



# Paul J. Blackwell Learning Center Student Handbook 2024-2025

Welcome to Paul J. Blackwell Learning Center. 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

Paul J. Blackwell Learning Center  
373 Campbell Street, Elberton, Ga. 30635  
Laura Albertson, Principal

Dear Parents and Students,

Welcome to Paul J. Blackwell Learning Center! 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. In 2023 I was selected to serve as the Principal/Director of Paul J. Blackwell and as our L4GA Grant Co-Coordinator.

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 is on the website <https://www.elbert.k12.ga.us>

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, Ed.S  
Principal/Director

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## Full Staff Page



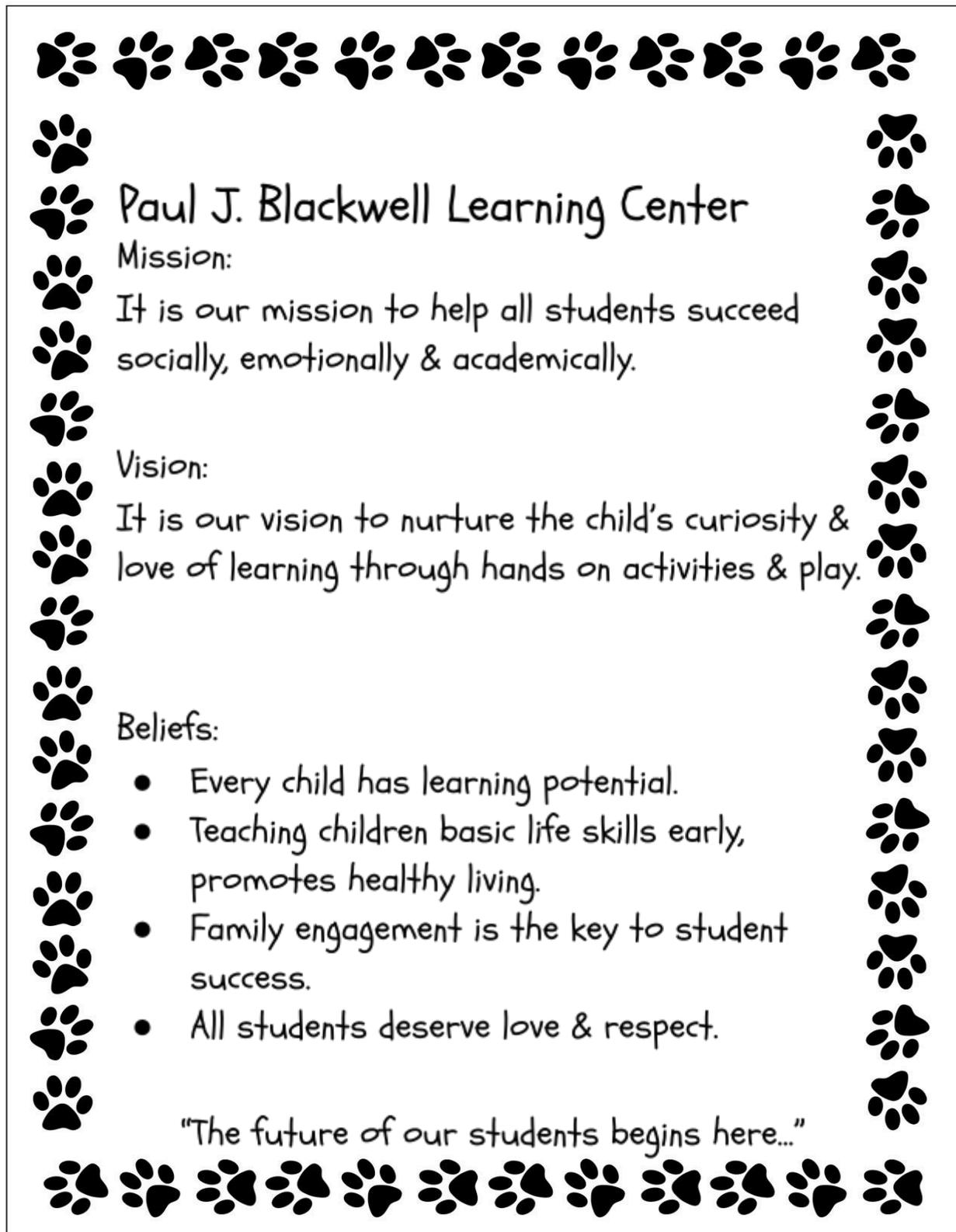
### **Office Staff**

Director/Principal	Laura Albertson
Special Ed. Lead Teacher and Student Support	Kellie Macris
Family Partnership Liaison/Receptionist	Jennifer Downer
Data Clerk	Kayla Hudson
Nurse	Janna Benton
School Resource Officer (SRO)	Shatoya Belcher
Speech Therapist	Susan Kubas
Custodians	Freddie and Laura Walton
Cafeteria	Tammy New & Christy Guest
Support Staff	Thesa Beatenbough & Becky Roberts
Counselor	Amber England

### **Pre-K Teacher/Teacher Assistant Teams**

Teacher	Teacher Assistant
Lisa Brown	Chanika Johnson
Sheila Carter	Dishae Almond
Deanna Daniel	Latosha Leverette
Lalonda Durrett	Kendra Ardister-Huling
Anne Fernandez	Tracey Anderson & Heather Lawrence
Christy Jones	Telisa Rucker
Tina Lunsford	Lesheeka Thompson
Kelley Moon	Tampa Davis
Mary Truett	Laura Willis

## Paul J. Blackwell Mission and Vision



**Paul J. Blackwell Learning Center**

**Mission:**  
It is our mission to help all students succeed socially, emotionally & academically.

**Vision:**  
It is our vision to nurture the child's curiosity & love of learning through hands on activities & play.

**Beliefs:**

- Every child has learning potential.
- Teaching children basic life skills early, promotes healthy living.
- Family engagement is the key to student success.
- All students deserve love & respect.

"The future of our students begins here..."

## Attendance Protocols

### Attendance Definitions

**An absence is defined as missing school. Students arriving after, or leaving before 11:30 are marked absent.**

**Unexcused Absence**- when a student is out of school for vacation or non-medical reasons. Also if the student is sick or has a doctor's appointment & the parent does not send a parent note or a doctor's excuse.

**Excused Absence**- When a child is sick, has death in the family, or has an appointment. 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 for the sickness.

**Tardy** - when a student arrives at his/her classroom after the 7:55 a.m. bell. AFTER 7:55 PARENTS MUST WALK THEIR CHILD IN AND SIGN HIM/HER INTO THE OFFICE.

**Early Dismissal** - when a child is picked up from school prior to 2:45. EARLY PICK UP IS NOT ALLOWED AFTER 2:00.

## Instructional Day

### Morning Expectations

- 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 begins at 7:55 a.m.

### Afternoon Expectations

- The instructional day ends at 2:45 p.m.
- Students leaving before 2:45 p.m. are considered tardy.
- All students will be dismissed & picked up by 2:55 p.m.

**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 2:45 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. 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.

## Transportation

### Transportation changes

**Changes will not be allowed after 12:00. Daily calls/messages for dismissal changes are not allowed.** Any changes must be in writing. Please send a written note rather than calling/messaging the school with a last minute transportation change unless it is an emergency. There is a risk we may be unable to deliver the message to your child in time for transportation changes. As a safety precaution: Any phone calls for change of transportation will require a signature of the parent/guardian before the change will be made.

## Car Riders

### Morning Drop Off Procedures

Car Riders should not arrive before 7:25 a.m.

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

- Pull up to the front entrance of the school where students will be met by the Car Rider Team.
- Please stay in your lane, put it in park, and stay in your car.

- Please have your child ready to get out of the car prior to reaching the unloading zone (ex: all notes or ice cream money in folders, folders in backpacks, backpacks on back).
- You will be instructed when to let your child exit the vehicle. The team will assist students getting out of the car.
- They will be met by a Car Rider Team member as they independently enter the building.
- Team members will be inside to meet your student.
- Do not drop off students in the outer lanes, back of the school or at the parking lot.
- Due to safety protocols, parents are not allowed to walk students in.

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.

### Afternoon Pick Up Procedures

Car Riders should be picked up by 2:55 pm.

Car riders are picked up at the front of the school.

Parents should enter the lower parking lot at the front of the school to get in line.

Each car rider household will be given two laminated car tags with a unique QR code for the student. The person picking up the student must have the car tag to be scanned on arrival. A member of the Car Rider Team will come by and scan name tags and the inside team will gather students in the school.

Pull into your assigned lane, park, and stand by your car. A Team Member will deliver students to you in order. The safety of our children is most important. Your cooperation is appreciated.

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 a danger to your child and others when you do not comply.

Rainy Day Car Dismissal - Parents should follow the same procedures as above, but will wait in the car until their row is directed to walk to the porch. Students will be brought to the front foyer. Parents are to meet the teachers at the door. The teacher will release your child to you. Your cooperation is appreciated.

### Bus Riders

Students load/unload at the sidewalk of the lower parking lot covered entrance. Teachers will be on duty to supervise students. Students are allowed one alternate drop off 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 office staff and then shown to the bus driver when the student boards the bus in the afternoon.

Bus Dismissal: Teacher assistants will escort students to the shuttle buses and ride with students to ECPS or ECES.

### Early Dismissal

If a child needs to be dismissed early, he/she should bring a note to the teacher stating the time and reason. Parents are encouraged to schedule doctors or other appointments outside school hours or on school holidays, whenever possible. 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 2:45PM.) on a regular basis may be referred to the social worker. No student should leave his/her classroom before regular dismissal time without having first been signed out in the office. Students with excessive tardiness may not be eligible for perfect attendance. Parents are urged to leave children in school all day. Leaving before 11:30= absence. Arriving after 11:30 = absence.

### 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.**

## **ECSD SCHOOL BUS RULES & EXPECTATIONS**

### **Prior to Loading the Bus:**

1. Students have a responsibility to be at the designated stop 10 minutes before scheduled bus arrival. The driver cannot be expected to wait. Parents are responsible for their student's behavior prior to loading the bus.
2. Students should stay at least 12 feet away from the roadway while waiting for the bus and at least 12 feet away from the moving bus and wait until the bus stops before approaching the door.
3. If a student is not going to be on the bus, he/she should let the driver know in advance when possible.
4. Students will only be picked up at designated stops.

### **While on the Bus: Students will:**

Respect the bus driver, other students, property and themselves.

1. The bus driver has complete charge of students riding the bus. Follow the directions of the driver the first time they are given.
2. Do not move while the bus is in motion. Stay in your assigned seat with your feet on the floor at all times. This is for your safety.
3. Speak only to those around them in conversational (inside) voices using respectful words.
4. Keep your hands, feet and mouth to yourself. Profanity is prohibited.
5. Be silent at all Railroad Crossings.
6. No fighting, bullying, or threatening.
7. Do not eat, chew gum, or drink on the bus.
8. No toys or electronic devices are allowed on the bus, unless approved by the driver.
9. No writing or puncturing the seats or any other part of the bus. Damaging a seat will result in a fine of \$100.00 for replacement.
10. Keep your book bag closed while on the bus.
11. No possession of anything that is or could be considered a weapon.
12. No tobacco products, vapes, alcohol, or illegal drugs.
13. Do not put any trash on the floor or seat. Remove all trash when you exit the bus.
14. A student who is suspended from any bus may not ride any Elbert County School bus during the suspension.
15. Follow all school rules while on the bus and at bus stops.

### **After Leaving the Bus:**

If a student must cross the road after leaving the bus, he/she shall wait for the driver's signal and then cross in front of the bus.

- If a student lives on the side of the road on which the bus stops, he/she shall move away from the bus immediately after getting off.
- Students will be dropped off only at designated bus stops.

## Consequences for Bus Infractions

**Bus infractions will receive consequences from the ECSD Transportation Department. A complete list of leveled consequences will be sent home with all bus riders and is available online. If you have any questions you may reach out to the Transportation Director, Briana Armour at 706-213-4027 or [briana.armour@elbert.k12.ga.us](mailto:briana.armour@elbert.k12.ga.us)**

## School Nutrition Program

### 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 Paul J. Blackwell Learning Center 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.

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. A copy of the ECBOE Wellness Policy is available on our district website.

No soft drinks, soft drink containers or fast food are allowed at school for students.

Any inquiries need to be made to Paul J. Blackwell Learning Center School Nutrition Manager, Tammy New at (706) 213-4415 or by email at [tammy.new@elbert.k12.ga.us](mailto:tammy.new@elbert.k12.ga.us).

## Student Health

If a student is injured or becomes ill at school, an adult will assist them to the nurse or office. Parents will be contacted. **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 listed on emergency contacts. Only those designated individuals will be allowed to pick up the student.

**If you have any questions or concerns regarding your child's health, physical impairments, or specific medical needs, please do not hesitate to contact your child's school nurse @ 706-213-4400.**

## 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. Notify the front office 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.**

## Injury

If your child appears to have a life-threatening or serious illness/injury EMS and then the parent/guardian will be notified.

## Behavioral Expectations, Code of Conduct & Classroom Rules

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 redirection, corrective feedback and consequences when they are not following the rules. Our school uses the Second Steps Program.

### PJBLC Code of Conduct

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

PJBLC will operate using the following school wide expectations:

**Eyes Watching & Ears Listening:** This means we stop, look and listen to the speaker when he/she is talking, sharing, reading, or teaching.

**Voices Quiet:** This means using an inside voice in the classroom and lunchroom & talking softly in the hallways. We are silent while others are talking.

**Bodies Calm:** Our hands, feet, and all other objects are kept to ourselves. We only use our hands to work, our feet to walk, and objects to play. We are to stay seated at carpet time.

**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. We respect our classroom by taking care of what we have. We respect ourselves by doing what we know is right.

### **Our School Pledge:**

I pledge to start my day with a smile and a good attitude.

I will work hard because . . .

I **want** to learn,

I **can** learn, and

I **will** learn.

I am a Blackwell Bobcat!

### 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).
- If problematic behaviors are chronic, the student may be placed on modified days or disenrolled.
- Consequences for inappropriate behavior will/can include: time-out, parental contact, loss of privileges, behavior plans, a conference with administration, early pick-up, suspension from school, modified day, or disenrollment.
- **Discipline forms need to be signed and returned on the following day.**

Pre-K/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. Students use 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.

## Discipline Consequence Definitions

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

**Room Removal-** The student is removed from the classroom.

**Time Out Room-** The student is with a behavior support team member in the time out room until calm.

**Parental 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.

**Modified Day-** School hours are temporarily altered for the student.

**Disenrollment-** Removed from the program.

**Chronic-** Occurring frequently, and not responding to correction, redirection, or time outs.

**Problematic Behavior-** Behaviors that are severely disruptive, disrespectful, harmful to the student or others

**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.

## Dress Code

Appearance should be modest and not disruptive. The 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.

- Shorts and dresses should be worn at an appropriate length.
- 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. 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.
- **Please label all jackets, book bags, etc.**

## Social Media

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

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

Students should not bring **toys, jewelry, games, cell phones, or other unnecessary items** to school. Any of the above mentioned items are not the responsibility of the school and if they are lost or stolen.

Any unnecessary items that are brought to school will be returned at the discretion of the principal. Toy guns/knives brought on the bus or to school will not be tolerated. **Bringing a toy gun/knife 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.

Students should not bring cellphones to school. 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 office. The school should be notified if a tracking device is in use on clothing/bags. There is a use agreement protocol for such devices.

## 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

PJBLC provides communication folders for all students. This is how you and the classroom teacher communicate information and student progress. Check student folders daily. Please **clean out the folder** and return what is due the next day. **Do not send loose money in your child's folder; put it in a labeled envelope.**

### Class Dojo

PJBLC Teachers use the Class Dojo App. It is another way the teachers communicate with parents. It gives parents a peek into the classroom by seeing privately posted classroom pictures and videos. Please respect teacher work hours.

### Visiting the School

We welcome parental involvement at PJBLC. Please contact your child's teacher if you are willing to serve/volunteer to read. 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.**

#### Lunch Guest Expectations:

- Parents/Guardians or pick up list guests are allowed lunch visits after the first 2 weeks of school.
- Guests should sit with the student at one of the designated guest tables so as to not disrupt the class or other lunch tables.
- Guests should refrain from cell phone usage.
- Guests should promote student independence by letting the child feed themselves.
- Guests should return the child to the teacher & then exit the lunchroom when the period ends to sign out at the front desk.

### School Conferences

- Pre-K requires two parent conferences a year in December and May. Additional conferences can 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 opportunities. Notification of dates and times will be sent a few days prior to the events.
- **Morning walk in conferences are not allowed.**

### Parties, Invitations, Gifts, Deliveries

Birthday celebrations are a simple acknowledgement of a student's birthday. Formal Birthday / Party invitations and gifts should not be brought to school unless one is sent to each child in the class.

For this reason, classrooms will hold 1 birthday party a month to celebrate all birthdays for that month. This ensures that students with birthdays that fall on weekends or holidays are celebrated. **Individual birthday parties WILL NOT BE HELD.** Families wishing to contribute for their child's birthday month will need to reach out to the teacher.

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.

## 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. Parents wishing to attend will be asked to make their own travel arrangements to meet the class at the destination.

## 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 PJBLC 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.

## 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 records will be forwarded upon notification of enrollment from the receiving school. Your child will remain enrolled until a records request is received or your child is absent more than 10 days. Students will be marked absent until the request is received.

## Curriculum and Instruction

### Georgia Early Learning and Development Standards (GELDS)

Parents may find the standards that will be taught to their child at the [GEORGIA DEPARTMENT OF EARLY CARE AND LEARNING's Website](https://gelds.dec.state.ga.us/EarlyLearning) . Here is a link to the Standards & Indicators <https://gelds.dec.state.ga.us/GELDS>.

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

## Physical Education

Through our YMCA Partnership we participate in the START FOR LIFE exercise program. A student who is not to participate in the program for health or medical reasons must bring a note from parents and/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.

## Elbert County Special Education Program

The procedures for identification and the placing of students in the special education program are held to strict State and Federal guidelines. Elbert County provides services for special needs students at all grade levels. 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.

## Child Find

### What is Child Find?

"Child Find" refers to the process of locating, identifying, and evaluating children with disabilities to ensure that they receive services to which they are entitled. Children and youth, from birth to age 21, and attending private school or who are homeschooled in the Elbert County school district and are suspected of having a disability, may be referred for a possible evaluation to determine if they are eligible for special education services.

#### Who to Contact for More Information?

Preschool children: If you are aware of a preschooler, ages 3-5, who has or may have a developmental disability, please call the Director of Special Education, at 706-213-4000.

School age children and youth: If you have a child who is already enrolled in a Elbert County school and may be in need of special education services, please contact the school and express your concern to your child's teacher, the school counselor, or the school administrator.

Transfer students: If your child is transferring into the Elbert County School System and has received special education services in another district, please report this information to the Director of Special Education, at 706-213-4000.

The Individuals with Disabilities Act (IDEA) requires school systems to locate and identify disabled students attending private schools within their boundaries. If a disabled student is designated to receive special education, a service plan is developed for the disabled private school student. Elbert County will spend a proportionate share of federal funds on such students for appropriate special education services. Home-schooled children are considered in the same category and are also eligible for services under this provision of the law. Parentally-placed disabled children in private schools or home-schooled disabled students are not entitled to a free appropriate public education (FAPE), but the district will provide services based on a proportionate share of federal funds. Parents of any home-schooled or privately schooled disabled students between the ages of 3 and 21 may contact the Director of Special Education, at 706-213-4000, for further information.

PARENT INFORMATION AND RESOURCE CENTER (PIRC) The Georgia Parental Information and Resource Center (PIRC) provides information and resources for parents and educators. There is valuable information here about the federal No Child Left Behind legislation and what it specifically means to your child or children, the schools they are attending, and the local school district. You will find tips that may prove useful when talking with teachers or school officials. Parents may contact the Georgia Parental Information and Resource Center (PIRC) at 1-800-838-5784 or go to <http://www/georgiapirc.net>.

## Addendum: Internet Acceptable Use and Safety Policy

### PJBLC 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**

## **Addendum: Elbert County School System Policy Addressing the Presence of Weapons on 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 Alternative School.

## Addendum: 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.

## 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.

## 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.

## Addendum: Water Safety

### House Bill 402 “Edna Mae McGovern Act” Statement

Water safety education courses and swimming lessons play an important role in reducing water related injury and drowning. Families should consider swimming lessons for their children in order to provide for greater safety around water.

<https://www.ymca.org/what-we-do/healthy-living/water-safety>



## Water Safety and Swimming

Discover water safety for kids programs at YMCA. With kids swimming lessons and safety around water programs, they'll take pride in their new skills safely.

[www.ymca.org](http://www.ymca.org)

# PJBLC 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 Protocol               | PJBLC Code of Conduct |

I understand I have access to the full ECSD Bus Rules/Consequences, 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 PJBLC 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 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.**