



Paul J. Blackwell Learning Center Student & Family Handbook 2026-2027

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.

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!



ELBERT COUNTY SCHOOL SYSTEM

Paul J. Blackwell Learning Center
373 Campbell Street, Elberton, Ga. 30635
Kellie Adaskin, Director / Principal

Dear Parents and Students,

Welcome to the Paul J. Blackwell Learning Center! As your principal, I am deeply committed to providing a positive, nurturing environment where every child can grow and thrive. I am so excited to welcome both our new and returning families as we begin this wonderful school year together.

My journey in education began in 2003 teaching Pre-K in Hartwell with the Ninth District. I have been a proud member of the Blackwell family since 2005, and it has been an absolute privilege to serve this community for over two decades. Throughout my tenure here, I spent four years teaching Kindergarten and 12 years in Pre-K, before transitioning into my recent role as a Pre-K Special Needs and MTSS teacher. Having also served as the Principal's Assistant since 2013, I am deeply honored to now step into the role of Director/Principal, and I look forward to continuing the amazing work happening within our Pre-K program.

This handbook is designed to familiarize you with our school's general procedures, rules, and regulations, which are aligned with Local and State Board Policies. (You can view our complete Local School Board Policy on our website at <https://www.elbert.k12.ga.us>). We encourage you to review these pages so that you and your child feel confident and prepared.

Open communication and collaboration are vital to your child's success. If you ever have questions or concerns, please feel free to reach out. We do kindly ask that you connect with your child's teacher first regarding classroom or educational matters, as they are closest to your child's daily routine. Thank you in advance for your partnership, cooperation, and enthusiasm—we are going to have a fantastic year working together!

Sincerely,

Kellie Adaskin

Kellie Adaskin, Ed. S
Principal/Director

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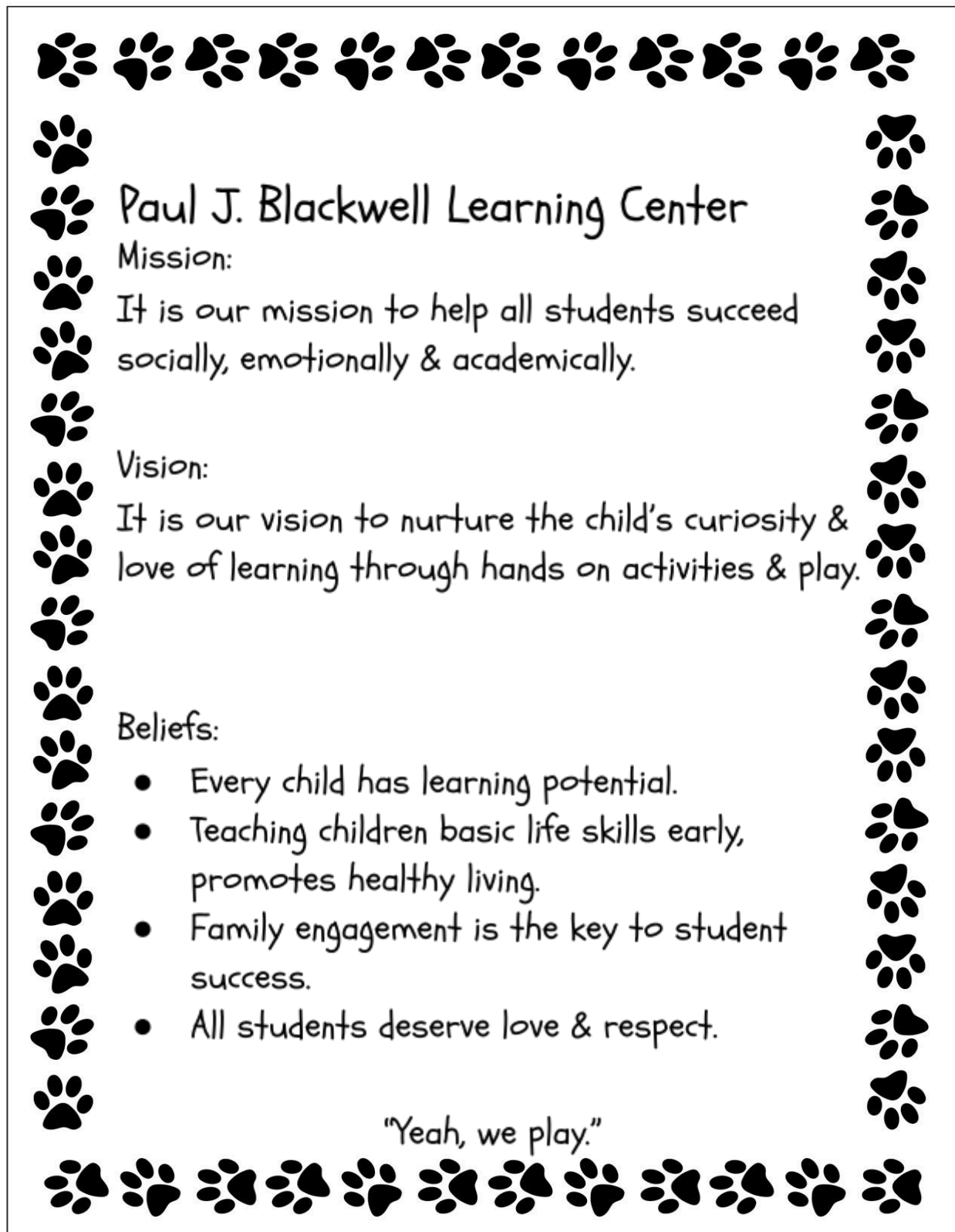


Office Staff

Director/Principal	Kellie Macris Adaskin
Administrative Assistant	Kelley Moon
Family Partnership Liaison/Receptionist	Jennifer Downer
Data Clerk	Kayla Hudson
Nurse	Janna Benton
School Resource Officer (SRO)	Shatoya Belcher
Speech Therapist	Susan Kubas
Custodians	Laura Walton / Mr. Hardy
Cafeteria	Tammy New & Christy Guest

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 & Kim Moon
Christy Jones	Telisa Rucker
Tia Johnson	-----
Tina Lunsford	Lesheeka Thompson
Taryn Lyles	Gwen Alewine & Tori Dudley
Kelley Moon	Tampa Davis
Mary Truett	Heather Lawrence



Attendance

Attendance Definitions

An absence is defined as being out of school all day or more than half. 11:30 is the cut off time for half day.

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.

Georgia's Pre-K Program operates just like a school classroom. Parents commit to sending their child to school for the complete 6.5 hour instructional day 180 days per year. **Children can be disenrolled for being chronically absent, tardy in the morning or being picked up prior to the end of the instructional day.**

Chronic absenteeism is defined as missing 10% or more of enrolled days.

Chronic tardiness is defined as late arrival or early departure more than once per week.

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.

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

Early Dismissal - when a child is picked up from school prior to 2:35. EARLY PICK UP IS NOT ALLOWED AFTER 2:00.

Instructional Day

Morning Expectations

- Doors open at 7:20. 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 & Early Dismissal

- The instructional day ends at 2:35 p.m.
- Students leaving before 2:35 p.m. are considered tardy.
- All students will be dismissed by 2:35 p.m.

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 8:00 A.M.) or leave early (prior to 2: 55PM.) 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. Parents are urged to leave children in school all day. Leaving before 11:30= absence. Arriving after 11:30= absence.

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 2:35 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 for dismissal changes are not allowed. Any changes must be in writing. Please send a written note rather than calling 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 7:20 a.m. since there is no one to supervise them.

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 back of the school or at the parking lot.
- Due to safety concerns, 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

STAY IN YOUR CAR!!

Parents should enter the parking lot at the front of the school to pick up their children.

Each 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.

Parents please stay in your car until the student is brought to you. Name tags with QR codes have been sent home. A member of the Car Rider Team will come by and scan QR code and gather students in the school. Staff members will hold up number signs to release rows. When your row is released, walk to the front door and collect your child.

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.

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 principal and then shown to the bus driver when the student boards the bus in the afternoon.

Teacher assistants will escort students to the bus and ride with them to ECPS or ECES.

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.

In addition to the bus rules and guidelines found in the Student Code of Conduct online, five basic rules are posted on all buses. They are easy to understand (for all ages) and are essential for the safety and orderly operation of our buses. Those rules are:

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

Consequences for Bus Infractions

The administration will partner with the transportation department and reserves the right to administer consequences as the situation warrants.

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

The complete discipline progression will be sent home with students and posted online.

Classroom Rules & Expectations

Paul J. Blackwell focuses on creating and sustaining school-wide, classroom, and individual systems of support that improve the educational environment for all children. Our aim is to explicitly teach behavioral expectations and then recognize the positive behaviors shown by students. Our goal is to use positive feedback and acknowledgement when students follow the rules and redirection, corrective feedback and consequences when they are not following the rules. Our school uses the Second Steps & Character Strong Programs. The full Elbert County School District Student Code of Conduct is available on the district website.

Classroom 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.

General Expectations:

Hallway/Restrooms:

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

Lunchroom:

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

Playground/Gym:

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

On the Bus

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

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 due to physical activities. No shoes with wheels are allowed.
- Pajamas, hats, and caps will only be allowed on special designated days.
- Clothing or hairstyles which distracts from a learning atmosphere will be addressed.

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

Social Media

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

Toys/Cell Phones/Jewelry/Book Bags/Purses

Students should not bring **toys, jewelry, games, cell phones, or other unnecessary items** to school. Any of the above mentioned items are not the responsibility of the school and PJB will not be liable for any lost, damaged, or stolen items that are not to be at school.

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

The use of backpacks (**no wheels**) and purses are permitted unless they become storage for unnecessary items that disrupt the learning environment

Consequences for School Infractions

Consequences for inappropriate behavior will/can include: time-out, parental contact, loss of privileges, behavior plans, a conference with administration, early pick-up, or suspension from school. The full Elbert County School District Student Code of Conduct is available on the district website.

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

Disenrollment

Children may be disenrolled from Georgia's Pre-K Program if they are hurting themselves or others and/or are chronically disruptive to the extent that they are not benefiting from the Pre-K program. Families will be given assistance in obtaining resources to help the child benefit from the program, including assessment referral and treatment options. Disenrollment of a child for behavior reasons is the last step taken after all other attempts to help the child within the program have been exhausted.

Discipline, Behavior & Consequence Definitions

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

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

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

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

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

Disenrollment- The student will no longer be able to attend the Pre-K program.

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

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	A 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	A 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	A 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.

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! Classroom birthday parties will be celebrated one time per month for all students in the class who have a birthday in that month. 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 district website.

No soft drinks, soft drink containers or fast food is allowed at school by 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.

Student Health

If a student is injured or becomes ill at school, the teacher will assist them to the nurse or office. Parents will be contacted. **PLEASE be sure all the contact numbers with the school are always kept current.** In the event the school is unable to contact the parent/guardian when the student is ill or injured, the nurse will then contact those persons so designated by the parent/guardian. Only those designated individuals will be allowed to pick up the student.

If you have any questions or concerns regarding your child's health, 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. Over the counter medication will not be administered by staff members, only the nurse.

First Aid & Injury

The nurse will administer first aid should the need arise. If your child appears to have a life-threatening or serious illness/injury EMS and then the parent/guardian will be notified.

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.**

Parent Square: More information will be sent home.

Visiting the School

We welcome parental involvement at PJBLC. Please contact your child's teacher if you are willing to serve. Parents/Guardians or pick up list guests are allowed lunch visits. All visitors are monitored and cleared by the front office.

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

School Conferences

- 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.

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. Due to space limitations, parent volunteers 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/GELDS). Here is a link to the Standards & Indicators <https://gelds.dec.state.ga.us/GELDS>.

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.

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.

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: Drugs/Alcohol/Controlled Substances

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

Addendum: 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 will be required to read and sign a copy of the above policy. The signed copy will be maintained as a part of the student's permanent school record and will remain valid as long as he/she is enrolled in Elbert County Schools.

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: OSS / May Legal / May recommend placement in Alternative School.

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 will make an oral report of the incident immediately by telephone or otherwise to the school principal or principal's designee, and will 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 will 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 will 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 will 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 "moonied" students.
Spied on students as they dressed, showered or used the restroom at school.	Touched, excessively hugged, or grabbed students in a sexual way.
Forced a student to kiss him/her or do something else of a sexual nature.	Talked or asked about a student's developing body, sexuality, dating habits, etc.

Unsafe School Statement

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

STATE DISCIPLINE CODE REQUIREMENTS

1. Standards for student behavior during school hours, at school-related functions, on school buses, and at school bus stops designed to create the expectation that students will behave themselves in such a way so as to facilitate a learning environment for themselves and other students, respect each other and school district employees, obey student behavior policies adopted by the local board of education, and obey student behavior rules established by individual schools;
2. Verbal assault, including threatening violence, of teachers, administrators, and other school personnel;
3. Physical assault or battery of teachers, administrators or other school personnel;
4. Disrespectful conduct toward teachers, administrators, other school personnel, persons attending school related functions or other students, including use of vulgar or profane language;
5. Verbal assault of other students, including threatening violence or sexual harassment as defined pursuant to Title IX of the Education Amendments of 1972; 160-4-8-.15 (Continued)
6. Sexual harassment as defined pursuant to Title IX of the Education Amendments of 1972 or physical assault or battery of other students.
7. Guidelines and consequences resulting from failure to comply with compulsory attendance as required under O.C.G.A. § 20-2-690.1;
8. Willful or malicious damage to real or personal property of the school or to personal property of any person legitimately at the school;
9. Inciting, advising, or counseling of others to engage in prohibited acts;
10. Marking, defacing or destroying school property or the property of another student;
11. Possession of a weapon, as provided for in O.C.G.A. § 16-11-127.1;
12. Unlawful use or possession of illegal drugs or alcohol;
13. Willful and persistent violation of student codes of conduct;
14. Bullying as defined in O.C.G.A. § 20-2-751.4;
15. Any off-campus behavior of a student which could result in the student being criminally charged with a felony and which makes the student's continued presence at school a potential danger to persons or property at the school or which disrupts the educational process;
16. Each local board of education shall adopt policies, applicable to students in grades 6 through 12 that prohibit bullying of a student by another student and shall require such prohibition to be included in the student

code of conduct in that school system. Local board policies shall require that, upon a finding that a student in grades 6 through 12 has committed the offense of bullying for the third time in a school year, such student shall be assigned to an alternative school.

17. Behavior support processes designed to consider, as appropriate in light of the severity of the behavioral problem, support services that may be available through the school, school system, other public entities, or community organizations that may help the student address behavioral problems; This rule neither mandates nor prohibits the use of student support teams as part of the student support process;

18. Progressive discipline processes designed to create the expectation that the degree of discipline will be in proportion to the severity of the behavior, that the previous discipline history of the student and other relevant factors will be taken into account; and that all due process procedures required by federal and state law will be followed; 160-4-8-.15 (Continued) 19. Parental involvement processes designed to create the expectation that parents, guardians, teachers and school administrators will work together to improve and enhance student behavior and academic performance and will communicate freely their concerns about, and actions in response to, student behavior that detracts from the learning environment. Local boards of education shall provide opportunities for parental involvement in developing and updating student codes of conduct.

19. A statement that major offenses including, but not limited to, drug and weapon offenses can lead to schools being named as an Unsafe School according to the provisions of State Board of Education Rule 160-4-8-.16 Unsafe School Choice Option.

20. (b) Local boards of education shall provide for the distribution of student codes of conduct to each student upon enrollment and to the parents and guardians of each student and may solicit the signatures of students and parents or guardians in acknowledgment of the receipt of such student codes of conduct.

21. (c) Student codes of conduct shall be available in each school and classroom.

22. (d) Local boards of education shall provide for disciplinary actions against students who violate student codes of conduct;

23. (e) Local board policies relating to student codes of conduct shall provide that each local superintendent shall fully support the authority of principals and teachers in the school system to remove a student from the classroom pursuant to O.C.G.A. § 20-2-738, including establishing and disseminating procedures.

24. (f) It is the preferred policy of the board that disruptive students are placed in alternative education settings in lieu of being suspended or expelled.

25. (g) Local board policies shall require the filing of a report by a teacher documenting a student's violation of the student code of conduct which repeatedly or substantially interferes with the teacher's ability to communicate effectively with the students in his or her class or with the ability of such student's classmates to learn within one school day of the most recent occurrence of such behavior. The report shall be filed with the principal or principal's designee, shall not exceed one page, and shall describe the behavior. The principal or principal's designee shall, within one day of receiving such report, send to the student's parents or guardians a copy of the report, and information regarding how the principal or principal's designee may be contacted.

26. (h) The principal or the principal's designee shall send written notification to the teacher and to the student's parents or guardians of the student support services being utilized or the disciplinary action taken within one school day and shall make a reasonable attempt to confirm receipt of such written notification by the student's 160-4-8-.15 (Continued) parents or guardians. Written notification shall include information regarding how a student's parents or guardians may contact the principal or principal's designee.

o Each local board of education shall approve Tribunal Training Provider(s).

27. (j) Each local board of education shall make available to all Qualified Student Discipline Hearing Officers and Disciplinary Tribunal or Panel Members the initial and ongoing tribunal training course prior to the individual(s) serving in such capacity. The local board of education shall ensure initially trained student discipline hearing officers and disciplinary tribunal or panel members undergo continuing education so as to continue to serve in such capacity.

28. (k) Each local board of education shall observe Georgia law in developing and implementing disciplinary hearings held by a disciplinary hearing officer, disciplinary panel, or disciplinary tribunal pursuant to O.C.G.A. § 20-2-751 through § 20-2-759 including the ability to honor disciplinary orders of private schools and other public schools/school systems pursuant to O.C.G.A. § 20-2-751.2.

Board Policy JCDAG: Bullying

The Elbert County School District believes that all students can learn better in a safe school environment. Behavior that infringes on the safety of students will not be tolerated. Bullying, as the term is defined in Georgia law, of a student by another student is strictly prohibited. Such prohibition shall be included in the Student Code of Conduct for all schools within the school system.

Bullying is defined as follows: An act that is:

1. Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;
2. Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or
3. Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:
 - a. Causes another person substantial physical harm within the meaning of Code Section 16-5-23.1 or visible bodily harm as such term is defined in Code Section 16-5-23.1;
 - b. Has the effect of substantially interfering with a student's education or otherwise substantially infringing upon the rights of a student;
 - c. Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
 - d. Has the effect of substantially disrupting the orderly operation of the school.

The term applies to acts which occur on school property, on school vehicles, at designated school bus stops, or at school related functions or activities including, but not limited to, extracurricular activities, or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system.

Procedures may be developed at each school encouraging a teacher or other school employee, student, parent, guardian, or other person who has control or charge of a student, either anonymously or in the person's name, at the person's option, to report or otherwise provide information on bullying activity. Any teacher or other school employee who, in the exercise of his or her personal judgment and discretion, believes he or she has reliable information that would lead a reasonable person to suspect that someone is a target of bullying **is required** to immediately report it to the school principal. Any report will be appropriately investigated by the administration based on the nature of the complaint in a timely manner to determine whether bullying has occurred, whether there are other procedures related to illegal harassment or discrimination that should be implemented and what other steps should be taken. Any report of retaliation for reporting bullying will also be investigated and addressed as called for in this policy and in accordance with school procedures.

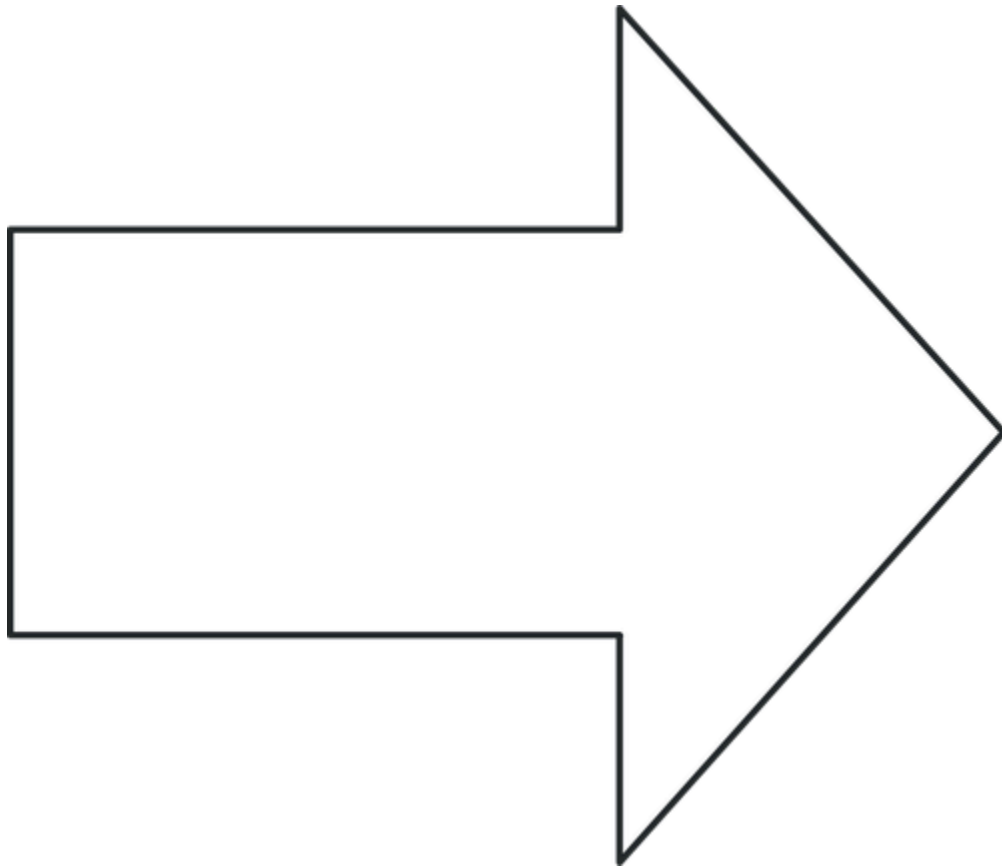
Acts of bullying shall be punished by a range of consequences through the progressive discipline process, as stated in the Code of Conduct. However, upon a finding by the disciplinary hearing officer, panel or tribunal that a student in grades 6-12 has committed the offense of bullying for the third time in a school year, the student shall be assigned to an alternative school. **Each school shall provide referrals, as appropriate under the circumstances, to age-appropriate interventions and services, including, but not limited to, counseling services, for students who have been found to have committed an offense of bullying or are targets or suspected victims of bullying.**

Upon a finding by a school administrator that a student has committed an act of bullying **or is a target or suspected victim of bullying, the administrator or designee shall notify the parent, guardian, or other person having control or charge of the student by telephone call or through written notice, which may be done electronically.**

Students and parents will be notified of the prohibition against bullying and the penalties for violating the prohibition by posting information at each school and by including such information in the student/parent handbooks.

THANK YOU FOR TAKING TIME
TO LEARN MORE ABOUT OUR
PROCEDURES & ROUTINES.

PLEASE SIGN THE NEXT PAGE
AND RETURN IT IN YOUR
CHILD'S FOLDER.



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 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. **PLEASE CHECK ONE**

____ 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.. **PLEASE CHECK ONE**

____ **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.**