



Student Handbook

2025-2026

Elbert County Elementary School
1150 Athens Tech Rd.
Elberton, GA 30635
Phone (706) 213-4600 Fax (706) 283-1180
Jasper Hoff, Principal
Rebecca Ray, Assistant Principal

<https://eces.elbert.k12.ga.us/>



Elbert County School District

Robert Wheeler
Superintendent

ELBERT COUNTY SCHOOL DISTRICT 2025-2026 SCHOOL CALENDAR

| | | |
|---|-----------------|-----------------------|
| Pre- Planning | Monday-Thursday | July 28- July 31 |
| First Day of School | Friday | August 1 |
| Start of 1 st Semester | Friday | August 1 |
| Start of 1 st Grading Period | Friday | August 1 |
| Labor Day Holiday | Monday | September 1 |
| Teacher Planning | Tuesday | September 2 |
| End of 1 st Grading Period | Monday | October 6 |
| Start of 2 nd Grading Period | Tuesday | October 7 |
| Fall Break | Friday-Tuesday | October 10-14 |
| Teacher Planning | Tuesday | October 14 |
| Thanksgiving Holiday | Monday-Friday | November 24-28 |
| End of 2 nd Grading Period | Thursday | December 18 |
| End of 1 st Semester / Early Release Day | Thursday | December 18 |
| Holiday Break | Friday-Monday | December 19-January 5 |
| Teacher Planning | Monday | January 5 |
| Students Return to School | Tuesday | January 6 |
| Start of 2 nd Semester | Tuesday | January 6 |
| Start of 3 rd Grading Period | Tuesday | January 6 |
| MLK Holiday | Monday | January 19 |
| Winter Break / Teacher Planning | Monday | February 16 |
| End of 3 rd Grading Period | Wednesday | March 11 |
| Start of 4 th Grading Period | Thursday | March 12 |
| Teacher Planning | Friday | April 3 |
| Spring Holiday | Monday-Friday | April 6-April 10 |
| Last Day of School / Early Release Day | Wednesday | May 20 |
| End of 4 th Grading Period | Wednesday | May 20 |
| End of 2 nd Semester | Wednesday | May 20 |
| Graduation | Friday | May 22 |
| Post- Planning | Thursday-Friday | May 21-22 |
| Memorial Day | Monday | May 25 |

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 that might influence the student's performance at school. 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 Documents

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 <https://eces.elbert.k12.ga.us/about-us/title-1-information>.

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 have your ID to confirm your identity when signing a student out. Please limit tardiness 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.**

Attendance

The Elbert County School District wants all students to fully benefit from their education by attending school regularly. Attending school regularly helps children feel better about school and themselves. Your student can start building this habit in preschool so they learn right away that going to school on time, every day is important. Consistent attendance will help children do well in high school, college, and at work.

We miss our students when they are absent and we value their presence at our school. If your student is going to be absent, please contact us by the following:

- A written note signed by the parent/guardian stating the reason for the absence; can be emailed to attend.eces@elbert.k12.ga.us
- Medical or legal documentation
- Communication with us through fax, email-attend.eces@elbert.k12.ga.us, dojo, or phone call

****Excuses must be submitted within five (5) days of any absence****

A maximum of five (5) days absent per semester may be excused by a parent note. All absences following will be excused by documentation from a physician or legal authority.

Reasons given to be honored as Excused Absences:

- ✓ Your child is sick and may endanger other students (contagious) or themselves.
- ✓ Serious illness or death in a student's immediate family
- ✓ Court order or order from a government agency
- ✓ Observance of religious holidays
- ✓ Conditions causing attendance impossible or hazardous to student health or safety
- ✓ A student whose parent is in any military service and has been called to active duty or leave. A maximum of five (5) days is allotted per school year during such parent's leave.
- ✓ Pre-arranged absence with prior approval from administration and arrange to make school work up with the teacher.

Georgia law specifies that attendance policies are to be determined by the local elected Board of Education and that absences in violation of local board policy are violations of the law of the State of Georgia.

**All absences that are not validated as excused according to the above conditions will remain unexcused.*

Students shall be counted present when they are:

- Present for at least half of the day. Half-day time is designated as 11:30.
- Attending Court proceedings related to a student's foster care.
- Receiving hospital / homebound services.
- Attending a pre-approved 4-H event or school activity.

| Unexcused Absences | Notification Per School Year |
|--------------------|--|
| 3 consecutive | Parent will receive a contact from the school reminding the parent of the importance of regular school attendance. |
| 5 | <p>Parent will receive a letter from the school, as required by GA law (OCGA 20-2-690) explaining the student has accumulated 5 unexcused absences.</p> <p>Parent will receive a phone call regarding the number of unexcused absences and reminding the parent of the importance of regular school attendance.</p> |
| 7+ | An Attendance Support Team (AST) meeting will be scheduled with the School Social Worker. An Attendance Contract will be developed. Failure to comply may result in a court referral. |
| 10+ | <p>Letter is sent to parent explaining student is considered Truant per the Juvenile Code of Georgia.</p> <p>Parent will be contacted by the School Social Worker to explain what legal action will be taken. Parent may be referred to State Court and/or other community agency and child may be referred to the Juvenile Court of Elbert County</p> |

Attendance Support Team (AST): An AST consisting of the school social worker, principal, or school counselor will meet as needed to implement and monitor students to reduce tardiness, early check-outs, and unexcused (or excessive) absences.

As AST contracts become effective, the school social worker will monitor attendance and determine if further action is needed. If the parent/guardian cooperates with the AST contract, no court referrals will be made. If the parent/guardian does not comply with the AST contract and the student continues to have unexcused absences, further action will be taken. A complaint may be filed with the Juvenile or State Court. Failure to attend an AST Meeting may result in immediate referral to Juvenile or State Court.

TARDY: A student is tardy when he/she arrives after 7:55 a.m. Please remember if you are late due to a scheduled appointment, an excuse from the physician is required.

EARLY LEAVE: When a student leaves school between 11:31 and 2:50, this is considered an early dismissal and counts as a tardy.

If a parent is contacted by the school to pick up a student early, the student will be counted as excused.

Elbert County Elementary School – Procedures for Chronic Tardiness/Early Dismissals

| Number of times TARDY/EARLY LEAVE | PROCEDURE |
|--------------------------------------|--|
| 2+ | Parent is given handout: Impact of Tardiness/Early Leave on School Success |
| 5+ | Teacher or School Official will contact parent/guardian |
| 10+ | Letter is sent home |
| 12+ | Mandatory Parent Conference |
| 15+ | Thursday Academy (Academic structure for work missed) 3:00 – 4:00 |
| EVERY 5+ Tardy | Thursday Academy (Academic structure for work missed) 3:00 – 4:00 |

PERFECT ATTENDANCE:

To achieve a certificate for Perfect Attendance, a student must be present all 180 days of school for at least half to a full day. The half-day time mark is noted as 11:30. For early release days, a student must attend school until 10:30 to be counted as present.

Please note that if the school nurse sends a child home sick, we excuse that day, however, the day counts against Perfect Attendance if they are sent home before the half-day mark.

Testing Dates

The MAP assessment is taken 3x's a year in Reading and Math and measures a student's academic progress. Fall–Aug. 6/Aug. 7; Winter–Nov. 19/Nov. 20; Spring–Mar. 18/Mar. 19

EOG–Georgia Milestones are taken at the end of the year in ELA, Math, and Science (5th grade only). It measures a student's knowledge of grade-level standards.

Math–April 28–April 29; Science–April 30; ELA–May 5–7

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.

Visitors

Visitors are required to pass through a metal detection device upon entry into the school building. School safety is a top priority at ECES and throughout the school district.

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.

Only parents/guardians will be allowed to eat lunch or visit with a student within the school during the school day. Grandparents will be allowed to eat lunch after Labor Day 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. Failure to follow these procedures may result in the involvement of law enforcement officials.

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 through 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.

School Parties

School parties are limited to Christmas, Valentine's Day, and Easter. Classroom birthday parties will be celebrated once per month for all students in the class who have a birthday in that month. Only store-bought items will be allowed. Teachers and staff will send out specific information to parents regarding parties throughout the school year.

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 Behavior Intervention Plan

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

| Step | Grades 3, 4, & 5 |
|-----------------|--|
| 1 st | Teacher/Student Conference, Teacher Consequence |
| 2 nd | Teacher/Student Conference, Teacher Consequence |
| 3 rd | Teacher/Student Conference, Teacher Consequence, Teacher Contacts Parent |
| 4 th | Administrator Contacts Parent |
| 5 th | 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 who 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.

| Elementary Behavior Definitions | |
|--|--|
| Minor Problem Behavior | Definition |
| Unkind Words | Student engages in low-intensity instances 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 displays of rudeness or discourtesy. Examples: 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 |
| 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. |
| Major Problem Behaviors | Definition |
| 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 include 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 | 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. Parents can reach out to Mrs. Hawkins at any time, requesting she meet with their child. Students can also request to see her by asking their teacher. Mrs. Hawkins not only provides social and emotional support for our students, but also manages our Clothes Closet; donations of gently worn or new clothes, socks, undergarments, and shoes are accepted throughout the school year. ECES's main focus is on the social and emotional well-being of our students as well as academics.

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, or 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; No Crop Tops
- Head coverings such as hats (not allowed in the building), hoods, bonnets, or scarves; Hats and caps will be allowed on designated days only.

Water Bottles

ECES has bottle-refillable stations and water fountains throughout the school. All water bottles must be CLEAR with lids that prevent spills; no "Stanley" cups or similar items. Only WATER is allowed at school; no tea, soda, or other beverages. Teachers reserve the right to establish their own rules within their classroom regarding water bottle use.

Cell Phone / Electronics Policy

HB 340-Distraction-Free Education Act bands K-8 public school students from using personal **electronic devices** during the school day. Band does not apply to students with an IEP that mandates the use of a personal electronic device for medical or educational purposes. Students who are found in possession of a cell phone during school are subject to disciplinary action.

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 in their 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.

Elbert County School Bus Rules

ECES follows the ECSD Bus Transportation Policy; please review the 2025-2026 transportation progressing bus discipline on the attached document.

 ECSD Transportation.pdf

****Any transportation changes must be in writing, signed by a parent or guardian, and a school official.****

WEAPONS

No weapons of any kind may be brought to any part of the school campus (including the parking area) or any school-related function. Students may be suspended for up to 10 days for this infraction. The Elbert County BOE Police 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 ensure 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 admission and future employment opportunities.
5. School officials may conduct searches of personal possessions, lockers, 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 are 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.

FIREARMS DISPOSITION

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

OTHER WEAPONS DISPOSITION

1st 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 6, Medication)

A student violates 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 the 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 violates this section if found in 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 BOE Police 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 says mean things or makes fun of him/her or calls 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.

INTERNET ACCEPTABLE USE AND SAFETY POLICY

ECES 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 is available on the Elbert County School District Website. [Technology Department - Elbert County School District](#)

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.

Student Records

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 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.

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 employees 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*

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.

Right to Know Professional Qualifications

Parents' Right to Request a Teacher's and a Paraprofessional's Qualifications

Date: August 1, 2025

Dear Parents,

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

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

- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If you wish to request information concerning your child's teacher's and/ or paraprofessional's qualifications, please contact the administration at: 706-213-4600.

Sincerely,

Jasper Huff
ECES-Principal

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

ECES Physical Education

Teachers:

Coach Derek Aston and Coach Brad Brown

When does my child have PE?

Your child's homeroom teacher will 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?

The 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 |
| _____ Sinus | _____ Hearing Problems | _____ Asthma |
| _____ Speech Problems | _____ Marfan Syndrome | _____ Migraine Headaches |
| _____ Asperger Syndrome | _____ Schizophrenia | _____ Autism |
| _____ Seizures | _____ Tourette Syndrome | _____ Obsessive Compulsive Disorder |

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

| |
|-----------------------------------|
| ECSD Transportation Policy |
|-----------------------------------|

Student's Information: Grade _____ HR Teacher _____

LastName _____ FirstName _____

CAR RIDER- _____ BUS RIDER- _____

I have read and understand the ECSD Transportation Policy provided by Elbert County Elementary School.

Parent Signature- _____

This information serves as notice to parents that safety is the highest priority of the ECSD Transportation Department. These steps are in place to respond to behaviors that create a hazard to safe transportation. District and school officials may tailor consequences to account for individual circumstances in each situation.

Parents are urged to review this information with their children, establish their own expectations for safe behavior while on school-provided transportation, and ensure that students are aware of the ECSD expectations for student behavior as stated above.

Please feel free to contact the Elbert County School District Transportation Department with any questions or concerns.

Transportation Director: Michelle Reynolds 706-213-4027

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

Attendance Policy

Student's Name _____

Homeroom Teacher _____ Grade _____

ATTENDANCE POLICY

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

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

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

Your signature is requested to indicate receipt of this written statement. If your child will be age 10 years or older by September 1, his/her signature is required, as well.

| | | | |
|--------------------|------|---------------------|------|
| Parent's Signature | Date | Student's Signature | Date |
|--------------------|------|---------------------|------|

****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, the 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/Guardian 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)
- Attendance Policy
- ECES Student Code of Conduct
- 5-Step Behavior Intervention Plan
- Dress Code
- Cell Phone Policy
- ECSD Transportation Policy
- Weapon Policy
- Internet Acceptable Use & Safety Policy
- Parents' Right to Know Professional Qualifications

I have completed, signed, and returned the following form:

- Assurance/Attendance Page (on back)
- Physical Education Medical Information

Parent/Guardian Signature

Date