



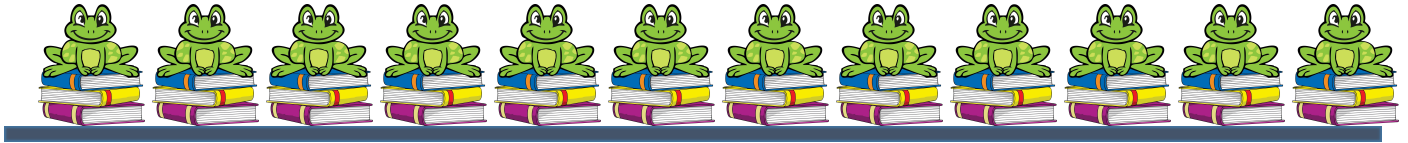
# Elbert County Primary School Student Handbook 2022-2023

Welcome to Elbert County Primary School. We believe all students can and will learn. When we (parents, community, teachers, staff, and administration) work as advocates for students and as one active educational team, positive results are great. Our continued goal is to provide the learning environment needed for our students to grow academically, physically, and socially.

## Please Keep for your Information

\*\*The full Elbert County School District Student Code of Conduct is available online <https://www.elbert.k12.ga.us>

The last sheet needs to be completed on each student and sent back to your child's homeroom teacher.



## ELBERT COUNTY SCHOOL SYSTEM

Elbert County Primary School  
1019 Falling Creek Circle Elberton, Ga. 30635  
Laura Albertson, Principal

Dear Parents and Students,

Welcome to Elbert County Primary School! As your child's principal, I am committed to providing a positive learning environment that nurtures student growth. I am looking forward to meeting parents and students as we begin an exciting year together.

I began my teaching career in 1996 teaching kindergarten at Falling Creek Elementary. In 1999 I was part of the pioneer staff at Doves Creek where I taught kindergarten through fifth grade and in 2008 also served as the Principal's Assistant. In 2012 I helped to open Elbert County Primary School as the first Assistant Principal. I served as AP for nine years under the leadership of Mrs. Rosa Harris. I was named Principal of ECPS in the spring of 2021.

This handbook is being provided so that you will be made aware of the general procedures for our school. Parents are encouraged to read through this handbook together with their child and become familiar with its contents. The rules and regulations in this handbook are based on Local and State Board Policies. Our Local School Board Policy and Elbert County Primary's Policy is on the website <https://www.elbert.k12.ga.us/ecps>

Please feel free to call me at any time if you have any concerns. I do ask that you communicate with teachers first about any concerns that you may have with your child and his/her education. It is very important that we work together. Your interest, cooperation, and enthusiasm will be greatly appreciated throughout the school year.

Sincerely,

*Laura G. Albertson*

Laura Albertson, Principal

Phone 706.213.4700

<https://www.elbert.k12.ga.us/ecps>

Fax 706.283.8878

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## ELBERT COUNTY PRIMARY

### Mission:

It is our mission to send out readers, writers, thinkers, and problem solvers who can get along with others.

### Vision:

It is our vision to see every child learn through productive play and exploration

### Slogan:

Big journeys begin with little hops!



## Attendance Protocols (Summary) for the Primary School

At the beginning of each school year, parents will sign a statement acknowledging they have reviewed policies/procedures and consequences for absences, tardies/early dismissals. Students aged 10 by September 1 will also be required to sign the statement. A brief overview of attendance policies/procedures and consequences are included in student handbooks. You can access the full document online by visiting our school website, <https://www.elbert.k12.ga.us/ecps>.

**Your signature is requested after reading this handbook to indicate receipt of this written statement.**

The compulsory school attendance law (Official Code of Georgia Annotated, O.C.G.A., section 20-2-690.1) now requires that local school systems provide parents with a written summary of the possible consequences for violating the attendance law. As required by the State of Georgia, Elbert County School System is hereby providing you with the mentioned required notification:

**The Official Code of Georgia Annotated, 20-2-690 states that parents or guardians are required to send children to school on a continuous basis, and that failure to do so is a misdemeanor offense. Violation of the compulsory attendance law may result in the following consequences imposed by a court of law:**

"...a fine not less than \$25.00 and not greater than \$100.00, imprisonment not to exceed 30 days, community service, or any combination of such penalties..."

### Attendance Definitions

**Unexcused Absence**- when a student is out of school and the parent does not send a parent note or a doctor's excuse.

**Excused Absence**- Parents have up to 5 days to write an excuse telling why the student was absent. IF YOUR CHILD IS ABSENT: PLEASE TURN IN A DOCTOR'S NOTE OR WRITTEN PARENT EXCUSE.

**Tardy** - when a student arrives at his/her classroom after the 7:55 a.m. bell. AFTER 7:55 YOU MUST WALK YOUR CHILD IN AND SIGN HIM/HER INTO SCHOOL. 10 Tardies=Parent required to meet with Administration

**Early Dismissal** - when a child is picked up from school prior to 2:55. EARLY PICK UP IS NOT ALLOWED AFTER 2:00.

### Instructional Day

#### Morning Arrival

- Doors open at 7:25. Students will report to the classroom. Breakfast will be served in the classroom.
- Students arriving after 7:55 are
  - Required to be checked in by parents in the office before going to class.
  - Considered tardy.
- The instructional day at Elbert County Primary begins at 8:00 a.m.

#### Afternoon Dismissal

- The instructional day ends at 2:55 p.m.
- Students leaving before 2:55 p.m. are considered tardy.

**Students may not be dismissed early from school on a regular basis. Those students that either arrive late (after 7:55 A.M.) or leave early (prior to 2:55 P.M.) on a regular basis will be referred to the counselor & social worker.**

Parents are encouraged to schedule doctors or other appointments outside school hours or on school holidays, whenever possible.

Unexcused Absences		Notification Per School Year	
Beginning of School Year OR Upon Enrollment		<p><b>Written Notice to Parents:</b> Parents will receive notice of the school attendance policy along with the consequences and penalties for failing to comply with Georgia attendance laws at the beginning of the school year.</p>	
3 consecutive		<p>Parent will receive a contact from the school reminding the parent of the importance of regular school attendance.</p>	
5		<p>Parent will receive a letter from the school, as required by GA law (OCGA 20-2-690) explaining the student has accumulated 5 unexcused absences.</p> <p>Parent will receive a phone call regarding the number of unexcused absences and reminding the parent of the importance of regular school attendance.</p>	
7+		<p>An Attendance Support Team (AST) meeting will be scheduled with the School Social Worker. An Attendance Contract will be developed. Failure to comply may result in a court referral.</p>	
10+		<p>Letter is sent to parent explaining student is considered Truant per the Juvenile Code of Georgia.</p> <p>Parent will be contacted by the School Social Worker to explain what legal action will be taken. Parent may be referred to State Court and/or other community agency and child may be referred to the Juvenile Court of Elbert County</p>	
Tardies and Early Checkouts (total combined)		Notification Per Semester (K-8 Only)	
5		<p><b>Phone Call:</b> Once a student accumulates five (5) combined tardies/early checkouts per semester parents will receive a phone call from the school.</p>	
10+		<p><b>Letter:</b> Once a student accumulates ten (10) combined tardies/early checkouts per semester a letter will be sent to the parent from the school principal. The school social worker will receive a copy of the letter. If tardies/early checkouts continue, an Attendance Support Team (AST) meeting may be scheduled at the discretion of an administrator.</p> <p>*Students at ECES, ECMS and ECCHS are subject to disciplinary consequences per the school handbooks for chronic tardiness.</p>	

**Attendance Procedures** - In addition to the following procedures, the Principal or designee may address students and/or parent(s)/guardian(s) by phone, mail, or in person, at any time school attendance is a concern.

## Internet Acceptable Use and Safety Policy

### **ECPS follows the Elbert County School District Policy for Internet Acceptable Use and Safety.**

**Purpose:** Student Required Use and Internet Safety Technology Guidelines and Procedures (in accordance with the Children's Internet Protection Act [CIPA])

**Purpose:** The Elbert County School District (ECSD) provides all students access to the Internet, network resources as well as Chromebook computers, as a means to promote achievement and provide diverse opportunities during the educational experience. This document provides guidelines and information about the limitations that the school imposes on use of these resources. In addition to this document, the use of any school computer, including Chromebook computers, also requires students to abide by the Technology Use Guidelines as stated in the Student Code of Conduct. Additional rules may be added as necessary and will become a part of this document.

**The full policy will be sent home for signatures and is available on the Elbert County School District Website. It includes:**

### **TERMS OF THE REQUIRED USE AND INTERNET SAFETY PROCEDURES**

#### **1:1 POLICY AND GUIDELINES FOR USE**

#### **G SUITE**

#### **G SUITE FOR EDUCATION**

## Transportation

### Transportation changes

**Changes will not be allowed after 2:00.** Any changes must be in writing.

### Car Riders

#### Morning Drop Off Procedures

Car riders are dropped off at the front entrance of the school.

- Please stay in your lane, put it in park, and stay in your car.
- You will be instructed when to let your child exit the vehicle.
- They will be met by the SRO and a faculty member as they independently enter the building.
- The Principal or Assistant Principal will be inside to meet your student.
- Do not drop off students in the back of the school or at the annex.
- Due to safety concerns, parents are not allowed to walk students in.

#### Afternoon Pick Up Procedures

Car riders are picked up at the front entrance.

- Join in a line of traffic and stay in your lane.
- When you reach the pick up area, put it in park and walk to the rope at the front porch.
- Once the porch rope is dropped, you may get your child and walk back to the car.
- Stay parked until your lane is dismissed.

Parents MUST NOT, under any circumstances, park on the side of the street to drop off and/or pick up students. You must get in the car rider line. It is an endangerment to your child and to others when you do not comply.

### Bus Riders

Students load/unload at the back entrance. Teachers will be on duty to supervise students. Students are allowed one alternate address that must be previously provided to the school.

Any student riding a different bus to his/her alternate location on a certain day (i.e. going to grandmother's house) must bring a note from home stating that a parent has given permission for the change in routine. The note should be approved by the principal and then shown to the bus driver when the student boards the bus in the afternoon.



## Bus Rules and Expectations

**Riding is a privilege which can be denied to any student who chooses not to follow the bus rules and regulations.**

### ELBERT COUNTY SCHOOLS BUS RULES

1. The bus driver is in full charge of the bus and passengers at all times. Any violations of the following rules will be reported to the principal of the school for appropriate disciplinary action as though such conduct had occurred on the school premises.
2. Students should be ready for the bus at least five minutes before the time it usually arrives. Changing weather and road conditions make it impossible for the bus to arrive at the same time each morning. Drivers are not expected to wait or signal by horn for late comers.
3. Students should stand well (at least 12 feet) off the road while waiting for the bus. Always remain clear of the bus until it has completely stopped before boarding. Students will wait in an orderly line and avoid playing.
4. When loading or unloading, students should pass at least 10 feet in front of the bus. The student will look at the driver for a hand signal and then look both ways before crossing the road and always cross in front of the bus – never behind it.
5. Students should not carry on unnecessary conversations with the driver or distract his/her attention in any way. This jeopardizes the safety of every student on the bus. When boarding the bus, students will go directly to an available or assigned seat when entering the bus. Keep aisles and exits clear. Students will remain properly seated, back against the back of the seat, bottom against bottom of the seat, and keep hands to themselves. Seats are designed for 3 students and saving seats will not be permitted. The driver or principal has the authority to assign seats or seating order.
6. Students and drivers share the responsibility of keeping the bus clean. Help keep the interior free of dirt and debris by placing it in the proper container located at the front of the bus.
7. Students should not extend any part of their body outside the windows.
8. The use of obscene gestures, profane, and/or abusive language on the bus is prohibited by all passengers and bus drivers.
9. Damage to the bus should be reported to the driver or to the proper authorities. Restitution for damages may be pursued by the school system from the parents of students causing damage to the school bus.
10. Students are to be transported to the school where they attend. The driver is not permitted to make unauthorized stops at stores or businesses. Exceptions are permitted only with express written instructions from the Director of Transportation.
11. Students will not be permitted to change buses without written approval from the parent and consent of the principal. They should ride their regular assigned buses to and from school.
12. Students will not eat, drink, chew gum, or bring tobacco, alcohol or drugs on the bus.
13. Students will not carry drink bottles, cans or glass containers onto the bus.
14. If students stand they must do so at a point behind the front seat. No student is permitted to ride in the step well or anywhere within the driver's seat area. On mini-buses students are not permitted to sit or stand in the engine compartment.
15. Students are prohibited from playing musical instruments or using any electronic devices during the operation of a school bus, including but not limited to cell phones, pagers, audible radio, tape or compact disc players without headphones; or any other electronic device in a manner that might interfere with school bus communications equipment or the school bus driver's operation of the school bus.
16. Students are not allowed to tamper with emergency doors or exits or any of the controls or devices on the buses.
17. Students should talk in low tones. Improper language, horseplay, or misbehavior of any kind will not be tolerated.
18. Students will be totally silent at railroad crossings and must respect the driver's request for silence at any time.

19. No animals dead or alive of any description may be brought on the bus without the approval of school authorities.
20. Students are not to have in their possession any knives, guns, ammunition, explosives, incendiary materials, dangerous chemicals or any devices by which any materials may be projected or propelled.
21. No pushing or shoving when loading or unloading is permitted.
22. Students are not allowed to use mirrors, lasers, flash cameras or any other reflective devices in a manner that could interfere with the driver's operation of the school bus.
23. Riding the bus is a service provided at the expense of all taxpayers. Acceptance of this service implies a willingness to abide by all rules governing conduct. Students who violate safety and codes of conduct may have their right to ride the bus suspended or terminated and may subject such violators to other disciplinary actions including suspension or expulsion from school.
24. Students must provide a written note, signed by a parent or guardian and a school official, giving permission to ride a different bus or get on or off the bus at a different bus stop location.

## Consequences for Bus Infractions

School buses are the safest way to get to and from school, but bus safety depends upon student cooperation with our drivers. It is impossible for drivers to give full attention to driving when students are misbehaving. In addition to the bus rules and guidelines found in the Student Code of Conduct, five basic rules are posted on all buses. They are easy to understand (for all ages) and are essential for the safety and orderly operation of our buses. Those rules are:

1. The bus driver has complete charge of students riding his/her bus. Follow the directions of the driver the first time they are given.
2. Stay in your assigned seat, with feet on the floor, at all times.
3. Keep hands, feet, objects, and negative comments to self. Profanity is strictly prohibited.
4. Do not eat or drink on the bus.
5. All other policies in the Student Code of Conduct also apply when students are on a bus.

**The administration will reserve the right to administer consequences as the situation warrants.**

Infractions considered being MORE SERIOUS such as fights, threats, severe disrespect, bullying, destruction, or tampering with bus control, etc. will be dealt with according to the DANGER it may have presented to others on the bus. The appropriate suspension period will be applied independent of the number of referrals.

-1st Offense fighting will/can result in a 30 day bus suspension.

-2nd Offense fighting will/can result in bus suspension for the remainder of the year.

-Threatening behavior to the bus driver will/can result in bus suspension for the remainder of the year and could result in permanent bus suspension.

Blackwell Learning Center, ECPS, & ECES

<b>1st Referral</b>	<b>Warning: Parental Contact from School Administration or Parental Suspension</b>
<b>2nd Referral</b>	<b>1 Day Bus Suspension</b>
<b>3rd Referral</b>	<b>3 Day Bus Suspension</b>
<b>4th Referral</b>	<b>5 Day Bus Suspension</b>
<b>5th Referral</b>	<b>10 Day Bus Suspension</b>
<b>6th Referral</b>	<b>30 Day Bus Suspension</b>
<b>7th Referral</b>	<b>Bus Suspension for the remainder of the school year</b>

## School Nutrition Program

### Fast Food

DO NOT BRING IN TAKE-OUT. Per Food Nutrition Service Policy, fast food, soft drinks, soft drink containers are not allowed during breakfast and lunch.

Parents/Guardians are permitted to eat lunch with students. Adult lunch is \$4.25. Food Nutrition Services does not accept bills over \$10.

### Breakfast and Lunch

**Breakfast and lunch are available to all students at no cost.** The Elbert County School Nutrition Program participates in the Community Eligibility Option offered through USDA. Because of this partnership, all students enrolled in Elbert County Primary School will receive breakfast and lunch at no cost to parents. There is no need to complete a Free and Reduced Price Meal Application to receive this benefit.

Students bringing a lunch from home will have access to "Lunch Buddies," as needed to supplement their meal. The lunch buddy consists of milk/juice, grain, and fruit/vegetable.

### Food Allergies

If your child has any food allergies, USDA requires a physician's note stating what the allergy is and what food substitutions should be made. No food substitutions will be made without a doctor's note. This includes milk.

## Student Health

If a student is injured or becomes ill at school, the teacher will assist them to the nurse or office. Parents will be contacted. **Please make sure you notify the school any time your number changes.**

### Sickness

Any student with a temperature of 100.4 or higher, vomiting, diarrhea, or signs and symptoms of a possible communicable disease, will be sent home. **Please keep students home until they remain fever-free for 24 hours without the aid of medication and free of vomiting or diarrhea symptoms for 24 hours prior to returning to school. Thank you for helping keep your child's school healthy!**

### Medication

Students needing prescription medication while at school must have an authorization form signed by a doctor and parent/guardian. A copy of the form is located in the nurse's office. Prescription and Nonprescription medications must have a completed form on file **BEFORE** medications can be given at school. All medications **MUST** be in the original container and nonprescription medication dosages cannot exceed the manufacturer's recommendations for age and weight.

**All medications must be signed in by parent/guardian. Only properly labeled medication with written instructions will be administered to students. We also need you to make the front office aware of any medical issues your child has so we can put it in our database.**

### First Aid

The nurse will administer first aid should the need arise. **However, this does not include giving aspirin. Over the counter medication will not be administered by staff members.**

IF ANYONE HAS A PHYSICAL IMPAIRMENT AND REQUIRES ASSISTANCE, PLEASE NOTIFY THE SCHOOL SO THAT WE MAY CONTACT YOU AND DISCUSS YOUR NEEDS.

## Injury

If your child appears to have a life-threatening or serious illness/injury EMS and then the parent/guardian will be notified. **PLEASE be sure all the contact numbers with the school are always kept current.** In the event the school is unable to contact the parent/guardian when the student is ill or injured, the nurse will then contact those persons so designated by the parent/guardian. Only those designated individuals will be allowed to pick up the student.

**If you have any questions or concerns regarding your child's health, please do not hesitate to contact your child's school nurse @ 706-408-6096.**

## Dress Code

Appearance should be modest and not disruptive. The Principal/ Assistant principal has the right to determine if a student, parent, or visitor's attire and grooming meet reasonable and appropriate guidelines. Failure to comply with the dress code will be addressed.

**Please label all jackets, book bags, etc. This will help with your child's things not ending up in the lost and found. Our lost and found is located in the gym.**

- No skin is to be exposed at the midriff & most of the back should be covered.
- Shirts must be buttoned unless appropriate clothing is worn underneath.
- Shorts and dresses should be worn at an appropriate length. No buttocks showing.
- Clothing advertising alcoholic beverages and tobacco products or clothing containing inappropriate language and/or offensive messages will not be allowed. (For example: "sister for rent", "trouble is my middle name", "top ten reasons I didn't do my homework...")
- Shoes are to be worn at all times, no bare feet. Tennis shoes are recommended due to physical education activities. No shoes with wheels are allowed.
- Pajamas, hats, and caps will only be allowed on special designated days.
- Clothing or hairstyles which distracts from a learning atmosphere will be addressed.
- Pants that hang excessively below the waist are unacceptable.
- Underwear/undergarments must not be visible.

## Perfume – Cologne

Students are not permitted to wear perfume and/or cologne to school. This is due to students/teachers that may have allergies and/or asthma.

## Social Media

Students, parents, or visitors that post **inappropriate** pictures, text messages and/or videos to social media websites **that negatively impact the operation of our school** are subject to disciplinary action. Visitors are asked not to post pictures of anyone other than their child.

## Toys/Cell Phones/Jewelry/Book Bags/Purses

Students should not bring **toys, jewelry, games, cell phones, or other unnecessary items** to school. They tend to cause classroom distractions, or they get stolen. Any of the above mentioned items are not the responsibility of the school and if they are lost or stolen, we will do what we can to help retrieve the item. However, please understand we will not be liable for any lost, damaged, or stolen items that are not to be at school.

Any unnecessary items that are brought to school will be returned at the discretion of the principal. Toy guns brought on the bus or to school will not be tolerated. **Bringing a toy gun may result in a suspension from school or the bus.** The use of book bags (**no wheels**) and purses are permitted unless they become storage for unnecessary items that disrupt the learning environment.

It is recommended that students not bring cell phones to school. If a student needs to bring a cell phone to school, the phone should remain silent in the child's bookbag and not distract from the learning environment. Visible and/or audible cell phones will be taken from the student and given to the principal. Parents may pick up the cell phone from the principal.

## Parent Engagement

### Phone Numbers

Our school provides an automated notification service to inform parents of upcoming events or school closings. The office needs several numbers where you can be reached in time of need and/or an emergency. We must be notified as soon as any of your emergency information changes. **The office must have the phone number of a contact person at all times.** You might consider giving the number of someone that could text you if necessary. If we cannot reach you or any of your contacts, we will notify the school social worker.

### Communication Folders

ECPS provides communication folders for all students. This is how you and the classroom teacher communicate information and student progress on a daily basis. It is the parents' responsibility to check student folders daily. Please **clean out the folder** and return what is due the next day. This is also a way for you to send correspondence to your child's teacher. **Do not send loose money in your child's folder.** It may be lost and never make it to the teacher. Please put it in a labeled envelope.

### Visiting the School

We welcome parental involvement at EC Primary. Please contact your child's teacher if you are willing to serve. At this time only parents/guardians are allowed lunch visits, and additional guests and/or young children are not allowed. All visitors are monitored and cleared by the front office.

All visitors are required to **stop by the main office, sign in with a valid government issued ID and pick up a visitor sticker before entering any other area of the school. PROUDLY display your visitor's pass.**

### School Conferences

- Conferences should be set up by contacting the teacher or calling the office.
- Conferences should be scheduled in advance at a time that is convenient for teachers and parents.
- Conferences cannot be scheduled at times that will interrupt or interfere with a teacher's class.
- Please be considerate of the teachers' time and students' safety & privacy, by setting up a conference when students are not present.
- We encourage parents to attend all meetings and parent visitation. Notification of dates and times will be sent to parents a few days prior to each visitation.

### Parties, Invitations, Gifts, Deliveries

Birthday celebrations are a simple acknowledgement of a student's birthday. The in-school birthday celebration should not be considered the child's official birthday party. Families wishing to share a treat with their child's classmates may send in a small snack and/or a mini-water and/or juice box.

Formal Birthday / Party invitations and gifts should not be brought to school.

Birthday treats for recess are allowed and must be pre-arranged with the classroom teacher so as not to interfere with instruction.

Students are allowed treats at Christmas, Valentines, and Easter. Please notify the teacher if you would like to send treats. Parties are for students only. Pre-registered parents or designees will be allowed to the Egg Hunt.

Per Elbert County Board of Education Policy, a **Valentine's Day delivery of any kind** (florist or walk-in) **is not allowed for students or teachers.** Do not bring balloons, flowers, or stuffed animals to the school. They will not be allowed past the office. Please save these gifts for home or another special day.

## Parent Volunteers

At this time, we will not have parent volunteers in the classroom. However, let your child's teacher know if there is a way you would like to volunteer remotely or with P.T.O. events that are optional.

## Field Trips

Field Trips may be planned throughout the school year to enhance the instructional program. All trips are for instructional purposes; therefore, siblings should not accompany parent volunteers. Permission forms will be sent home for a parent signature prior to any field trip. Due to space limitations, parent volunteers will be asked to make their own travel arrangements to meet the class at the destination.

## School Council & P.T.O

Parent Engagement activities may be held in person or virtually via Google Meet.

The EC Primary School Council is a group consisting of two teachers, two parents, two business leaders, and the principal. They meet four times a year. All parents are invited to attend these meetings. Nominations and elections take place in the spring. These meetings will be arranged by the Principal.

P.T.O. will be in a restructuring mode this year. More information to come.

## Title 1

We are a Title 1 school. Parents are welcome to attend Title 1 events.

All Title 1 documents are accessible online. Parents can request a copy of our Parent and Family Engagement Plan, Title 1 School Wide Plan, School-Parent Compact, Fraud, Waste and Abuse Information, Federal Program Complaints Information, and/or the Code of Ethics Information. Access all documents online by visiting our school website <https://www.elbert.k12.ga.us/ecps>

Annual meetings will be held and surveys will be posted to provide opportunities for parental input on Title documents. Input may also be given through a link on our webpage.

## Curriculum and Instruction

### Georgia Standards of Excellence (GSE)

Parents may find the standards that will be taught to their child at the Georgia Department of Education's Website. Here is a link:

<https://www.georgiastandards.org>

### Literacy: Comprehensive Reading Solutions and Fountas & Pinnell

By implementing the Georgia Department of Education Literacy Plan, focusing on reading, writing, speaking and listening in all content areas, we will integrate reading and writing into an English Language Arts (ELA) block. Students will be using leveled readers & authentic literature instead of traditional textbooks.

We use research based screeners to place students at the appropriate instructional level, whether the student is at risk, on grade level or an advanced learner. We monitor student progress and growth through on-going assessments.

All teachers and paraprofessionals receive ongoing, extensive coaching and professional development to provide a solid reading foundation.

### Math: Ready Math and Cognitively Guided Instruction (CGI)

Ready Math is our current supplemental math curriculum in addition to the Georgia Standards of Excellence. Cognitively Guided Instruction, often abbreviated as CGI, is an approach to teaching mathematics that builds on children's natural problem-solving strategies. CGI identifies specific strategies students use to help teachers understand how students think so that they can guide them toward mathematical understanding.

## Physical Education

Physical Education is a state required course, and therefore, all students must participate. A student who is not to participate in P.E. for health or medical reasons must bring a note from parents or a doctor specifying the nature of the problem and the length of time the excuse should cover. **If a student needs to miss more than three days, a doctor's excuse will be required.** Tennis shoes must be worn or there will be deductions from the student's PE grade. Students are graded on performance standards, behavior and participation.

## Fine Arts

Students at ECPS are served by the Fine Arts Department on a rotational basis. We have both a full time STEAM and Music teacher that serves each class.

## Elbert County Special & Gifted Education Programs

**The procedures for identification and the placing of students in special & gifted education programs are held to strict State and Federal guidelines.**

Elbert County provides services for special needs and gifted identified students at all grade levels. The Gifted Education Program is designed to meet the needs of these students and extend competencies in the areas of cognitive skills, collaboration, problem solving, creativity, reference skills, and communication skills beyond the experience of the regular classroom assignments. Content will be differentiated when appropriate. Gifted Learners will also participate in MTSS and Advanced Content classes that are structured to meet the needs of gifted learners. Learners with special needs receive equal access and opportunities in the least restrictive environment as established by the IEP.

## MTSS

MTSS stands for Multi Tier System of Support. When students have special academic, attendance, or social needs, there is a process required to meet those needs.

- All students receive what is called Tier 1(T1) instruction. This is the core instruction taking place in all classrooms.
- If a student needs extra support, a committee is formed, including the teacher, parent, and other support personnel. Permission is requested to provide the student with additional support. This is called a Tier 2 (T2) intervention. Tier 2 interventions take place in addition to the student's regular Tier 1 instruction.
- If a student is not showing improvement/growth with T1 and T2, the committee reconvenes to add another level of support for the student. This is called a Tier 3 intervention. At this time screening for special services may begin.

## Homework

ECPS asks parents/guardians to:

- Read something and review sight words with your child each night
- Use any provided math activities as resources
- Participate in extension activities as they are assigned
- Request additional resources if necessary

ECPS will:

- Not give homework assignments on Wednesdays or meeting nights.
- Avoid giving major tests on Monday
- Communicate major tests via classroom newsletters
- Provide extra work if requested



## Report Cards & Progress Reports

In accordance with the Board approved school calendar, report cards are issued each nine weeks. Progress reports will be sent home every 4 ½ weeks. **Please sign and promptly return** them to your child's teacher the next day.

### Report Card Definitions

1:1 Help- Your child is getting lots of extra help to complete his/her work. He/she cannot work alone.

Modified Work- Your child's assignments have had to be made different from the rest of the class for him/her to be successful.

Working below Grade Level- Your child is not able to do his/her current grade level's work and is having to catch up with the rest of the class. He/she is behind and at risk of failing the current grade.

Set up a Conference- The teacher really needs to talk with you and share ways for you to help your child with his/her school work. The teacher is asking you to set up a time that suits your schedule and expecting you to follow through.

## Retention of Students

Parents are to be notified, in writing, by mid-term of possible retention. The full policy is on the ECBOE website.

## Withdrawing Your Child/Transferring Schools

Please contact your child's teacher and the school secretary before your child's last day at our school. Also inform the teacher or secretary of your future destination. All outstanding fees must be paid and your child must return all textbooks, technology and library materials before his/her withdrawal is complete. All records will be forwarded upon notification of enrollment from the receiving school. Your child will remain enrolled at ECPS until we receive a records request. Students will be marked absent until the request is received.

## Student Record

With the exception of directory information as defined by Board Policy JR, personally identifiable information will not be released by the school district from an education record without prior written consent of the parent or eligible student, except to the extent authorized by the FERPA and its implementing regulations at 34 C.F.R. § 99.31. If you do not want ECPS to disclose information designated as directory information from your child's education records without your prior written consent, you must notify the principal in writing by the end of the first month of enrollment.

## Textbooks and Media Center Materials

At the beginning of school every child is issued textbooks and they are responsible for the care of his/her books. If textbooks or media center materials are lost or damaged, they must be replaced at the expense of the student before another is issued. If a child owes money at the end of the year, then the amount owed will be placed into Infinite Campus, and **it will remain on the student's record until it is paid.**

## Positive Behavioral Interventions and Supports (PBIS)

Positive Behavioral Interventions and Supports focuses on creating and sustaining school-wide, classroom, and individual systems of support that improve the educational environment for all children. Our aim is to explicitly teach behavioral expectations and then recognize the positive behaviors shown by students. Our goal is to use positive feedback and acknowledgement when students follow the rules and corrective feedback and consequences when they are not following the rules.



## Positive Recognition

### Citizen of the Month

Each month every class will look at and discuss the "Good Citizen" criteria below. The class will decide who will represent their class for the month. These students will be recognized by the administration and their picture will be posted on our website.

Who is a Good Citizen?

Someone who has 'empathy' for other people.

Someone who cares and shares.

Someone who respects others and their ideas.

Someone who understands that rules are made for good reasons and does not break them.

Someone who looks at a person on the outside but sees them on the inside.

Someone who cares about our school, our community, and our world.

### Froggy Bucks

At ECPS we are wanting to "Catch Students" on their best behavior. All adults in the building have Froggy Bucks to freely give out when they notice students showing kindness, good manners, thoughtfulness, etc.

## Consequences/Discipline

The full Elbert County School District Student Code of Conduct is available on the district website.

- Discipline/consequences will be administered when any individual's actions interfere with the right of teachers to teach and students to learn.
- If any behavior problems arise, parents will be contacted by the teacher.
- If repeated offenses occur in the classroom, the student may be taken to the office and receive a discipline referral (write up).
- **Discipline forms need to be signed and returned on the following day.**

Consequences for inappropriate behavior will/can include: time-out, parental contact, loss of privileges, behavior plans, a conference with administration, early pick-up, or suspension from school,

**Parents will be notified if a child needs early pick-up, or if suspension needs to be used to correct behavior.**

## Discipline Consequence Definitions

**Time Out-** The student is sent to a quiet place in the classroom or another classroom to settle down.

**Early pick up-** The student needs parental intervention. A guardian is expected to come for pick up.

**Suspension-** The student is not allowed on school premises and the event is recorded on permanent record.

**Parental Suspension-** The student cannot come back to school until a parent/guardian meets with the teacher and the event is placed on permanent record. Failure to honor suspension will result in further action.

**Bus Suspension-** Your child is not allowed on ANY Elbert County Bus for any reason/event and it is recorded on permanent record. Failure to honor suspension will result in further action.

Primary/Elementary Behavior Definitions	
Minor Problem Behaviors	Definition
Unkind words	Students engage in low-intensity instances of unkind words that are not directed at someone. Student uses replacement words such as "freaking", "dang", "stupid", etc.
Physical Contact	Students engage in non-serious, but inappropriate physical contact such as not keeping hands and feet to self, pushing/shoving, picking up other students, hugging in line, etc.
Defiance	Students engage in brief or low-intensity failure to respond to adult requests. Example: If a student is asked to complete assignments and responds, "No, I don't want to".
Disrespect	Students engage in brief or low-intensity verbal or non-verbal displays of rudeness or discourtesy. Example: arguing, tone of voice, eye rolling, etc.
Disruption	Students engage in low-intensity, but inappropriate disruption such as noises, rocking chair, tapping pencil, etc.
Dress Code	Students wear clothing that is not within the dress code guidelines outlined in the student handbook such as wearing a hat, hood up, pants low, clothes with offensive designs or writing, etc.
Property Misuse	Students engage in low-intensity misuse of property such as writing on books, writing on walls, tipping chairs back, destroying pencils, etc.
Stealing	Students engage in minor acts of stealing. Example: takes pencils from another student.
Other	Students engage in any other minor problem behaviors that do not fall within the above categories. Example: running, inappropriate volume.
Major Problem Behaviors	Definition
Abusive Language	Students deliver verbal messages that include swearing, name calling or use of words in an inappropriate way that is directed at someone.
Inappropriate Touch	Student touches/grabs/hits another student's private areas.
Fighting/Physical Aggression	Students engage in actions involving serious physical contact where injury may occur. Examples: hitting, punching, biting, hitting with an object, kicking, hair pulling, scratching, throwing chairs or other objects, etc.
Defiance	Students engage in refusal, or continuous refusal, to follow directions, talk back and/or deliver socially rude interactions.
Disrespect	Students engaged in continuous verbal or non-verbal displays of rudeness or discourtesy such as inappropriate gestures, arguing, yelling, etc.
Harassment/ Bullying/Threats	Student delivers disrespectful messages (verbal or gestural) to another person that includes threats and intimidation, obscene gestures, pictures or written notes. Disrespectful messages include negative comments based on race, religion, gender, age and/or national origin; sustained or intense verbal attacks based on ethnic origin, disabilities or other personal matters.
Theft	Student is in possession of, having passed on, or being responsible for removing someone else's property without that person's permission.
Lying/Cheating	Student delivers a message that is untrue and/or deliberately violates the rules.
Other	Students engage in problem behavior that is not listed above.

# Elbert County Primary Code of Conduct

The full Elbert County School District Student Code of Conduct is available on the district website. ECPS will operate using the “FROG” rules:

**Follow directions** - this means listening to and doing what is asked of you the first time you are asked.

**Respect others, our classroom, and ourselves** - this means that we are kind and treat others like we would like to be treated in return. We respect our classroom by taking care of what we have. We respect ourselves by doing what we know is right.

**Our hands, feet, and objects are kept to ourselves** – this means that we only use our hands to work, our feet to walk, and objects to play.

**Get ready to learn**- this means that we have the supplies we need for class, we listen, we stay in our seats, we raise our hands, and we are on task

General Expectations:

## Hallway/Restrooms:

1. Quiet voices
2. Keep your hands to yourself
3. Walk on the right side of the hall
4. No running or playing



## Lunchroom:

1. Quiet voices
2. Always walk
3. Keep your area clean and pick up your trash
4. Stay on your seat
5. Listen carefully to the adult helpers and do as they ask

## On the Bus

- Seat to the seat: your bottom stays on the seat.
- Back to the back: your back stays on the back of your seat and you face forward.
- Hands to yourself – your hands do not touch anyone on the bus. You do not put your hands in the seat in front of, behind, or beside you.
- Voice level 0 -1– your voice should not be loud. You will not yell across the bus, make loud noises, or say mean words.
- RESPECT the driver – we are respectful. Do not: talk back, roll your eyes, suck your teeth, or cause a scene.

## Playground/Gym:

1. Be a good sport and encourage your classmates
2. Do not pout if you lose
3. Listen carefully to instructions
4. Keep your hands to yourself
5. Wear gym shoes
6. Rough play, fighting, bullying is not allowed



# ELBERT COUNTY SCHOOL SYSTEM POLICY ADDRESSING THE PRESENCE OF WEAPONS ON THE SCHOOL CAMPUS [Revised 7/15/02]

The Elbert County School system's policy addressing the presence of weapons on the school campus is intended to insure the safety and well-being of all students and school personnel. Any violation of this policy creates a hazardous situation that cannot and will not be tolerated regardless of the intent or actions of the violator.

It is unlawful for any person to carry, possess or have under control any weapon at a school building, school function, or on school property or off campus or on a bus or other transportation furnished by the school.

The term "weapon" includes both firearms and non-firearm weapons. Firearms include: any weapon including a starter gun which will or is designed to or may readily be converted to expelling a projectile by the action of gunpowder; or any other destructive device including any explosive, incendiary charge of more than one-quarter ounce, mine, or similar device; any pistol, revolver, rifle, or shotgun which has any barrel with a bore of more than one-half inch in diameter. Non-firearm weapons include: any bow and arrow, dirk, bowie knife, switchblade knife, ballistic knife, any knife, straight-edge razor, razor blade, spring stick, metal knuckles, blackjack, any bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chukka, nunchuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any weapon of like kind, and any stun gun or Taser that is powered by electrical charging units such as batteries and emits an electrical charge in excess of 20,000 volts or is otherwise capable of incapacitating a person by an electrical charge, and mace, tear gas, pepper gas or similar chemical, gun or implement whether used for defensive or offensive purposes.

No weapon may be transported to any part of a school campus (including parking areas) or to any school related function. Weapons used for hunting are not permitted at school. These include rifles, knives, bows & arrows, ammunition, etc. Transporting such items to any part of a school campus is a violation of the weapons policy.

Any unauthorized person found to be in possession of a firearm on a school campus is in violation of the Gun-Free School Zone Act of 1990. Punishment can include a \$5,000.00 fine and up to five (5) years in a federal prison.

Students in violation of the school system's weapons policy are in clear jeopardy of severe and swift disciplinary measures as well as arrest and prosecution by the legal authorities, and expulsion from school. The consequences of such actions can seriously threaten college admittance and future employment opportunities.

School officials may conduct searches of personal possessions, locker, and vehicles when reasonable suspicion exists that a weapon is present on campus. Any weapon found may be used as evidence in a court of law. Students will be searched when reasonable suspicion exists that the student has in his/her possession any weapon defined in the policy.

These procedures currently being used to emphasize the seriousness of the weapons policy in no way minimize the requirement that students abide by any and all other system and school behavioral policies.

All students in grades four through twelve shall be required to read and sign a copy of the above policy. The signed copy shall be maintained as a part of the student's permanent school record and shall remain valid as long as he/she is enrolled in Elbert County Schools.

## **Firearms Disposition:**

1<sup>st</sup> offense: 10 days OSS, legal authorities notified, and may recommend expulsion for a minimum of one year.

## **Other Weapons Disposition:**

1<sup>st</sup> offense: OSS / May Legal / May recommend placement in Crossroads Alternative School.

## **DRUGS/ALCOHOL/CONTROLLED SUBSTANCES**

The term drugs shall mean all substances including but not limited to alcoholic beverages, prescription drugs, **over-the counter drugs**, inhalants, pills, tablets, capsules, and all other legal and/or illegal drugs or substances. Any student required to take medication at school must have a *medication form filled out by the nurse or front office. All medicines must be in their original container.*

A student is in violation of this section if he/she attempts to sell and/or distribute drugs or substances represented to be drugs by the seller or distributor and/or thought to be drugs by the buyer or receiver, on school property, or on property being used by the school, or at any school function, or while the student is on his/her way to or from school.

A student is in violation of this section if found in the possession of and/or distributing drug related paraphernalia. Drug related paraphernalia includes but is not limited to: pipes, water pipes, clips, rolling paper, etc., and other items used or related to drug use.

Students shall not possess, sell, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, cocaine, marijuana, controlled substance, alcoholic beverage, anabolic steroids, or intoxicant of any kind, at school or on school property at any time, off the school grounds at a school sponsored activity, function, or event, en-route to or from school. The Elbert County Sheriff's Department has to be notified if any of the above are found.

## ADDENDUM: Student Reporting of Acts of Sexual Abuse or Sexual Misconduct

(a) Any student (or parent or friend of a student) who has been the victim of an act of sexual abuse or sexual misconduct by a teacher, administrator or other school system employee is urged to make an oral report of the act to any teacher, counselor or administrator at his/her school.

(b) Any teacher, counselor or administrator receiving a report of sexual abuse or sexual misconduct of a student by a teacher, administrator or other employee shall make an oral report of the incident immediately by telephone or otherwise to the school principal or principal's designee, and shall submit a written report of the incident to the school principal or principal's designee within 24 hours. *If the principal is the person accused of the sexual abuse or sexual misconduct, the oral and written reports should be made to the superintendent or the superintendent's designee.*

(c) Any school principal or principal's designee receiving a report of sexual abuse as defined in O.C.G.A. 19-7-5 shall make an oral report immediately, but in no case later than 24 hours from the time there is reasonable cause to believe a child has been abused. The report should be made by telephone and followed by a written report in writing, if requested, to a child welfare agency providing protective services, as designated by the Department of Human Resources, or, in the absence of such agency, to an appropriate police authority or district attorney.

Reports of acts of sexual misconduct against a student by a teacher, administrator or other employee not covered by O.C.G.A. 19-7-5 or 20-2-1184 shall be investigated immediately by school or system personnel. If the investigation of the allegation of sexual misconduct indicates a reasonable cause to believe that the report of sexual misconduct is valid, the school principal or principal's designee shall make an immediate written report to the superintendent and the Professional Standards Commission Ethics Division.

Listed below are definitions for "sexual abuse" and "sexual misconduct":

**Sexual abuse**" means a person's employing, using, persuading, inducing, enticing, or coercing any minor who is not that person's spouse to engage in any sexual act as defined in O.C.G.A. 19-7-5.

**"Sexual misconduct"** includes behavior by an educator that is directed at a student and intended to sexually arouse or titillate the educator or the child. Educator sexual misconduct by an educator may include, but is not limited to, the following behavior:

Made sexual comments, jokes, or gestures.	Talked repeatedly about sexual activities or sexual fantasies.
Shown or displayed sexual pictures, photographs, illustrations, or messages.	Make fun of your body parts.
Wrote sexual messages/graffiti on notes or the internet.	Called students sexual names.
Spread sexual rumors (i.e. said a student was gay or a lesbian).	Flashed or "mooned" students.
Spied on students as they dressed, showered or used the restroom at school.	Touched, excessively hugged, or grabbed students in a sexual way.
Forced a student to kiss him/her or do something else of a sexual nature.	Talked or asked about a student's developing body, sexuality, dating habits, etc.

### Unsafe School Statement

Major offenses including, but not limited to, drug and weapon offenses can lead to schools being named an Unsafe School. State Board Rules 160-4-8-16.



# ECPS Parent Signature Page

Child's Name \_\_\_\_\_ Homeroom Teacher \_\_\_\_\_

**PLEASE READ EACH SECTION CAREFULLY, SIGN BELOW, AND RETURN TO YOUR CHILD'S HOMEROOM TEACHER.**

**This is to certify that we have reviewed the following with our child.**

- |                                   |                      |
|-----------------------------------|----------------------|
| Student Handbook                  | Bus Rules            |
| Acceptable Use of Internet Policy | Weapons Policy       |
| Attendance Law and Protocol       | ECPS Code of Conduct |

I understand I have access to the full ECSD Acceptable Use of Internet Policy and Code of Conduct available online.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

\*\*\*\*\*

I grant permission for my child to be photographed or recorded for positive recognition in connection with ECPS activities, news releases, programs, Elbert County School website, Facebook, ElbertonNet Broadnet T.V.

- Yes
- Yes, but no name
- No

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

\*\*\*\*\*

As a user of the Elbert County School system's computer network, I have read and hereby agree to comply with the Elbert County School System's Acceptable Use of the Internet Policy.

**I grant permission** for my child to use the internet. I understand that individuals and families may be held liable for violations. I understand that some materials on the Internet may be objectionable, but I accept responsibility for my child's appropriate Internet use.

**I deny permission** for my child to use the internet. I understand that my child will not be able to participate in or use Accelerated Reader, iReady, Destiny and any other web-based educational programs.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

**\*\*\*Granting permission will allow your child to use our computers for supervised web based interventions and classroom activities or enrichment.**