



# Student Handbook

## 2023-2024

Elbert County Elementary School  
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# Elbert County School District

*Jon Jarvis*  
Superintendent

## ELBERT COUNTY SCHOOL DISTRICT 2023-2024 SCHOOL CALENDAR

Pre- Planning	Wednesday-Monday	July 26-31
First Day of School	Tuesday	August 1
Start of 1 <sup>st</sup> Semester	Tuesday	August 1
Start of 1 <sup>st</sup> Grading Period	Tuesday	August 1
Labor Day Holiday	Monday	September 4
End of 1 <sup>st</sup> Grading Period	Tuesday	October 3
Start of 2 <sup>nd</sup> Grading Period	Wednesday	October 4
Fall Break	Friday-Tuesday	October 6-10
Thanksgiving Holiday	Monday-Friday	November 20-24
End of 2 <sup>nd</sup> Grading Period	Friday	December 15
End of 1 <sup>st</sup> Semester / Early Release Day	Friday	December 15
Holiday Break	Monday-Thursday	December 18-January 4
Teacher Planning	Tuesday-Wednesday	January 2-3
Students Return to School	Thursday	January 4
Start of 2 <sup>nd</sup> Semester	Thursday	January 4
Start of 3 <sup>rd</sup> Grading Period	Thursday	January 4
MLK Holiday	Monday	January 15
Winter Break	Monday-Friday	February 19-23
End of 3 <sup>rd</sup> Grading Period	Thursday	March 14
Start of 4 <sup>th</sup> Grading Period	Friday	March 15
Spring Holiday	Friday-Friday	Mar 29-April 5
Last Day of School / Early Release Day	Friday	May 24
End of 4 <sup>th</sup> Grading Period	Friday	May 24
End of 2 <sup>nd</sup> Semester	Friday	May 24
Graduation	Friday	May 24
Memorial Day Holiday	Monday	May 27
Post- Planning	Tuesday-Thursday	May 28-30

**\*\*Please sign and return pages 16-18.\*\***

### **COMMUNICATION WITH ECES**

In order to meet the needs of our students, it is essential that the home and the school make every effort to communicate openly and frequently. At the school, we shall endeavor to meet this need through our reporting procedures and formal parent-teacher communication. It is of equal importance that parents keep teachers informed of any developments, which might influence the student's performance at school. But please be assured that we welcome parental involvement and the information shared enables us to better meet the needs of the student.

### **ECES – TITLE I SCHOOL**

Title 1, Part A is a part of the Elementary and Secondary Education Act of 1965 as amended by the Every Student Succeeds Act (ESSA). The Elbert County School System identifies as a Title 1 schoolwide district and qualifies for Federal Funding. Parent and Family engagement are significant to the Title 1 program and schools and districts must ensure that strong strategies are in place to: 1) build capacity to engage parents/stakeholders in an effective partnership with the school; and 2) share and support high student academic achievement. It is our goal to continue to build capacity with parents/guardians.

### **Title I Documents**

The Title I, Part A division at the Georgia Department of Education provides technical assistance, resources, and program monitoring to local education agencies in order to ensure all children have a “significant opportunity to receive a fair, equitable, and high-quality education, and to close educational achievement gaps”. As a Title I school, each year ECES works with stakeholders to develop a School Improvement Plan, School-Parent Compact, and a Family Engagement Policy. These documents can be obtained from our front office in print form and on our school website electronically. You may request a copy to be sent home with your child at any time.

### **ARRIVAL/DISMISSAL**

The instructional day at Elbert County Elementary **begins at 7:25 a.m. and ends at 2:55 p.m.** Students arriving **after 7:55 a.m. are considered tardy and will need to be signed in by the parent in the foyer area of the main entrance.** The earliest drop off time for students is 7:25 a.m. Parents are encouraged to schedule appointments after school hours, when possible. If a child needs to be dismissed early, a parent must come into the foyer area to sign-out their child. Please limit tardies and early dismissal to ensure academic success for your student(s).

**Transportation changes should be submitted by 2:00** on the day of the request. Written requests, emails, DOJO messages and faxed requests are all acceptable forms of communication. **For safety reasons, no changes will be accepted by telephone. No students will be dismissed from the front office after 2:30 p.m.**

## **ELBERT COUNTY SCHOOL DISTRICT - Safety in Our Schools Visitor Procedures**

The Elbert County School District believes that students should learn in a safe environment. In order to ensure the safety of everyone, metal detectors, searches, cameras, and other means may be used in the school building, on buses, in parking lots, on any other school property, and at all school-sponsored activities.

### **VISITORS IN SCHOOLS**

The Elbert County School District welcomes visitors to our schools. In an effort to provide a safe learning environment for students and staff and to protect the integrity of the learning process, the District has established the following guidelines and expectations for all visitors to our schools.

#### **General Requirements**

Individuals are welcome to visit the district schools provided the principal or designee approves the purpose of the visit. Parents and visitors are expected to maintain cooperative, positive relationships with all staff members.

The principal or designee may grant permission to visit at his/her discretion.

Parents/guardians will be allowed to eat lunch or visit with a student within the school during the school day. Grandparents will also be allowed to eat lunch if they are on the pick-up or emergency contact list.

Parents/guardians must sign in at the school office, present their driver's license, and obtain authorization to visit any part of the school.

Parents/guardians desiring to have a conference with a teacher are encouraged to schedule their visits before or after instructional hours or during a teacher's planning period. Only parents or legal guardians are authorized to set up parent conferences with school personnel.

Parent-teacher conferences are not permissible at times when teachers are responsible for delivering instruction and supervising students.

#### **Classroom Visits/Observations**

In order to ensure the safety and confidentiality of students, classroom visits are limited to parents or legal guardians of students enrolled at the school and those persons invited by the District or school personnel for official business.

Visitor requests to meet with specific personnel will require notice at least 24 hours in advance. The school principal or his/her designee must approve all visitations and arrange a date and time for the visit to take place.

The school principal may also arrange for a school employee to escort the parent/guardian to the classroom. As necessity dictates, the escort may be asked to remain in the classroom

throughout the observation. Only parents or legal guardians are allowed to visit and observe in classrooms where the parent's/guardian's child is in attendance.

To accommodate and provide equity to all visitors, while maintaining the integrity of the instructional program, classroom visits and observations are limited to once every nine weeks at a maximum of 30 minutes per visit. Under special circumstances and upon agreement between the parent, teacher and the principal, additional visits may be scheduled as needed. Parents/guardians may contact the IDEA/504 Coordinator at 706-213-4000 for additional information regarding federal regulations.

School activities planned for special occasions during the school day and after hours where parents and community residents are invited may not be included under this requirement.

During visits and observations, cell phone use is not permissible. Cell phones are to remain in the silent position at all times during school visits. Video and/or audio recording during visits by visitors is prohibited.

#### **Other Considerations**

School principals are charged with the control of school buildings and grounds under their jurisdiction and supervision.

The principal has the right and obligation to enforce visitation policies and all practicable efforts should be made to exclude non-authorized individuals from school property. All staff members are authorized and required to verify visitors have received office clearance and have a visitor's badge.

Unauthorized visitations to school premises may constitute trespassing and may subject violators to criminal prosecution under the laws of the State of Georgia.

Prior authorization shall not apply to law enforcement officers, firefighters, emergency medical technicians or paramedics or any public safety or emergency management officials in the performance of an emergency call.

Visitors making authorized deliveries to the school and other persons authorized on the student's pick-up list will be required to present their driver's license.

#### **Volunteers**

Schools may provide volunteer opportunities based on the needs of the school. Additional requirements are outlined on the district website.

### Medication

A "Permission for Medication Administration" form to be signed by the parent/guardian can be obtained in the main office or from our school nurse, Mrs. Katie Williams. It must be submitted for any type of medicine to be taken at school. This includes both prescription and non-prescription medications. According to state law, all medication must be in the original container. At the end of the school year, any medicine not taken by the student will be destroyed after one week unless the parent/guardian comes to the school to collect any remaining medication.

### ECES Student Code of Conduct

Students are expected to follow the ECES Code of Conduct during the normal school day and at all school related functions. When it is necessary to impose discipline, school administrators and teachers will follow a **progressive discipline process**. The degree of discipline to be imposed by each school official will be in proportion to the severity of the behavior of a particular student and will take into account all relevant factors. In cases of disruptive, disorderly or dangerous conduct not covered in the Code, the principal or designee may undertake corrective measures which he or she believes to be in the best interest of the student. The administration has the right to give an alternative consequence. Such action does not violate school board policy or procedures. The degree of discipline imposed will be in accordance with the progressive discipline process unless otherwise stated.

### 5 Step Plan of Behavior

**ECES uses a 5 Step Plan that is aligned to the state discipline code and maintained by the student's teacher.**

Step	Grades 2, 3, & 4
1 <sup>st</sup>	Teacher/Student Conference, Teacher Consequence
2 <sup>nd</sup>	Teacher/Student Conference, Teacher Consequence
3 <sup>rd</sup>	Teacher/Student Conference, Teacher Consequence , Teacher Contacts Parent
4 <sup>th</sup>	Administrator Contacts Parent
5 <sup>th</sup>	Discipline Referral

### Student Behavior

- Teachers and students will review expected behaviors, procedures, rewards and consequences on a regular basis.
- There will be ZERO tolerance for fighting, bullying, disrespect, and other specific BOE County Policy infractions.
- Students that post inappropriate pictures, text messages and/or videos to social media websites that negatively impact the operation of our school are also subject to disciplinary action.

<b>Primary/Elementary Behavior Definitions</b>	
<b>Minor Problem Behavior</b>	<b>Definition</b>
Unkind Words	Student engages in low-intensity instance of unkind words that are not directed at someone. Student uses replacement words such as “fricking”, “gay”, “retarded”, etc.
Physical Contact	Student engages in non-serious, but inappropriate physical contact such as not keeping hands and feet to themselves, pushing/shoving, picking up other students, hugging in line, etc.
Defiance	Student engages in brief or low-intensity failure to respond to adult requests. Example: If a student is asked to complete an assignment and responds, “No, I don’t want to”.
Disrespect	Student engages in brief or low-intensity verbal or non-verbal display of rudeness or discourtesy. Example: arguing, tone of voice, eye rolling, etc.
Disruption	Student engages in low-intensity, but inappropriate disruption such as noises, rocking chair, tapping pencil, etc.
Dress Code	Student wears 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	Student engages in low-intensity misuse of property such as writing on books, writing on walls, tipping chairs back, destroying pencils, etc.
Stealing	Student engages in minor acts of stealing. Example: takes pencils from another student.
Other	Student engages in any other minor problem behaviors that do not fall within the above categories. Example: running, inappropriate volume.
<b>Major Problem Behaviors</b>	<b>Definition</b>
Abusive Language	Student delivers verbal messages that include swearing, name calling or use of words in an inappropriate way that is directed at someone.
Fighting/Physical Aggression	Student engages 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	Student engages in refusal, or continuous refusal, to follow directions, talks back and/or delivers socially rude interactions.
Disrespect	Student engages in continuous verbal or non-verbal displays of rudeness or discourtesy such as inappropriate gestures, arguing, yelling, etc.
Harassment/ Bullying	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 message that is untrue and/or deliberately violates the rules.
Other	Student engages in problem behavior that is not listed above.

### School Counselor

Our School Counselor, Mrs. Nikki Hawkins, is readily available to help meet the needs of our students during the school day. Students should make a request through their teachers to meet with Mrs. Hawkins. The teacher will then reach out to Mrs. Hawkins with the request.

### Student Dress Code

Student apparel and appearance should be appropriately modest, and must not have a negative effect or be disruptive to the educational process.

- Clothing advertising alcoholic beverages, tobacco products, or clothing containing inappropriate language and offensive messages will not be allowed.
- Clothing with inappropriate/offensive/sarcastic/disrespectful phrases will not be allowed.
- Students must wear shoes, boots, or sandals at all times.
- Tennis shoes are required for P.E.
- Pants must fit at the waist. A belt must be worn if needed. There should be no cuts, shreds, holes above the knee or in inappropriate places, and no undergarments should be visible. Pajama pants are **not** acceptable.
- Skirts and shorts must be an acceptable length. Shorts must come down to the fingertips.
- Tank tops should have shoulder straps at least three fingers wide.
- Hats and caps will be allowed on designated days only.

### School Nutrition Program

Breakfast and lunch are available to all students at no cost. The Elbert County School Nutrition Program participates in the Community Eligibility Provision offered through USDA. Because of this partnership, all students enrolled in Elbert County Elementary 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. Elbert County Elementary School will continue to sell healthy ala carte items. If your child wishes to purchase these items, he/she must have cash or money deposited on the account. No charges will be allowed for ala carte purchases.

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.

The Elbert County BOE Wellness Policy encourages students to make lifelong healthy eating and physical activity habits. All foods and beverages provided to students at school will meet the Dietary Guidelines for Americans. Healthy kids are healthy learners! Classroom birthday parties will be celebrated one time per month for all students in the class who have a birthday in that month. Only store bought items will be allowed. Please be on the lookout for more information from your child's teacher about this! A copy of the ECBOE Wellness Policy is available on our website. No soft drinks, soft drink containers or fast food is allowed at school by students or parents.

Any inquiries need to be made to the ECES School Nutrition Manager, Diane Alix at (706) 213-4615 or by email at [diane.alix@elbert.k12.ga.us](mailto:diane.alix@elbert.k12.ga.us).

## **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 10 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 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 only 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. Students will not carry drink bottles, cans or glass containers onto the bus.
- 13.** 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 on the engine compartment.
- 14.** 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.

**15.** Students are not allowed to tamper with emergency doors or exits or any of the controls or devices on the buses.

**16.** Students should talk in low tones. Improper language, horseplay, or misbehavior of any kind will not be tolerated.

**17.** Students will be totally silent at railroad crossings and must respect the driver's request for silence at any time.

**18.** No animals dead or alive of any description may be brought on the bus without the approval of school authorities.

**19.** 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.

**20.** No pushing or shoving when loading or unloading is permitted.

**21.** 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.

**22.** 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.

**23.** 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.

### **Progressive Bus Discipline Plan - Grades Pre-K-12**

Referral(s)	<b><u>ECES</u></b>
1st Referral	<i>Warning</i> Parental Contact from School Administration or Parental Suspension
2 <sup>nd</sup> Referral	1 Day Bus Suspension
3 <sup>rd</sup> Referral	3 Day Bus Suspension
4 <sup>th</sup> Referral	5 Day Bus Suspension
5 <sup>th</sup> Referral	10 Day Bus Suspension
6 <sup>th</sup> Referral	30 Day Bus Suspension
7 <sup>th</sup> Referral	Bus Suspension for Remainder of School Year

- School administrators may tailor consequences to account for individual circumstances in each situation.
- 1st Offense fighting will result in a 30 day bus suspension.

- EVA students will be suspended from riding the bus for the remainder of year for first offense fighting on the bus.
- 2nd Offense fighting will result in bus suspension for the remainder of the year for all other schools.
- Threatening behavior to the bus driver will result in bus suspension for the remainder of the year and could result in permanent bus suspension.

## WEAPONS

**No weapons of any kind may be brought to any part of the school campus (including the parking area) or to any school related function.** Students may be suspended for up to 10 days for this infraction. The Elbert County Sheriff's Department has to be notified if any weapons are found on school grounds.

## WEAPONS POLICY

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 knucks, 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 chukkas, nun chuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any 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.

1. No weapon may be transported to any part of a school campus (including parking areas) or to any school related function.
2. 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.
3. 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.

4. 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.
5. 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.
6. 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.
7. 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: Penalty for violation of this Rule may include, but is not limited to Legal, out-of-school suspension, referral to a discipline tribunal, long-term suspension, or expulsion. In the case of a student who is determined to have possessed a firearm or dangerous weapon at school, such student shall be subject to expulsion from the Elbert County Schools for one calendar year. A hearing officer, tribunal, panel, administrator, superintendent or local board of education shall have the authority to modify such expulsion requirements on a case-by-case basis.

#### **TOBACCO/VAPES**

Tobacco and/or vapes are strictly prohibited. In addition to the potential health risks, it is illegal for students under the age of 18 to use vaping devices or to purchase vaping materials. It is also against school district policy for students to vape or to bring the devices or materials to school. Students in possession of these prohibited items are subject to disciplinary action.

#### **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. (see page 5, Medication)*

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.

## **NARCOTICS, ALCOHOLIC BEVERAGES, AND STIMULANT DRUGS**

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.

## **BULLYING**

Georgia State Law says a "...willful attempt or threat to inflict injury on another person, when accompanied by an apparent ability to do so or any intentional display of force such as would give the victim reason to fear or immediate bodily harm." In addition, a student is being bullied when a student or group of students say mean things or make fun of him/her or call him/her hurtful names. This includes telling lies or spreading false rumors in an attempt to make other students dislike him/her. In addition, this behavior may not be displayed to persons attending school related functions. All bullying should be reported to the student's teacher or school administration.

## **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:

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

<b>INTERNET ACCEPTABLE USE AND SAFETY POLICY</b>
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Please read the following carefully before signing the attached contract. This is a legally binding document.

**MISSION:** To provide students, faculty and staff guidelines to access the Internet by or through computers, networks or other devices belonging to the Elbert County School System and to clarify Internet objectives of the Elbert County School System.

**INTERNET SAFETY:** The Superintendent shall, with respect to the mission statement, institute, maintain and enforce procedures or guidelines which:

- insure that a qualifying “technology protection measure,” as that term is defined in section 1721 of the **Children’s Internet Protection Act, CIPA**, of 2000, is installed and in continuous operation;
- institute, maintain, and enforce procedures or guidelines which provide for monitoring the online activities of users and the use of the chosen technology protection measure to prevent access to visual depictions that are (i) obscene, (ii) child pornography, or (iii) “harmful to minors,” as that term is defined in section 1721 of the CIPA of 2000.
- provide for monitoring the online activities of users to limit, to the extent practicable, access by minors to inappropriate matter on the Internet and World Wide Web;
- are designed to promote the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
- are designed to prevent unauthorized access, including so-called “hacking,” and other unauthorized activities by users online;
- are designed to prevent the unauthorized disclosure, use, and dissemination of personal identification information.
- allow administrators and faculty to review files and electronic messages stored, transmitted or received on school-based computers.

#### EXPECTATIONS IN USE OF THE INTERNET

- **STUDENTS, FACULTY AND STAFF** shall not access material that is obscene, pornographic, child pornography, “harmful to minors,” or otherwise inappropriate for educational uses.
- **STUDENTS, FACULTY AND STAFF** shall not use school resources to engage in “hacking” or attempts to otherwise compromise system security.
- **STUDENTS, FACULTY AND STAFF** shall not engage in any illegal activities on the Internet.
- **STUDENTS, FACULTY AND STAFF** shall only use electronic mail, chat rooms, and other forms of direct electronic communications for school-related purposes.
- **STUDENTS, FACULTY AND STAFF** shall not disclose personal information, such as name, school, address, and telephone number outside of the school network.
- **STUDENTS, FACULTY AND STAFF** should understand that access to the Internet is a privilege, not a right.
- **STUDENTS, FACULTY AND STAFF** ‘S use of the Internet must be in support of education and research and consistent with the educational objectives of the school system.
- **STUDENTS** shall not download software, games, etc. onto a computer without the consent of a teacher.
- **TEACHERS** shall guide students toward topics that have been matched to specific learning objectives rather than allowing the students to “surf” the Internet.
- **FACULTY AND STAFF** should monitor the online activities of users to limit, to the extent practicable, access by users to inappropriate matters on the Internet and World Wide Web.

## ENFORCEMENT OF POLICY

- The Elbert County School System uses technology protection measures that block and/or filter Internet access to limit access to some Internet sites that are not in accordance with the policy of the Elbert County School System.
- Elbert County School System staff will monitor **ALL USERS** use of the Internet, through either direct supervision, or by monitoring Internet use history, to ensure enforcement of the policy.
- **ANY VIOLATION OF SCHOOL POLICY MAY RESULT IN LOSS OF SCHOOL-PROVIDED ACCESS TO THE INTERNET. ADDITIONAL DISCIPLINARY ACTION MAY BE DETERMINED IN KEEPING WITH EXISTING PROCEDURES AND PRACTICES. WHEN AND WHERE APPLICABLE, LAW ENFORCEMENT AGENCIES MAY BE INVOLVED.**

The Elbert County School System believes that the benefits to students provided by access to the Internet far exceed any disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the Elbert County School System supports and respects each family's right to decide whether or not to permit a child Internet access. Only students who have returned a signed Internet user agreement including parental permission may request access to the Internet.

## CELL PHONE / ELECTRONICS POLICY

Cell phones and other communication devices are not allowed to be used during the school day. Cell phones must be turned **OFF** and remain **OFF** until the student boards the bus or car at the end of the day. If students need to use the phone, they are to follow school procedures and use an office phone after being granted permission. For safety reasons, students do not have permission to call or text anyone, via cell phone, including parents during the school day. Cell phones are to be placed **in a secure location** (Ex. locker or bookbag) at the beginning of the school day. Cell phones should not be visible on or with the student (hanging out of pockets, placed on the desk, etc...) Students in possession of cell phones during the school day will receive a major infraction. ***It is not the responsibility of the school to look for lost or stolen cell phones/electronics. Students that bring phones/ electronics to school do so at their own risk.*** Students that are found in possession of a cell phone during school are subject to the following consequence:

**\*\*Parents will be notified to come to the school and pick the cell phone up.**

## Student Record

With 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 Elbert County Elementary to disclose information designated as directory information from your child's records without your prior written consent, you must notify the principal in writing by the end of the first month of enrollment.

**\*\*Please sign and return.\*\***

<b>ECES Physical Education</b>
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**Teachers:**

Coach **Brad Brown** enters his 17th year of teaching in Elbert County. He coaches golf and cross country at ECMS.

Coach **Derek Aston** enters his 16th year of teaching in Elbert County. He coaches basketball and golf at ECMS.

Coach **Stacy Drake** enters his 31st year of teaching in Elbert County and will be at ECES part-time.

**When does my child have PE?**

Your child's homeroom teacher can provide specials schedules.

**What should my child wear to PE?**

Students should wear tennis shoes and comfortable clothing for freedom of movement. For your child's safety, those not wearing proper clothing will not be allowed to participate for the day. The following are not allowed: open toed shoes and/or shoes with heels.

**What is the grading policy for PE?**

Grading policy is based on participation and effort throughout the year.

**What if my child is sick or injured?**

A note from home is **required** for a student to be excused from the activities of the day.

If a student is required to be out for three consecutive days or more, a note from the doctor is required. **No PE=no outdoor recess activities.**

**PHYSICAL EDUCATION MEDICAL INFORMATION**

Student's Name \_\_\_\_\_ Teacher \_\_\_\_\_

____ Heart Condition	____ Allergies	____ ADD/ADHD
____ Bronchitis	____ Diabetes	____ Sting Allergies
____ Hay Fever	____ Visual Problems	____ Other (please explain below)
____ Sinus	____ Hearing Problems	
____ Asthma	____ Speech Problems	
____ Marfan Syndrome	____ Migraine Headaches	
____ Asperger Syndrome	____ Schizophrenia	
____ Autism	____ Seizures	
____ Tourette Syndrome	____ Obsessive Compulsive Disorder	

Additional  
Comments: \_\_\_\_\_



**\*\*Please sign and return.\*\***

<b>Student Information Sheet</b>
----------------------------------

**Student's Information:**

Grade\_\_\_\_\_ HR Teacher\_\_\_\_\_

LastName\_\_\_\_\_ FirstName\_\_\_\_\_ Middle\_\_\_\_\_

Birthdate\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Race\_\_\_\_\_ Gender\_\_\_\_\_

**Primary** Home Address:

\_\_\_\_\_  
\_\_\_\_\_

Parent/GuardianName:\_\_\_\_\_ Relationship\_\_\_\_\_

Cell #\_\_\_\_\_ Home#\_\_\_\_\_

Work # \_\_\_\_\_ Place of Employment\_\_\_\_\_

Email \_\_\_\_\_

**Secondary** Parent/Guardian Name:

\_\_\_\_\_ Relationship\_\_\_\_\_

Is the Secondary Guardian a member of the household? Yes\_\_\_\_\_ No\_\_\_\_\_

Cell #\_\_\_\_\_ Home # \_\_\_\_\_

Work # \_\_\_\_\_ Place of Employment\_\_\_\_\_

Email \_\_\_\_\_

List names of siblings within the **same household** that are **enrolled in EC School District**:

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

4) \_\_\_\_\_

List 3 **Emergency Contacts** for pick up when a parent **CANNOT** be reached:

1) \_\_\_\_\_ Number \_\_\_\_\_

2) \_\_\_\_\_ Number \_\_\_\_\_

3) \_\_\_\_\_ Number \_\_\_\_\_

**\*\*Please sign and return.\*\***

**Assurance Page**

**Student's Name** \_\_\_\_\_

**Homeroom Teacher** \_\_\_\_\_ **Grade** \_\_\_\_\_

**PERMISSION TO PHOTOGRAPH OR VIDEO**

**Our students are photographed or videotaped in connection with EC Elementary School activities, new releases, program tapes, Elbert County School website, social media and ElbertonNet T.V. Please check one of the statements below, sign and date.**

\_\_\_\_\_ **Yes**, I give permission for my child to appear in photographs or videotapes in connection with all of the above named activities.

\_\_\_\_\_ **No**, I do not give permission for my child to appear in photographs or videotapes.

\_\_\_\_\_  
**Parent's/Guardian's Signature**

\_\_\_\_\_  
**Date**

**My child and I have read the Elbert County Elementary School Student Handbook and I understand the contents as stated by Elbert County Elementary School, Elbert County School System and the Georgia Department of Education. Items included, but not limited to:**

- ☐ Title I Document information (School Improvement Plan, School Parent Compact, Parent Engagement Plan)
- ☐ Arrival/Dismissal Times
- ☐ State Discipline Code
- ☐ ECES Student Code of Conduct
- ☐ 5 Step Plan of Behavior
- ☐ Dress Code
- ☐ Bus Policy
- ☐ Weapon Policy
- ☐ Internet Acceptable Use & Safety Policy
- ☐ Cell Phone Policy

**I have completed and returned the following forms:**

- ☐ Physical Education Medical Information
- ☐ Student Information Form
- ☐ Assurance Page

\_\_\_\_\_  
**Parent Signature**

\_\_\_\_\_  
**Date**