and carbonated drinks up to ½ of the choices. Parents and students are encouraged to read the entire Wellness Policy for specific details.

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

**Summer School and Afternoon School**
Toombs County High School students may attend summer school on our campus to make up classes he/she failed. There is a charge for these classes. Students owing for any school textbooks
or materials will not be allowed to register for summer school or afternoon school until all obligations have been cleared by the principal.

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

**Tuition**
Students who live outside Toombs County will be required to pay a tuition fee to attend Toombs County Schools. The tuition must be paid each semester prior to the beginning of classes. Toombs County High School reserves the right not to accept students who cannot provide proof of residence within the service area.
# Toombs County High School
## Bell Schedules
### 2020-2021

### Regular Schedule

<table>
<thead>
<tr>
<th>Time</th>
<th>Events</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:30 AM</td>
<td>Teachers report for duty</td>
</tr>
<tr>
<td>7:50 AM</td>
<td>Students Report to 1&lt;sup&gt;st&lt;/sup&gt; Block</td>
</tr>
<tr>
<td>7:55 AM - 9:40 AM</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; Block/Announcements</td>
</tr>
<tr>
<td>9:45 AM - 11:15 AM</td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; Block</td>
</tr>
<tr>
<td>11:20 AM - 1:30 PM</td>
<td>3&lt;sup&gt;rd&lt;/sup&gt; Block</td>
</tr>
<tr>
<td>1:35 PM - 3:05 PM</td>
<td>4&lt;sup&gt;th&lt;/sup&gt; Block</td>
</tr>
</tbody>
</table>

### Lunch Times:
- 1<sup>st</sup> Lunch: 11:50 AM - 12:20 PM
- 2<sup>nd</sup> Lunch: 12:25 PM - 12:55 PM
- 3<sup>rd</sup> Lunch: 1:00 PM - 1:30 PM

### Advisement Schedule

<table>
<thead>
<tr>
<th>Time</th>
<th>Events</th>
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</thead>
<tbody>
<tr>
<td>7:30 AM</td>
<td>Teachers report for duty</td>
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<tr>
<td>7:55 AM - 9:20 AM</td>
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</tr>
<tr>
<td>9:25 AM - 10:50 AM</td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; Block</td>
</tr>
<tr>
<td>10:55 AM - 11:25 AM</td>
<td>Advisement</td>
</tr>
<tr>
<td>11:30 AM - 1:35 PM</td>
<td>3&lt;sup&gt;rd&lt;/sup&gt; Block</td>
</tr>
<tr>
<td>1:40 PM - 3:05 PM</td>
<td>4&lt;sup&gt;th&lt;/sup&gt; Block</td>
</tr>
</tbody>
</table>

### Lunch Times:
- 1<sup>st</sup> Lunch: 11:55 AM - 12:25 PM
- 2<sup>nd</sup> Lunch: 12:30 PM - 1:00 PM
- 3<sup>rd</sup> Lunch: 1:05 PM - 1:35 PM

### Modified Advisement Schedule

<table>
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<tr>
<th>Time</th>
<th>Events</th>
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</thead>
<tbody>
<tr>
<td>7:30 AM</td>
<td>Teachers Report for duty</td>
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<tr>
<td>7:55 AM - 8:25 AM</td>
<td>Advisement</td>
</tr>
<tr>
<td>8:30 AM - 9:55 AM</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; Block</td>
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<tr>
<td>10:00 AM - 11:25 AM</td>
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<tr>
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### Lunch Times:
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- 2<sup>nd</sup> Lunch: 12:30 PM - 1:00 PM
- 3<sup>rd</sup> Lunch: 1:05 PM - 1:35 PM
Internet Acceptable Use 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. In addition, the school district will educate all students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

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

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

Do not send abusive, threatening, or clearly unwanted messages to others.
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.
Do not intentionally cause others’ work to be disrupted by your actions.
Do not identify, imply, or infer gang affiliation.
Do not continuously disrupt others while they are using the Internet.
Do not use pseudonyms or anonymous sign-ons.
Do not disclose personal information, such as name, school, address, and telephone number outside of the school network.
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.

Do not solicit the sale or exchange of any illegal or illicit drugs.
Do not advertise, sell, or purchase any illegal items.
Do not discuss or solicit any illegal actions including the solicitation of an illegal action by another.
Do not access material that is obscene, pornographic, child pornography, and “harmful to minors”, or otherwise inappropriate for educational uses.
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.
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.)
Do not use school resources to engage in “hacking” or attempts to otherwise compromise system security.
Do not use any internet resources to access social-networking sites during school hours.

All of the rules described in the document apply when using computers at school or even from home.

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

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.
Never change files or passwords of other users.
Reasonably protect computers and software from viruses, "Trojan horses," and file damage of all types.
Do appropriately cite resources found on the Internet and used in academic writings.
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.

Always respect others’ privacy and expect others to respect your privacy as well. 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. 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 Policy

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

- 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.
Policy JCDAG: Bullying

Toombs County Schools

Original Adopted Date: 01/09/2014 | Last Revised Date: 09/08/2015

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 deemed 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:

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

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

(c) Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:

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;

Has the effect of substantially interfering with a student’s education;

Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or

Has the effect of substantially disrupting the orderly operation of the school.

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

**Reporting:**

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

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

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

1. whether bullying has occurred;
2. whether there are other procedures related to illegal harassment or discrimination that should be implemented; and
3. 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 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.
Parents’ Right to Know

In compliance with the requirements of the Every Student Succeeds Act, Toombs County High 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 Mrs. Marissa Morris at 912-526-4286.

En cumplimiento con los requisitos del Every Student Succeeds Act (Ley del Éxito de Cada Estudiante), Toombs County High School 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 Mrs. Marissa Morris at 912-526-4286.
The School District does not discriminate on the basis of race, color or national origin, sex or disability in any student program. It is the policy of the Board of Education to comply fully with the requirements of Title VI, Title IX, Section 504 of the Rehabilitation Act of 1973, the Americans With Disabilities Act and all accompanying regulations.

Any student, parent or other person who believes he or she or any student has been discriminated against or harassed in violation of this policy must make a complaint in accordance with the procedures outlined below.

COMPLAINTS PROCEDURE

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

1. Any student, employee, parent or other person with a complaint or report alleging a violation as described above shall promptly notify, in writing or orally, either the principal for his/her school or the appropriate coordinator designated from time to time by the Board of Education [or by the principal]. If the complaint is oral, either the coordinator or school principal to whom the complaint is made shall promptly prepare a memorandum or written statement of the complaint as made to him or her by the complainant and shall have the complainant read and sign the memorandum or statement if it accurately reflects the complaint made. If the complaint is made to a school principal, he or she shall be responsible for notifying the appropriate coordinator of the complaint.

2. If the alleged offending individual is the coordinator or the principal, the complaint shall either be made by the complainant to the Superintendent or, if the complaint is initially made to the school principal, reported by the principal to the Superintendent. If the alleged offending individual is the Superintendent, the complaint shall be made to the designated coordinator, who shall, without further investigation, report the complaint to the Board chairperson.

3. The coordinator or his or her designee shall have fifteen work days to gather all information relevant to the complaint made, review the information, determine the facts relating to the complaint, review the action requested by the complainant, and attempt to resolve the complaint with the complainant and any other persons involved. The coordinator or designee shall prepare a written response to the complaint detailing any action to be taken in response to the complaint and the time frame in which such action will be taken and copies of this response shall be furnished to the complainant, the appropriate coordinator and the principal or his or her designee.

4. If the complaint is not resolved at the conclusion of this fifteen-day period or if the complainant is not satisfied with the resolution of the complaint, the complainant shall have the right, within five work days of receiving a copy of the written response, to have the complaint referred to the Superintendent of Schools. If the alleged offending individual is the Superintendent, the complainant may have the complaint referred to the Board of Education, rather than the Superintendent.

5. The Superintendent shall have fifteen work days to review the complaint and the response of the coordinator or designee and attempt to resolve the complaint. The Superintendent shall furnish to the
complainant a written response setting forth either his or her approval of the action recommended by the coordinator or designee or the action to be taken by the School District in response to the complaint in lieu of that recommended by the coordinator or designee and the time frame in which such action shall be taken.

6. This policy is not intended to deprive any student or parent of any right they may have to file a complaint under any other applicable policy of the local board or to contact the Office of Civil Rights or other appropriate state or federal agency with regard to any allegations that the School District has violated the statutes described above.

7. The School District shall be responsible for distributing and disseminating information relevant to this policy and procedure to students, parents and employees through appropriate procedures.

8. No reprisal shall occur as a result of reporting unlawful discrimination or harassment under this policy, and any attempt to retaliate against a complainant shall be disciplined as is appropriate.

9. The confidentiality of any individual making a complaint or report in accordance with this policy, to the extent it is reasonably possible and complies with the law, shall be protected, although the discovery of the truth and the elimination of unlawful harassment shall be the overriding consideration.