

Early County Elementary Student Handbook 2024 – 2025



“Be Great”

PRINCIPAL'S MESSAGE TO PARENTS AND STUDENTS:

Welcome Back to Early County Elementary School! I hope your summer break was relaxing, safe, and fun. It is now time to begin another school year, and we are excited that you are part of the ECES family!

We believe that when students, staff, and parents work as a team, everyone benefits. We also believe that all can achieve greatness when we stand together. Therefore, our theme for 24-25 is "Be Great." We hope this will motivate our students, staff, and parents to strive for unity over division each day.

We have prepared a handbook to tell you about our school. You will find that the rules and regulations that govern our lives here at Early County Elementary make it possible for all of us to live, learn, work, and play together.

It will be helpful if parents and students review this booklet together and talk about any questions you may have. If you can't find the answers in this handbook, then please contact the school to get the information you need. Please keep this to use as a reference throughout the year.

It is my belief that good, open communication between home and school is vital to the success of our students as well as our educational programs. Parents are the primary educators in a child's life, so it is very important that collaboration and cooperation exist with parents and teachers.

Parents and school personnel are partners in the important job of educating the children of this community. We welcome your participation and support during the school year and encourage your membership in the Parent/ Teacher Organization (P.T.O.). Working together, we will be able to make great strides to provide the best education for the children. We look forward to a cherished relationship with all of the students and parents as we prepare to educate the youth of Early County Elementary School.

I would like to thank the members of the Board of Education, parents, and community members in supporting our efforts to provide the best education for our students.

On behalf of all our faculty and staff, I welcome you back to school. Remember at ECES "every child experiences success!"

Sincerely,

Matthew Cullifer, Ed.D
Principal
Early County Elementary School

**ECES
ADMINISTRATION**

Principal Matthew Cullifer, Ed.D.

Assistant Principal: Pam Childs, Ed. S.

Assistant Principal: Nicole Norris

Assistant Principal: Carsina Burks, Ed.D.

Counselor: Michelle Cutchens

Counselor: Shannon Giannars

Instructional Coach/Pre-K Director Jill McFay

CEIS/SST Coordinator Charity Tabb

Special Education Director Marva Smith-Mincey, Ed. S. Media Specialist Jackie Williams

ADMINISTRATIVE SUPPORT PERSONNEL

Bookkeeper: Sammie Jo Robbins Secretary

Exceptional Children: Jessica Hancock

Receptionist/Secretary: Sherry Kimbrel

Attendance Clerk: Olivia Lord

EARLY COUNTY SCHOOL SYSTEM

11927 Columbia Street Blakely, GA 39823 (229)723-4337 Fax: (229)723-8183

www.early.k12.ga.us Hours: 8:00 - 4:00

Jennifer Brown, Superintendent

Board Members

Dan Williams, Chairperson

Alice Hutchins, Vice-Chairperson

Robert Murkerson

Bruce Wilson

Reginald Hall

Lorie Clenney, Student Services, Social Worker, Homeless Liaison, Hospital Homebound
723-4337

Michael Allred, Transportation Director 724-5341

Myla Hood, Food Services Director 724-5205

Tammy Storey, Family Engagement Coordinator 723-4337; 359-5310

Beliefs

We believe that...

- Children learn in different ways and at different rates but they can all learn in a safe and orderly environment.
- Establishing positive relationships inside and outside of the school is critical to our success.
- A nurturing, engaging, and supportive environment that benefits students and staff.
- Risk-taking and innovation are the foundations of student and staff engagement.
- School should be a “happy place” where everyone feels valued, heard, and connected.
- Students and teachers are more than test scores and each person has something to contribute to the school.
- Learning is a shared responsibility among all students, teachers, staff, parents, and community members.

School Pledge

Early County Elementary is a safe and happy place where we follow the Bobcat Way.

We are respectful and responsible. We are smart and kind. We can learn and we can make a difference. Each of us is good at something and we are all important.

We are the Bobcats and this is the Bobcat Way.

Mission Statement

In a safe and caring environment, Early County School System will provide engaging and challenging educational opportunities to equip students for success.

Vision Statement

Everyone Committed to Student Success

PE Schedule/Teacher Planning/Conference Times **2024-2025**

GRADE	TIME
5th	7:52-8:47
2nd	8:49-9:44
4th	9:46-10:41
1 st	10:43-11:38
3rd	11:40-12:35
Kindergarten	1:08-2:03
6th	2:05-3:00

Please try to schedule parent conferences on Mondays during the planning period of your child's teacher. Conferences can also be made at the request of the parent, guardian, or teacher on other days of the week as needed.

NON-DISCRIMINATORY POLICY

The Early County School System is an equal opportunity institution and complies with applicable federal and state laws prohibiting discrimination including Title IX of the Education Amendments of 1972, Title II of the Vocational Education Amendments of 1976, Title VI of the Civil Rights Act of 1964, and Section 504 of the Rehabilitation Act of 1973. It is the policy of the Early County School System that no person, on the basis of race, sex, color, religion, national origin, mental status, age, or handicap, shall be discriminated against in employment, educational programs and activities, or admissions. This policy will prevail in all matters concerning employees (employment, retention, and advancement), students, parents to general citizenry, educational programs and service, and persons. Clifford Lovett is the system contact for discrimination complaints.

EVERY STUDENT SUCCEEDS ACT

In compliance with requirements of the Every Student Succeeds Act, Early County School System informs parents that you may request information about professional qualifications of your student's teacher(s). The following information may be requested:

1. Whether the teacher has met the Georgia Professional Standards Commission requirements for certification for the grade level and subject areas in which the teacher provides instruction;
2. Whether the teacher is teaching under an emergency or other provisional status through which Georgia qualifications or certification criteria have been waived;
3. the college major and any graduate certification or degree held by the teacher;
4. whether the student is provided services by paraprofessionals, and if so, their qualifications. If you wish to request information concerning qualifications of your child's teacher(s), please contact your child's principal.

ADMISSION TO SCHOOL

All children enrolling in Pre Kindergarten must be four years of age by September 1st and kindergarten must be five years of age by September 1st. All children entering first grade must be six years of age by September 1st. The following records must be presented when registering your child:

- Certified copy of birth certificate (with seal)
- State of GA Immunization form (Form 3231, Replaces Forms 3032 and 3227)
- State of Georgia Eye, Ear, and Dental Examination Form (Form 3300) • Proof of address (utility bill ONLY with parent's name)
- Copy of Social Security Card
- Insurance Card (Pre-K only)

All students must be enrolled and withdrawn through the central registrar at the Early County Administration and Training Site.

WITHDRAWAL FROM SCHOOL

To withdraw your child from the Early County School System, parents or guardians should contact the school system registrar at the Early County Administration and Training Site. All textbooks, library books, and financial obligations must be taken care of before your child leaves. Failure to comply with any of the above may delay student records being forwarded to the new school.

COMMUNICATIONS

The Early County Elementary School Handbook is available on our school website and a printed copy will be available upon request.

All visitors/parents must come by the office, sign in, and get a visitor's pass. They should then report to their stated destination only.

If parents need to talk with the teacher, we encourage you to call and make an appointment so that instructional time will not be interrupted.

ECES also has a school website (<http://www.early.k12.ga.us/eces>) and a Facebook Page (www.facebook.com/EarlyCountyElementarySchool) to keep parents and members of the community abreast of school happenings. Parent portal through Infinite Campus and www.remind.com are used to promote communication between the school and the home as well.

Each month ECES has a Student of the Month Breakfast and each quarter we have an Honors Day program for students in grades 1-5. Notices are sent home with students who are receiving awards.

MESSAGES

Our campus is large therefore, we ask that all messages for teachers or students be left with the school's receptionist. Your message is important and will be given to the teacher or student as soon as possible. If you need to talk to your child's teacher, please ask for the teacher's planning time. Teachers should not be interrupted during instructional time.

STUDENT PHONE USE

In our effort to teach children responsibility, we limit the student use of school telephones during the school day to emergencies only. Forgotten homework, lunches, special required items are not considered emergencies.

CELL PHONES

Students at ECES are not allowed to have cell phones at school. If a student has a cell phone on campus, it will be confiscated until a parent comes to pick it up (see student code of conduct).

ARRIVAL/DISMISSAL POLICY

Students who are transported to school by their parents (do not ride the school bus) should use the following procedures:

- Parents should **not** drop students off at the FRONT entrance before 7:50 A.M. due to traffic congestion.
- Parents should drop off students in the back of the school (gym) from 7:15 to 7:50 A.M. Parents must enter from Chancey Mill Road. Parents should also exit the parking lot onto Chancey Mill Road after dropping off their child(ren). Students are considered tardy at 7:50 A.M.
- Car pick-up is at the back of the building at approximately 3:10 P.M. All car pick-ups will take place after buses have left. Parents must remain in the parking lot until all buses have left the parking area.
- While we understand that unplanned situations arise, we ask that parents be courteous by picking up their car-rider child(ren) before 3:20 P.M. each day. If your child attends our after school program, we also ask that you pick up your child(ren) by 5:00 P.M. For regular school dismissal and after school dismissal, parents who are late will receive a written notice following the first offense. Beginning with the second offense, parents will be charged \$1.00 per minute, per child past the dismissal time. These charges will be part of the students' account and may prevent him or her from receiving certain privileges or participating in certain activities until the fees are paid. Continuous late pick-up could result in dismissal from the after school program.
- During car-rider pick-up, the parking area beside the gym is reserved for parents or guardians who are handicapped. A handicap sticker or tag should be visible on the vehicle. Parents **SHOULD NOT** drive through the bus pick-up area during the afternoon pick-up.
- There will be no student sign outs between 2:40 and 3:00 without an appointment card from a doctor.
- Parents must send a note to the homeroom teacher to specify or change car pick-up. We cannot accept bus changes or car-pick changes over the phone; this is a safety issue. If you send a fax requesting a bus change for your child please call 229-723-4101 to verify that the fax was received.
- Students cannot be taken off the bus by parents or guardians while the buses are parked at ECES.
- Parents, for convenience and safety, please drop off and pick up your child in the back parking lot. If you park in the back parking lot to drop off or pick up your child, you must walk with your child across the parking lot.
- We will make every effort to contact parents/guardians of students who have not been picked up from ECES within 30 minutes after car-riders have been dismissed (3:30 on a regular school day). Should we be unable to reach a parent or guardian, Law Enforcement may be contacted.

STUDENT ATTENDANCE PROTOCOL

O.C.G.A. 20-2-690.1: Mandatory Education for Children Between Ages of 6 and 16 Mandatory/Compulsory Student Attendance

GEORGIA COMPULSORY ATTENDANCE LAW State of Georgia Georgia Code: 20-2-690.1.

(a)Mandatory attendance in a public school, private school, or home school program shall be required for children between their sixth and sixteenth birthdays. Such mandatory attendance shall not be required where the child has successfully completed all requirements for a high school diploma.

(b)Every parent, guardian, or other person residing within this state having control or charge of any child or children during the ages of mandatory attendance as required in subsection (a) of this Code section shall enroll and send such child or children to a public school, a private school, or a home study program that meets the requirements for a public school, a private school, or a home study program; and such child shall be responsible for enrolling in and attending a public school, a private school, or a home study program that meets the requirements for a public school, a private school, or a home study program under such penalty for noncompliance with this subsection as is provided in Chapter 11 of Title 15, unless the child's failure to enroll and attend is caused by the child's parent, guardian, or other person, in which case the parent, guardian, or other person alone shall be responsible; provided, however, that tests and physical exams for military service and the National Guard and such other approved absences shall be excused absences. The requirements of this subsection shall apply to a child during the ages of mandatory attendance as required in subsection (a) of this Code section who has been assigned by a local board of education or its delegate to attend an alternative public school program established by that local board of education, including an alternative public school program provided for in Code Section 20- 2-154.1, regardless of whether such child has been suspended or expelled from another public school program by that local board of education or its delegate, and to the parent, guardian, or other person residing in this state who has control or charge of such child. Nothing in this Code section shall be construed to require a local board of education or its delegate to assign a child to attend an alternative public school program rather than suspending or expelling the child.

(c) Any parent, guardian, or other person residing in this state who has control or charge of a child or children and who shall violate this Code section shall be guilty of a misdemeanor and, upon conviction thereof, shall be subject to 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, at the discretion of the court having jurisdiction. Each day's absence from school in violation of this part after the child's school system notifies the parent, guardian, or other person who has control or charge of a child of five unexcused days of absence for a child shall constitute a separate offense. After two reasonable attempts to notify the parent, guardian, or other person who has control or charge of a child of five unexcused days of absence without response, the school system shall send a notice to such parent, guardian, or other person by certified mail, return receipt requested. Public schools shall provide to the parent, guardian, or other person having control or charge of each child enrolled in public school a written summary of possible consequences and penalties for failing to comply with compulsory attendance under this Code section for children and their parents, guardians, or other persons having control or charge of children. The parent, guardian, or other person who has control or charge of a child or children shall sign a statement indicating receipt of such written statement of possible consequences and penalties; children who are age ten years or older by September 1 shall sign a statement indicating receipt of such written statement of possible consequences and penalties. After two reasonable attempts by the school to secure such signature or signatures, the school shall be considered to be in compliance with this subsection if it sends a copy of the statement, via certified mail, return receipt requested, to such parent, guardian, other person who has control or charge of a child, or children. Public schools shall retain signed copies of statements through the end of the school year.

(d) Local school superintendents in the case of private schools or home study programs and visiting teachers and attendance officers in the case of public schools shall have authority and it shall be their duty to file proceedings in court to enforce this subpart.

(e) An unemancipated minor who is older than the age of mandatory attendance as required in subsection (a) of this Code section who has not completed all requirements for a high school diploma who wishes to withdraw from school shall have the written permission of his or her parent or legal guardian prior to withdrawing. Prior to accepting such permission, the school principal or designee shall convene a conference with the child and parent or legal guardian within two school days of receiving notice of the intent of the child to withdraw from school. The principal or designee shall make a reasonable attempt to share with the student and parent or guardian the educational options available, including the opportunity to pursue a general educational development (GED) diploma and the consequences of not having earned a high school diploma, including lower lifetime earnings, fewer jobs for which the student will be qualified, and the inability to avail oneself of higher educational opportunities. Every local board of education shall adopt a policy on the process of voluntary withdrawal of unemancipated minors who are older than the mandatory attendance age. The policy shall be filed with the Department of Education no later than January 1, 2007. The Department of Education shall provide annually to all local school superintendents model forms for the parent or guardian signature requirement contained in this subsection and updated information from reliable sources relating to the consequences of withdrawing from school without completing all requirements for a high school diploma. Such form shall include information relating to the opportunity to pursue a general educational development (GED) diploma and the consequences of not having earned a high school diploma, including lower lifetime earnings, fewer jobs for which the student will be qualified, and the inability to avail oneself of higher educational opportunities. Each local school superintendent shall provide such forms and information to all of its principals of schools serving grades six through twelve for the principals to use during the required conference with the child and parent or legal guardian

ATTENDANCE ADMINISTRATOR AT EACH SCHOOL

An Attendance Administrator at ECES is assigned the responsibility of enforcing student attendance mandates. Early County Elementary School parents should contact Matthew Cullifer or Olivia Lord @ 723-4101 if they have questions regarding attendance.

ATTENDANCE

- Regular attendance is very important in order for students to obtain a quality education and make academic progress.
- If absences are excused, students will be allowed to make up work. Excused absences are those approved by an administrator based on written documentation from parent/guardian/physician for personal illness, immediate family illness, quarantine in the home, death in the immediate family or observance of a religious holiday. Written documentation shall be legitimate and submitted immediately (within three days) following or prior to absence. Administrators will grant excused or unexcused absences. A student must attend at least four hours at school in order to be marked present for the day.
- Any request for excused absences not covered by the ECSS attendance policy must be made in advance in writing to the administration.

TARDIES

A student is considered tardy if he/she reports to homeroom after 7:50 A.M. Parents who bring students to school late will need to enter the building with the student and sign in at the main lobby. **TARDINESS** is a serious detriment to each child's and each classroom's success. When a child is tardy, it prevents him/her from the most important part of a school day when the day's work is outlined. Tardiness is a serious distraction for the teacher and students who are punctual, because it detracts from the progress of the class. Although excessive tardiness is when a child is late in excess of 30 minutes, the habitual tardiness of 5 to 10 minutes is equally detrimental. This is typically the parents' responsibility. Please assist your child to learn the valuable lesson of personal responsibility by setting the example for punctuality. It is a most valuable life skill.

There are two types of tardies:

- 1) **Excused**: Late arrival to school or class as a result of reasons defined herein as excused absences or as a result of events physically out of one's control such as inclement weather, documented transportation delays, health related emergencies, power outage, compliance with the court order, etc.
- 2) **Unexcused**: Arriving late to school or class with or without the knowledge of parent/guardian, as a result of oversleeping, parent errands, etc., unless it is an excused tardy.

ABSENCES

Absences from school are classified as either excused or unexcused. The following reasons established by the State Board of Education are excused absences:

- Personal illness
- Serious illness in the immediate family
- Death in the immediate family
- Religious holiday
- Court Appearance

EXCUSES

Students should present a written excuse from their parents within 3 days upon return after an absence whether excused or unexcused. The following information should be specified on each excuse:

- Child's name (First and last)
- Date of absence
- Reason for absence
- Signature of parent/guardian
- Teacher's name

Following are the minimal procedures which parents and/or students may be subject to

regarding student attendance:

1st – 4th Unexcused or Unverified Absence: Staff efforts (via phone, visit, letter, email, or message through student) will be made to inform parent/guardian of student absences & consequences of additional unexcused absences.

5th Unexcused Absence (ages 6-15): Notice, either verbal and/or written and certified/receipt requested if necessary, will be attempted with the parent regarding 5th unexcused absence and consequences of further absences. Following attempts, as mandated by GA law to notify the family of the 5th unexcused absence, parents are subject to direct referral to court or other authorities, by the school administration or Early County Attendance Protocol Team for the 6th and each additional unexcused absence in a new year.

6th & Subsequent Unexcused Absences: Referral to law enforcement and/or other appropriate authorities for violation of law.

7th Unexcused Absence: Referral to law enforcement and/or other appropriate authorities.

8th, 9th & 10th Unexcused Absences: Referral to law enforcement and/or other appropriate authorities.

PARENT OR OTHER AUTHORIZED PARENTAL AUTHORITY

Parent/Guardian or other authorized parental authority for the student is responsible for prompt written notice to the school administrator of any changes in guardianship, emergency contact information (phone numbers, mailing and residence addresses) and any other pertinent school related student information.

PARENT/GUARDIAN OR OTHER AUTHORIZED PARENTAL AUTHORITY FOR STUDENT IS RESPONSIBLE FOR DELIVERY OF REQUIRED DOCUMENTATION WITHIN 3 SCHOOL DAYS OF RETURN TO SCHOOL IF REQUESTING THAT ABSENCE BE EXCUSED.

Excused Absences, including accumulation of tardies and early checkouts

Absences from school, for the following reasons, which are determined justified and validated:

- A. Personal illness which necessitates absence from school.
- B. Illness or death in immediate family, which necessitates student's absence from school.
Immediate family: Birth, adoptive or foster parent, sibling, grandparent, or child
- C. Court order or an order by governmental agency, necessitating absence from school.
- D. Religious holidays, necessitating absence from school.
- E. Conditions rendering attendance impossible or hazardous to student health and safety, necessitating student's absence from school.
- F. Visiting colleges or technical schools, voting or registering to vote which necessitates school absence. Student must submit written request for pre-approval to administrator

and obtain written approval for absence to be excused.

- G. Visit parent who is in military service of United States or National Guard armed forces: if parent has been called to duty or is on leave, to return to overseas deployment to a combat zone or combat support posting. (Maximum of 5 school days per school year)

Students will be counted present when serving as a Page of the Georgia General Assembly.

Final course grades of student shall not be penalized because of excused absences if the following conditions are met:

Administrator determines absences are justified and validated as excusable, based on the following:

1. Appropriate medical or other supporting documentation verifying the necessity of absence is submitted immediately prior to or within 3 school days of return to school. Administrator may require additional documentation from physician, treatment provider or other source...particularly in case of history of excessive or frequent unexcused absences and/or frequent request for absences to be excused.
2. All make up work for excused absence is satisfactorily completed. A student must satisfactorily complete all make up work within 3 school days of return to school, if absent 1-3 days. A student who is absent for more than 3 consecutive days must complete work within 5 school days of return to school. Failure to satisfactorily complete all makeup work may result in loss of points or credit. Unless special arrangements are made with and approved by the teacher, student will be prepared to take test with class, if test was assigned when student was present and student returns on day of test. If student is absent on the day of the test, but was present when the test was assigned, student will be prepared to take the test upon return to school. If student is absent the day a test is assigned, student will be required to make up the test within 3 school days upon returning to school, the same as with requirements for any other assignments. Other arrangements must be approved by the teacher.

Requirement of Additional Documentation: In cases of or history of frequent or excessive unexcused absences or frequent request for absences to be excused, administrator may require additional documentation from physician, treatment provider or other source. The 5th request for absence to be excused or earlier at administrator's discretion, may require that the student and/or parent provide additional supporting documentation validating the medical necessity of absence. Further request for absences to be excused, may not be approved unless parent provides requested information or authorization for school to obtain information.

FAILURE TO SUBMIT PHYSICIAN OR OTHER APPROPRIATE AND LEGITIMATE DOCUMENTATION RE: EXCUSED ABSENCE, WITHIN 3 SCHOOL DAYS OF STUDENT'S RETURN TO SCHOOL WILL RESULT IN THE TARDY, CHECK OUT OR ABSENCE BEING UNEXCUSED.

IMPORTANT REMINDERS
PLEASE NOTE: Reminders Regarding Student Attendance

1. Parents are responsible for monitoring student attendance and meeting related state, local and school requirements.
2. WRITTEN notes regarding absences, from parent or treatment provider, are required even if parent talks with teacher, nurse, secretary or other staff re: student's absence. Written notes must be received within 3 school days of student's return to school.
3. Parent is responsible for verifying the administrator designated for monitoring student attendance receives the note.
4. School will make serious effort to notify parent of 5th unexcused absence and ask parent to meet with school administrators, unless student accumulates additional unexcused absences prior to this being possible.
5. Parents/guardians already on school or court probation because of child's absences are subject to direct referral to court upon the 6th and subsequent unexcused absences in the same or any new school year.
6. Other parents/guardians, who are not on school or court probation for student absences, are subject to direct referral to court upon student's 6th and subsequent unexcused absence, during this school year.
7. Refusal to accept BIC days will result in unexcused absences the days missed and will count toward truancy.
8. Attendance Agreements apply to all children in the adult's care and/or household, throughout the child's enrollment in Early County Schools.
9. Student attendance will be reviewed with other agency members of the Early County Attendance Protocol Team.
10. Please review other student attendance related information and consequences for non-attendance included throughout the handbook.
11. Please review student progress report/report card or contact child's school regarding student attendance update.
12. Please, check book bags and folders daily of young children for notes from school.
13. Please discuss attendance concerns with the appropriate attendance administrator.

Regular attendance, Pre-K through 12th grade, is a very significant and necessary step toward academic success, graduation and the future success of every student.

HOSPITAL HOMEBOUND INSTRUCTION

Hospital Homebound Instruction refers to the provision of hospital/homebound instruction by the school system for eligible students who are able to participate in educational instruction and who have a medically diagnosed condition that is non-communicable. The school system must receive a completed medical form, signed by a licensed physician, stating he/she anticipates that the student will be absent a minimum of 10 consecutive days or that the student has a chronic health condition causing him or her to be absent for intermittent periods of time, i.e., of greater than, equal to, or less than 10 days on each occasion during the school year. Medical re-documentation after each period of absence for a chronic or recurring condition is not necessary, but must be updated at least on an annual basis. To be eligible for hospital/homebound instruction, by Early County School System, student must be actively enrolled in Early County School System and be a resident of Early County. Physician verification of medical necessity is required. If physician consents, modifications and accommodations will be provided so that student may attend school.

Student will be counted present each day if the student completes work for each day and receives instruction for a minimum of 3 hours per week, excluding travel time. Students may be served through internet or telecommunication devices, if available. An adult must be present during each entire home instructional period, except where instruction is provided through telecommunication. Instruction may be offered in the home, hospital, or other setting; either individually or in small groups. Students eligible under IDEA must be served by appropriately certified personnel and the IEP committee shall convene to review the IEP for any necessary changes and to recommend hospital/homebound instruction. Eligibility for hospital homebound instruction, for certain students, may also include referral to RTI, IEP team or student support team for additional support services.

PLEASE CONTACT LORIE CLENNEY @ SUPERINTENDENT'S OFFICE (723-4337) AS EARLY AS POSSIBLE REGARDING POTENTIAL NEED FOR HOSPITAL HOMEBOUND SERVICES.

BUS CHANGES

Bus changes will NOT be made by telephone. Bus changes cannot be made after 2:40 pm. unless approved by an administrator. If your child changes buses, a WRITTEN NOTE from the parent must be given to the teacher listing the full address to where the student will ride to and the specific date must be on the note. Forms are available at the receptionist's desk to make bus changes. .

SAFETY

For the safety and well being of your child, he/she should **NOT** arrive before 7:20 a.m. Upon arriving, students are to report to the assigned staff members. The lunchroom will be supervised. As an additional safety measure, **video surveillance** is used on the campus of Early County Elementary School.

ACCIDENTS

Accidents sometimes occur at school. For this reason, parents need to provide the school with telephone numbers where they can be reached in case of emergency. Telephone numbers are confidential information.

SCHOOL VISITS & VOLUNTEERS

Parents/guardians and grandparents are always welcome to visit the school. However, if you would like to visit with your child's teacher, please make an appointment. We want to limit interruptions to the teaching process.

Parents and guardians may schedule visits to the school to observe their child(ren) learning as approved by the principal/superintendent. When such visits are approved, the parent/guardian may sit in the back of the classroom and observe the class but will not be involved with his/her child(ren) without the specific permission of the classroom teacher. At no time will the visitor interact with children other than his/her own. Attempts made by the parent/guardian that interrupt the instructional day will not be tolerated and if such actions occur the parent/guardian will be required to leave the school.

We require that all visitors stop in at the administrative office to sign in and obtain a visitor's pass before proceeding to the classrooms. Visitors failing to check in at the office will be considered trespassing. Other special requests for visitors should be made through the principal.

At no time will other people (i.e., cousins, friends, etc.) besides parents/guardians/grandparents be allowed to visit or attend classes with an ECES student. Other school age visitors will not be admitted.

Parents who wish to serve as volunteers can visit <http://sites.google.com/early.k12.ga.us/parents/volunteers-chaperone> or contact Mrs. Tammy Storey (229) 221-1284 or Dr. Matthew Cullifer (723-4101). A volunteer packet must be completed. Parents who wish to attend overnight field trips must be an approved volunteer.

We ask that after-school parent-teacher conferences take place in the front office area.

NON RESIDENT STUDENTS Reference: Policy JBCB

Attendance in the Early County School System is reserved for students who reside (full time) in Early County and whose parent(s) or legal guardians reside full time in Early County, Georgia. Such students shall be considered resident students.

Non-resident students in many ways enrich the educational environment of Early County Schools. In addition to QBE funds generated by these students, additional funding such as Title I is secured by their enrollment. However, revenues received are not equal to those of resident students. Therefore, the Early County Board of Education may require them to pay a fair share of total revenue.

Non-resident students may be charged a tuition fee upon the approval of the Board of Education. Non-resident students who have a break in enrollment during any school year would be required to pay out of county tuition upon re-enrollment. Tuition fees (when applicable) for currently enrolled non-resident students must be paid in full before July 15 and are non-refundable. The responsibility for collecting the fees shall be at the school level. A resident student whose residence changes from Early to another county, and whose enrollment and attendance in the Early County School System is continuous, may continue attendance but will be required to pay non-resident tuition at the beginning of the upcoming school year. Any student failing to pay tuition will not be allowed to attend Early County Schools until full payment is received. No partial payments will be accepted. A late fee of \$75 will be charged after July 15. A payment of one half the annual tuition rate shall be required, at the time of enrollment, for nonresident students who enroll after January 1.

Any parent/guardian/student found falsifying information regarding residency status will be required to immediately pay, in full, all tuition owed or withdraw their child/children.

Parents/guardians of a non-resident student who own property in Early County may submit a written request to the Superintendent for tuition to be adjusted, based on the amount paid in Early County school taxes. A current year ad valorem tax bill must be presented as proof.

Request for exception, adjustment or appeal for any other reason, must be submitted in writing to the Superintendent. The Board authorizes the Superintendent to rule whether to approve or deny the request.

The tuition shall be set by the Board of Education on an annual basis.

Clarification Regarding Non-Resident Tuition (when applicable):

- Checks should be made payable to Early County Board of Education, Receipts will be issued for any payment received. No partial payments will be accepted.
- Indicate on the check tuition and the name and grade of each student included in the payment.
- Parent or guardian will have the responsibility of proving actual residence address of student and parent/guardian with the designated ECSS staff.

Conditions of Enrollment:

Attendance: Non resident students who accumulate seven or more absences (including accumulated tardies & early checkouts) are subject to withdrawal. Non resident students who have a history of irregular attendance are subject to withdrawal for violations of attendance contracts/agreements or refusal to meet with staff or team regarding student attendance.

Hospital Homebound Services: Nonresident students needing hospital homebound services may be asked to withdraw from ECSS and request those services from the school system in their county of residence.

Discipline: Disciplinary violations, at the discretion of the school or system administrative team, will subject the nonresident student to withdrawal from Early County School System.

Denial of Enrollment: Previous school disciplinary violations, history of irregular attendance or law violations will subject student to denial of enrollment or withdrawal upon ECSS receipt of a record of such violations.

Other: Nonresident students and/or their parents/guardians who refuse to work with administration or their designee(s) re: attendance, discipline, or other student services related issues are subject to withdrawal.

STUDENT SUPPORT PROCESS

The Early County Board of Education provides a variety of resources at each school system to address student behavioral problems. The school discipline process will include, as appropriate, consideration of support processes to help students resolve such problems. These resources may include, but are not limited to, Response to Intervention and Student Support Teams, Administrative Review, School Counselor, Student Conference, Parent Conference, Special Ed Services, Chronic Disciplinary Problem Student Plan, Referral Services, Student Behavior Contract, Interagency Staffing, and Alternative Ed Program.

STUDENT SUPPORT TEAM & MULTI-TIERED SYSTEM OF SUPPORTS

Early County School System establishes and supports the Student Support Team concept, which shall function in each school for the purpose of determining the most appropriate ways to meet the behavioral, academic or emotional related learning needs of students. A Multi-tiered System of Supports (MTSS) and Student Support Team (SST) shall consist of regular & special ed staff as appropriate for the student being served. The team may include parents, other teachers, appropriate professionals, and the student. The school principal or designee shall be the chairperson for the school's SST. Both teams are functions of the regular school program and

shall be established to identify and plan alternative instructional strategies for children. MTSS or Student Support Team may refer students to other programs or for other services, as appropriate. The suggested process for planning and implementing alternative instructional strategies may include, but are not limited to:

1. Review of student's record and other available information
2. Establishment of educational plan, including designation of responsibilities, expected outcome and plan for follow up & evaluation.
3. Implementation of the plan, scheduled follow up, referral, and any needed revision.
4. The school counselors and the RTI Coordinator will be responsible for development/writing and ensuring follow through with 504 plans, to include input from SST.
5. RTI Coordinator will be responsible for writing and ensuring follow-up of RTI plans.

TECHNOLOGY & INTERNET USE, POLICY IFBG

Introduction - The mission of the Early County School System is to provide each student with a rigorous and challenging education in which academic skills are learned and applied. Technology, including access to the Internet, offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service is to promote educational excellence by facilitating resource retrieval and information sharing as well as promoting instructional innovation and global communication. Use of ECSS computer network and Internet services must comply with the acceptable use policy.

Acceptable Use - The purpose of the Early County School System computer network and Internet service is to provide access to unique educational resources and to provide the opportunity for collaborative work. Transmission of any material in violation of any U.S. or state regulation, or Early County School System policy, is prohibited. This includes, but is not limited to: copyrighted material; threatening, indecent, or obscene material; or material protected by a trade secret. Use for commercial activities, product advertisement, or political lobbying is prohibited.

Privileges - The use of the ECSS computer network/internet service is a privilege, and as such, is conditional upon the individual's compliance with any and all state and federal laws, school regulations, and the exercise of good manners. Inappropriate use may result in cancellation of those privileges, and conduct otherwise in violation of Early County School System policies or regulations may also result in disciplinary proceedings. Furthermore, violation of state, federal or international laws may result in criminal and/or civil prosecution. The system administrators may suspend or revoke privileges at any time deemed necessary by an administrator.

Unacceptable Use of Technology and Internet - The following guidelines are examples of unacceptable uses of computer network/internet service, however, these guidelines are not exhaustive. System administrators have the discretion to suspend or terminate any student or employee's access to and use of ECSS computing systems upon the breach of these conditions.

1. No person shall access, display, or send material that is obscene, pornographic, child pornography, "harmful to minors", or otherwise inappropriate for educational uses.
2. No person shall use school resources to engage in "hacking" or attempts to otherwise compromise system security.
3. No person shall engage in any illegal activities on the Internet.
4. Students shall only use electronic mail, chat rooms, and other forms of direct electronic communications for school related purposes. Staff members will be given more discretion for electronic communications, however, should not abuse their adult privileges.
5. No person shall use ECSS computers for commercial business or profit.
6. No person shall use any personal software (from home or elsewhere) without prior approval from the system technology coordinator.
7. No person shall deliberately access, remove, or copy any program or file on a computer belonging to someone else without specific authorization.
8. No person shall add programs, delete programs, copy programs, or tamper with any program on the ECSS computer system in any way.

9. No person shall use any ECSS computer in such a way that causes it to stop performing computer operations or that disrupts the use of the network by others.
10. No person shall engage in any conduct, which harasses, libels, or slanders another individual.
11. No person may disguise or hide their identity, including changing their name on the system or using another's identity.
12. No person shall create "home pages" or directories without approval of the system administrator.

Privacy

1. No student shall give out his or her full name, home address, phone number, school or other personal information while using ECSS computing resources. Information of this kind should not be given regarding any other person. Staff/adult users will be given more discretion in this area; however, no personal information regarding students or other staff members should be disclosed. Adult users are encouraged to use caution when giving out information on Internet.
2. No user shall give out his or her network passwords to anyone other than a system administrator.
3. There is no guarantee or reasonable expectation of privacy in electronic mail or in files stored on the ECSS computer network. Inappropriate messages or files or those relating to illegal activities will be reported to the proper authorities.
4. Under no circumstances should users arrange to meet an individual they have contacted while using ECSS computing resources. Students should notify the system administrator and their parent or guardian immediately upon an attempt by any user to arrange to meet them, or upon a contact from a user for an illicit or suspicious nature.

Enforcement of Policy

1. The Early County School System uses a technology protection measure that blocks or filters Internet access to block access to some Internet sites that are not in accordance with the policy of the school system.
2. The technology protection measure that blocks or filters Internet access may be disabled by an ECSS professional staff member for bona fide research purposes by an adult.
3. An ECSS professional staff member may override the technology protection measure that blocks or filters Internet access for a student to access a site with legitimate educational value that is wrongly blocked by the technology protection measure that blocks or filters Internet access.
4. An ECSS professional staff member will monitor students' use of the Internet through either direct supervision or by monitoring Internet use history to ensure enforcement of the policy.
5. The Early County School System shall have in operation, procedures or guidelines concerning online activities of students to be developed by the Superintendent, administrator (s) and/or other appropriate personnel. Such guidelines or procedures shall be designed to provide for students age-appropriate instruction regarding safe and appropriate online behavior, including interacting with others on social networking sites

and in chat rooms; behaviors that may constitute cyberbullying; and how to respond when subjected to cyberbullying.

Technology Vandalism and Security

1. No user shall make any malicious attempt to harm, modify, or destroy data, materials, equipment, or software of another user, or of the ECSS. Such conduct includes, but is not limited to, loading or creation of any computer virus.
2. The system technology director must review any software not provided by the ECSS before it can be used with any school computer.
3. The ECSS abides by all federal copyright guidelines, laws and licensing agreements governing the use of the software. All users must abide by these guidelines, also.
4. Attempts to log on to the computer network as a network administrator will result in cancellation of your user privileges.
5. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the ECSS computer network.

Technology Warranties

Early County School System makes no warranties of any kind, whether expressed or implied, for the service it is providing. The ECSS will not be responsible for any damages suffered by any user. This includes loss of data resulting from delays, nondeliveries, misdeliveries, or service interruptions caused by its own negligence or by user errors or omissions. Use of any information obtained via the computer network/Internet service is at the users own risk. The ECSS specifically denies any responsibility for the accuracy or quality of information obtained through its services.

NOTICE: PROHIBITED ITEMS (ITEMS NOT ALLOWED AT SCHOOL)

Whenever/any time a student discovers or realizes that he or she has brought, is given, discovers, observes, sees, etc. any item which is prohibited (against school rules), the student should IMMEDIATELY approach the nearest school staff person and the item should be **IMMEDIATELY** turned over to or reported to school staff. Students who do not immediately turn such things in to school staff and are found in possession of such items will be subject to disciplinary action and may be faced legal charges.

NOTICE: VISITORS OR CAMPUS INTRUDER

ALL school visitors should register at the front desk, provide name, reason for presence, other requested information and wait to be announced and/or escorted. Unannounced or non-registered visitors are not allowed in any part of a school building. **Emergency personnel who are responding to an emergency call, and pre approved authorized delivery staff are exempt.** All visitors asked to leave school property must do so immediately, peacefully and directly. Failure to do so will result in report to law enforcement.

Definition: Intruders are individuals who do not receive permission, register & obtain an appropriate pass from the school office to be on the school premises, or refuse to leave when asked to do so. This includes, but is not limited to, individuals who present false information, are in non-authorized areas or otherwise do not follow guidelines for the visit.

General procedures:

1. All visitors should enter through the front entrance, sign in and secure a visitor's pass which notes date, time and destination. All visitors are to be announced by the receptionist. If a visitor needs to see a student, and is authorized to do so, the student will be called to the office and a staff person will be present during the visit. If a visitor is making a delivery for a student or staff, the item should be left at the desk of the receptionist and the student or staff will be notified of delivery.
2. Parents and all visitors should adhere to the same dress code as students when visiting the school (see Dress Code on p. 27).
3. **Unannounced or non-registered visitors are not allowed in any part of a school building.**
4. Visitors are not allowed to go to the classroom during instructional time without administrative approval and escort. Parent conferences should be scheduled during the teacher's planning period or other non-instructional time.
5. Visitors must sign out, turn in visitor's pass and exit through the front of the building.
6. All staff members are authorized and responsible to stop intruders (any visitors without visitor's pass/badge) & inquire as to their business in the building. Visitors will be directed or escorted (when appropriate and possible) to the front of the building by staff. If a visitor is unescorted, uncooperative, or otherwise suspicious, appropriate staff and/or law enforcement will be called for assistance.
7. Students will not be allowed to leave the building with anyone except parent/legal guardian unless specific written permission is received from parent/legal guardian who enrolled the student in school or legal authorities.
8. School **will not be** a visitation site for non-custodial parents or other visitors.
9. Non custodial parents may be granted access to student records such as grades, attendance, and discipline if this right is specified in a court order. School personnel will be present when non-custodial parents review the material.
10. Adult or peer friends, relatives, acquaintances, etc. are not allowed to visit, meet with or question students at school without prior consent of the guardian to administration and in the presence of administration. No parent will be allowed to participate in/observe the questioning of another student without parental consent of that student.
11. Whenever any individual comes to the school requesting to talk with or question a student, an administrator or his/her designee will be required to review the reason for the request, approve the visit and be present for the meeting. If a visitor is not the parent or

guardian of the child, permission must be obtained by the administrator or his/her designee before the individual is allowed to meet with the child.

12. **Administration has the authority to refuse the request, regardless of consent for the visit.**

ALL EXCEPTIONS must be approved by ECSS Administrator:

- Cases of suspected/alleged/confirmed child abuse, neglect or exploitation involving the parent, member of same household or caretaker.
- Questioning by law enforcement/other appropriate agency representatives regarding a school related incident. Administrator will try to inform the guardian by phone prior to questioning.
- Warrant for arrest of student: School administrator is required to cooperate, but will try to notify student emergency contact by phone.

CONTACT INFORMATION: Parent/guardian/emancipated student or other approved authorized parental authority is responsible for communicating, immediately and in writing, to the school any change of address, phone number, emergency contact person, custody, authorized pick up, or any other emergency information.

NOTICE: WITHDRAWAL OF NON-RESIDENT STUDENTS

Non-resident students, of any age are subject to withdrawal for non-attendance, disciplinary and/or law violations. Non-attendance includes the accumulation of excused and unexcused tardies, early check-out and absences. Non-attendance may result in the denial or revocation of a student or former student's learner permit or driving license.

VISITOR PARKING

All visitors are required to park in the visitors' parking area. Please do not park or leave your vehicle unattended in the driveway. If you are visiting the school to attend any kind of special function (Grandparent's Day, Student of the Month Breakfast, Honors Day, Fall Festival, etc.) please use the parking lot in the rear of the school. Please do not park on the grass. Be mindful of the handicapped spaces in the parking lot beside the gym as well.

CLINIC/SCHOOL NURSE PROCEDURES

The clinic is open daily. If a student becomes ill at school, the teacher will send a note with the student to the clinic. The school nurse will:

1. Take the child's temperature. Parents will be required to pick up their child if the child has a temperature above 100 degrees.
2. The school nurse may give Tylenol, if a permission slip has been signed by the parent and is on file at the school.
3. Call the parent of the child who shows signs of a communicable disease and have the

- parent take the child home for treatment.
4. Treat non-serious cuts and bruises by cleaning them up and applying a bandage.
 5. Assist children in taking medication according to the following guidelines:
 - a. For over-the-counter medications, the parent must send a note each day that includes the specific reason for the medication and the specific day and time medication is to be taken.
 - b. For prescription drugs, medical forms from the school office or school nurse must be completed.

Please Note: Our guidelines state that the prescriptions we administer should be maintained in the original container.

In a major emergency, we follow the following procedures:

1. A school official will call paramedics.
2. A school official will attempt to contact parents.
3. If paramedics feel it is necessary, the child will be transported to the hospital.

The following situations indicate instances when school officials will immediately call paramedics:

1. Child is having difficulty breathing.
2. Child is bleeding profusely.
3. Child is unconscious.
4. Child is having a seizure.
5. Child is not alert and is showing change in mental status.
6. Child is unable to move because of head, neck, or back injury.
7. Any other time that school officials feel uncomfortable about the condition of a child.

Please notify the school nurse if your child has any medical conditions, such as diabetes, asthma, heart problems, etc.

MEDICAL MARIJUANA/CBD or THC Oil

In the event Medical Marijuana (low THC oil/CBD oil) is prescribed for a student and it is prescribed for administration during the school day, the parent is responsible for the storage and administration of the prescription. Students are not allowed to be in possession of Medical Marijuana or related products. The School Nurse or other school personnel will not accept possession or be responsible for administration of the drug.

Parent/legal guardian should come to the school at the prescribed time for administration of the student's prescribed "low THC oil", present their "**Low THC Registry Card**" and photo ID to the designated school personnel, and request access to the student.

TOBACCO

1. Possession of **any** tobacco and/or smoking related products on school grounds, bus, or any school activity. This includes, but is not limited to E-Cigarettes, Vaping and Juuling

- devices or related products or activity.
2. Use of any tobacco products, and/or smoking related products on school grounds, bus or at any school activity. This includes, but is not limited to E-Cigarettes, Vaping and Juuling devices or related products or activity.

HONOR ROLL

Grades 1-5

- Principal's Scholar Award - 95 or above in Math, Reading, Language, Social Studies, and Science
- Bobcat Scholar Award - 90 or above in Math, Reading, Language, Social Studies, and Science
- Teacher Scholar Award - 80 or above in Math, Reading, Language, Social Studies, and Science

GRADING SCALE

Grades are assigned for each subject based on the following scale in Kindergarten through Fifth Grades:

- A - 90-100 Excellent
- B - 80-89 Good
- C - 70-79 Average
- F - 69-Below Failing

Kindergarten Promotion and Retention requirements apply to students entering Kindergarten. Kindergarten students must master 85% of the Georgia Kindergarten Instrument of Developing Skills (GKIDS).

Promotion/Retention

In addition to the requirements previously established by the Early County Board of Education, students must pass the Georgia Milestones as listed below in order to be promoted to the next grade. Students in grades 1 -5 must pass at least three academic subjects (Language Arts, Math, Science, and Social Studies) in order to be promoted to the next grade.

1. Students in grades 3 and 4 will take the Georgia Milestones in Language Arts and Math. Students in grade 5 will take the Milestones in Language, Math, and Science. Students who do not pass the main administration of the test may be offered remediation and provided an opportunity to re-take the failed areas. Reading/ELA/Writing and Math.
2. If funds are available, students in grades PK-5 may be offered summer remediation.
3. Students who do not achieve a passing score on the retests or who fail two or more classes for the year must come to an appeals meeting with a parent/guardian, administrator, and/or other school officials. After reviewing the child's performance on the standardized tests, his/her classroom grades, attendance, behavior, and other

considerations a decision will be made by the administrators and school personnel on the committee. The decision of the appeals committee may be appealed to the Superintendent by the parent or guardian.

SCHOOL COUNCILS

The ECES PTO Executive Board makes up our School Council. Please contact Dr. Matthew Cullifer if you are interested in becoming a member of the executive board. For more information, visit www.early.k12.ga.us.

COUNSELORS

COUNSELING – Consistent with the philosophy of education, Elementary School counseling concerns itself with children in the developmental process of maximizing their potential. The counselor works within the educational framework and the child's total environment to enable each child to arrive at an identity and learn to make choices and decisions that lead to effective functioning as a worthwhile being. Should your child be referred to counseling by an administrator, only the child, counselor, and school personnel will be included in the counseling session in order to secure the privacy of other students who may be mentioned during the session.

CONFERENCES

Parents are cordially invited and urged to have conferences with their child's teacher(s), on a regular basis, concerning his/her progress in school. At ECES we value our students' instructional time and do not interrupt teachers' lessons. Parents who wish to talk to teachers are asked to call the school at (229) 723-4101 to make an appointment with the teacher. The teacher will return your call and set a time and a date for the conference. After school conferences should take place in the front office area.

GIFTED SERVICES

The Early County Schools' program for the gifted is designed for the student who demonstrates the potential for exceptional academic achievement in grades K-12. The overall purpose for gifted education is to provide for the extension of learning opportunities, development of individual potential, enhancement of the student's self-concept and advancement toward becoming an independent learner beyond the experiences of the regular classroom. Screening and referral for the gifted will occur from January to May of the school year. Placement of new students will occur at the beginning of each school year or after testing is completed and requirements have been met. The Elementary School serves the students with the Resource Model and the Advanced Content Model. Students are pulled one day a week to attend the Probe Lab. Gifted students are also taught everyday by a gifted endorsed teacher in the regular subjects. Each grade is served a minimum of five segments a week by a certified gifted teacher.

Procedures for referral:

A student may be eligible for gifted education services under two rules established by the Georgia Department of Education. To be eligible for services under the multiple criteria rule (160-4-2.38), a student must meet criteria in any three of the following areas: Mental ability, achievement, creativity, and motivation.

In the area of mental ability, a student must score at or above the 96th percentile, by age, on Total Battery score or Total Reading or Total Math on a standardized mental ability test. In the area of achievement, a student must score at or above the 90% percentile, by grade, on Total Battery score or Total Reading or Total Math on a standardized achievement test. In the area of creativity, a student must score at or above the 90% percentile on a standardized creativity characteristics rating scale or on a standardized test of creativity. In the area of motivation, a student must score at or above the 90% percentile on a standardized motivation characteristics rating scale. The Early County Board of Education will provide services, quality texts, ancillary materials and equipment in order to meet the gifted students' needs for a differentiated curriculum.

FIELD TRIPS

All field trips are considered part of the regular academic program. Parents may put in writing that they do not wish for their child to participate. Also, some students (due to behavior) may be required to have a parent chaperone with them the entire time of the trip in order to participate. If a parent cannot attend, the student will remain at school. Parental consent forms must be signed for all students at a minimum. Students may be excluded from participation in field trips due to excessive discipline referrals, excessive failing grades, and/or the discretion of the Principal or designee. Parents must be an approved chaperone/volunteer to ride the school bus on field trips.

CLASS PARTIES

Elementary students may celebrate Halloween, Christmas, and Valentine's Day with class parties. Birthday treats may be brought to school for sharing with classmates. These treats should be delivered to the front office and left with the receptionist. Treats should be pre-packaged; home-made food items are not permitted. Parents are to contact the classroom teacher in advance so the teacher may prepare for this special time.

PHYSICAL EDUCATION

Each child will participate in our physical education program. Students may be excused from physical education for 1-3 days with a parent's excuse. To be excused from physical education for 4 or more days, a doctor's excuse is required.

If a student consistently refuses to follow physical education/classroom rules or school rules, he/she may be asked not to participate in Field Day or any other fun activity given by the school. (Examples: Parties, Field Trips, School Dances, Fitnessgram, etc.)

Please check with your child's teacher if you have questions regarding your child's behavior **before purchasing** a Field Day T-shirt. T-shirt money will not be refunded if a student is denied Field Day participation due to behavior concerns.

LIBRARY MEDIA SERVICES

Students will be instructed in library media and research skills, including computers and literature appreciation. Books and magazines have a circulation period of one week. They may be renewed as many times as necessary. No fines are charged, but materials that are still overdue at the end of each quarter must be paid for. Grade cards are held if materials are not returned or paid for at the end of the year. Students are always responsible for materials checked out in their name. Loaning library materials to a friend is not a good idea. The media center is open for student use during school hours, for the entire 180 days of any given school year. Media use policy is available for parent review. Any questions or concerns regarding media use should be directed to the school principal.

Assessment of Fines for Textbook Damage - Students will be fined for any damage to a textbook beyond normal wear. Fines will vary from a minimum of \$1.00 to a maximum of replacement of the textbook according to the schedule listed below.

NEW = any book being used for the first year will require 100% of the cost to replace the book.

GOOD = any book being used for the second year will require 80% of the original cost.

FAIR = any book being used for the third year will require 60% of the original cost.

POOR = any book being used for four years or more will be determined by the administrator.

Reasons for assessing fines may include marking on the cover or inside the book, missing pages, water damage, profane words, or excessive wear. Any time that the book is in such condition that it cannot be used again the student will pay the replacement price according to the above schedule. A student cannot participate in any extra activities such as Fall Festival, Field Day, or other celebrations until fines are paid.

LOST AND FOUND

Parents are encouraged to write their child's name on jackets, bookbags, etc. If lost items are marked, they will be returned to their owners. All lost and found articles should be reported promptly to a school administrator or receptionist, providing as much descriptive information as possible about the article.

ECES is not responsible for lost items brought from home. This includes but is not limited to personal items, jewelry, glasses, electronic devices, and cellphones.

WEATHER CONDITIONS

The Early County 911 Center will notify parents of school closing due to severe weather conditions. If you reside in Early County and would like to receive a message, you will need to

sign up by calling the 911 center at (229) 723-3414.

In case of severe weather conditions or any other emergency that would affect the safety or well-being of students and staff, schools will close until the emergency condition no longer exists. Although the superintendent must make the final decision, my staff and I carefully monitor hazardous weather or other emergency situations, along with public safety officials, the Georgia Emergency Management Agency, Early County officials, the National Weather Service, the Georgia Department of Transportation, and surrounding school systems.

The decision to close school is an extremely important one that will be based solely on the safety and well-being of students and staff. Weather closings and other important updates will be sent to parents using the Remind app.

If school closes *during the school day*, all students will be sent home in the usual manner (bus, van, etc.). Even though a decision is made to close school early, buses could be held until severe weather has passed. Every effort will be made to inform the local media as soon as possible. During bad weather conditions, we would encourage you to stay tuned to the same local stations listed above. Also, please do not call your child's school, because the phone lines need to be open for emergency calls. We are going to make the very best decision on behalf of your child, all our children, and our staff.

DRESS CODE

Inappropriate dress for any student enrolled in Early County Elementary School, PreK through sixth grade includes the following:

- Halter, midriffs, tank tops, tube tops, open backs, sleeveless and/or low neck tops which are too revealing or any form of underwear worn as outerwear.
- Head gear (caps, toboggans, bandanas) should not be worn inside the building.
- Any article of clothing or accessory which is seductive, advertises/refers to/is suggestive of or promotes sexual behavior, weapons, disrespect, gangs, violence, vulgarity, profanity or obscenity, alcohol, tobacco or other drugs.
- Any article of clothing or accessory which is discriminatory/harassing of any individual/group based on their sex, religion, race, ethnic group, handicap or age.
- Clothing that is too tight or revealing, too loose or too baggy, or too short.
- Jeans, pants, or shirts with holes, cuts, tears, and shredded fabric are not permitted.
 - Factory-frays in jeans are acceptable as long as the fray is not excessive and does not show skin above the knee.
- Tops should cover the midriff and back when sitting down.
- Students should not wear dress shoes with heels above 1 inch.
- Make-up is not permitted.
- In most cases, the “fingertip” test will be applied to determine if the child’s dress, shorts, or skirt is too short.
- Tights and leggings must be covered with shorts, skirts or dresses that all pass the “finger-tip” test.

If clothing is in question, the administration will determine what is appropriate for school.

If a student has on inappropriate clothing:

- The student will be offered other clothing, or
- The student’s parents will be called to bring appropriate clothing, or
- The student will be assigned to the Behavior Intervention Class (BIC) for the rest of the day.

We ask that parents/guardians meet or exceed the dress code guidelines for students listed above when they come to the school for conferences, ceremonies, and other school visits.

2024-2025 FOOD SERVICES PROGRAM EARLY COUNTY SCHOOL SYSTEM

Meal delivery to students will not be allowed if in the original wrappers of any fast food or other restaurant type business. All meals brought by students or for students must be in a standard lunch bag or student lunch box/bag. No carbonated drinks are allowed in the lunchrooms. Each school will determine any other guidelines and/or restrictions regarding meal delivery to students during the school day. The guidelines and/or restrictions will be communicated with students and parents through the student handbook or other written means.

Breakfast and lunch are free to all students.

ECES students will be served all 5 required nutritional meal items as follows:

- 1 serving meat/meat alternative
- 1 serving milk (choices)
- 1 serving grains/bread
- 2 servings vegetables/fruit

ECMS and ECHS students will receive a choice of entrée for the day and choice of 2 or more other items. A hot food entrée and a sandwich type entrée will be offered daily. Students will be offered, daily, all five nutritional meal components.

All Early County Schools will have system-wide lunch menus which are based on a 4 week cycle. The goal is to serve nutritious, affordable and appetizing meals with 30% or less fat content. The meals are based on menus analyzed to comply with the 1995 SCHOOL MEALS INITIATIVE FOR HEALTHY CHILDREN. Regular and nutritious meals are very important for healthy growth. Please encourage your children to eat at school.

IT IS IMPERATIVE THAT PARENTS OR OTHER AUTHORIZED PARENTAL AUTHORITY FOR THE STUDENT IMMEDIATELY & ANNUALLY SUBMIT IN WRITING, FROM CHILD'S PHYSICIAN TO THE NUTRITION DIRECTOR, ANY STUDENT DIETARY RESTRICTIONS/FOOD ALLERGIES, ETC.

[Notice for Language and Disability Assistance for the School Nutrition Program](#)

If you have difficulty communicating with us or understanding this information because you do not speak English or have a disability, please let us know. Contact the Nutrition Director for the system. Free language assistance or other aids and services are available upon request.

Spanish

Español:

Si tiene dificultades para comunicarse con nosotros, o para entender esta información porque no habla inglés o tiene alguna discapacidad, por favor infórmenos. Comuníquese con ([información de contacto](#)). Tenemos disponibilidad de servicios gratuitos de ayuda en otros idiomas y otro tipo de asistencia y servicios cuando lo solicite.

Chinese

中文:

如果您因为不会说英语或有残疾而无法与我们沟通或了解这些信息, 请与我们联系。联系方式([联系信息](#))。我们会根据需求提供免费语言援助或其他辅助和服务。

Korean

:한국어

귀하께서 영어를 알지 못하거나 장애로 인해 저희와의 의사소통 또는 이 정보에 대한 이해에 어려움이 있는 경우에는 저희에게 알려주십시오. 연락처 ([연락처 정보](#)) 요청에 따라 무료 언어 지원 또는 기타 보조 수단 및 서비스를 이용하실 수 있습니다.

Vietnamese

Việt:

VI: Vui lòng cho chúng tôi biết nếu quý vị gặp khó khăn khi giao tiếp với chúng tôi hoặc khó hiểu thông tin này vì quý vị không nói tiếng Anh hoặc bị khuyết tật. Liên lạc theo ([thông tin liên lạc](#)). Luôn có hỗ trợ ngôn ngữ miễn phí hoặc trợ giúp và dịch vụ khác theo yêu cầu.

German

Deutsch:

Falls Sie Schwierigkeiten haben, mit uns zu kommunizieren, Sie kein Englisch sprechen oder behindert sind, so teilen Sie uns dies bitte mit. Kontakt ([Kontaktdaten](#)). Auf Anfrage erhalten Sie kostenfreie Sprachunterstützung oder sonstige Hilfen und Dienstleistungen.

French

Français:

Si vous avez des difficultés pour vous communiquer avec nous ou pour comprendre ce document car vous n'êtes pas anglophone ou parce que vous êtes en situation d'handicap, veuillez nous en informer.

Contact (informations de contact). Une assistance linguistique gratuite ou d'autres aides et services sont disponibles sur demande.

Portuguese

Português:

Se você tiver qualquer dificuldade para se comunicar conosco ou entender estas informações porque não fala inglês ou tem alguma deficiência, informe-nos. Entre em contato com ([informações de contato](#)). Oferecemos assistência gratuita para o idioma ou outros tipos de auxílio e serviços, mediante solicitação.

Hindi

■:

अगर आपको अं ऐजी मबाट नहकर पानेया अं ऐजी समझनेम असमथता के कारण हमसे बातचीत करनेया

इस जानकारी को समझनेम कठनाई होती है तो क [redacted] पया हम बताएँ। (संपक जानकारी पर

સંપર્ક કરો નિઃશુભાષા સહયોગ યા અથવા સાધન અને સેવાઓ અનરોધ પર ઉપલબ્ધ છે.

Gujarati

જરાતી :

જો તમને, લશ નથી બોતા તેને કારણે કોઈ વિવકાગતાને ં કારણે, અમાર સાથિત ચીત કરામાં કયા માહતી સમમાં તકફ પડતી િયેય તો, રૂપા કર અમને જણાો. સાપકક ં (સાપકકની ં માહતી) . ભાષા ગે મદદ કઅય િસાય વિવનતાંી કરાથી વન:શુ ં ક મળશે.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at <https://www.ascr.usda.gov/filing-program-discrimination-complaint-usda-customer>, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

CAFETERIA RULES

Since the cafeteria is considered to be an extension of the classroom, guidelines for expected behavior are established. Students are expected to:

1. Walk in the kitchen area and cafeteria.
2. Leave the table and surrounding area clean and orderly.
3. Wait patiently and quietly while getting a tray and while waiting to return to the classroom.
4. Stay in seats while eating.
5. Use good judgment and listen to the instruction of their teacher and the lunchroom personnel when there are any questions about what is expected.
6. Use good table manners and socialize quietly.
7. Have no more than five students in the serving line area at a time.

If your child is bringing a lunch, he/she may purchase milk at school. If you send a drink to school, please send it in an *unbreakable container* (thermos, juice box, etc.). **Do not send glass bottles or cans.** Also, please keep in mind that we are promoting good health and food and drink choice – we discourage children drinking soda pop and tea for lunch.

NOTICE TO PARENTS/GUARDIANS AND ELIGIBLE STUDENTS OF RIGHTS UNDER FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) AND PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

For more information about these topics, see the link below.

[Board Policy JR: Student Records](#)

PARENTS' BILL OF RIGHTS PROCEDURES

**** A parent of a minor child at any school within the district may exercise his or her parental rights using the following procedures:***

1. A parent may review records relating to his or her minor child by contacting the office at his or her child's school between 9:00 am and 2:00 pm, Monday through Friday.
2. A parent may learn about his or her minor child's courses of study, including, but not limited to, parental access to instructional materials intended for use in the child's classroom, by contacting the instructional leader at the school. Such instructional materials will be made available for parental review during the first two weeks of each semester, either online or on site upon a parent's request made during the review period.
3. A parent may object to instructional materials intended for use in his or her minor child's classroom or recommended by his or her minor child's teacher by contacting the instructional leader at the school.
4. A parent may withdraw his or her minor child from the school's prescribed course of study in sex education if the parent provides a written objection to his or her child's participation. Parents will be notified in advance of the sex education course content and parents will be given the opportunity to opt his or her minor child out of participation by notifying the minor child's teacher in writing.
5. After initial enrollment, a parent may provide written notice that photographs or video or voice recordings of his or her minor child are not permitted, subject to applicable public safety and security exceptions by notifying Central Registration.

For more information about this topic, see the link below.

[Board Policy JRB: Parents' Bill of Rights](#)

DIVISIVE CONCEPTS AND MATERIALS HARMFUL TO MINORS

For more information about these topics and for the complaint resolution process for each, see the links below.

[Board Policy IKBB: Divisive Concepts Complaint Resolution Process](#)

[Board Policy IKBC: Material Harmful to Minors Complaint Resolution Process](#)

DISCIPLINE PROCEDURES AT EARLY COUNTY ELEMENTARY SCHOOL

The faculty and administration of the Early County Elementary School have high expectations for our students, both academically and behaviorally. Our primary goal in matters of discipline is to provide and maintain an orderly environment ensuring that each teacher is able to teach, and that each child has the opportunity to learn.

Working with the administration, each teacher will develop his/her own classroom management plan based on the needs and characteristics of the students in the class. During the beginning of school, the plan will be discussed with the students and signed by the teacher and the students.

It is the intent of the teachers, with the support of the administration and help from the parents, to enable a student to correct behavior problems within the classroom setting. In order to accomplish this, we will use the PBIS (Positive Behavior Intervention and Support) program in the classroom this year. PBIS is based on the premise that positive interventions are more helpful than negative consequences; our program is known as The Bobcat Way. Guidelines have been established for handling inappropriate behavior in the classroom before office referrals are made. These guidelines will be used throughout the school. A behavior rubric and expectations will be shared with students and parents.

As part of PBIS, we will also use the Capturing Kids' Hearts curriculum.

For severe or persistent behavior problems, teachers and administration will determine the appropriate course of action, working with parents in an effort to help the child be more responsible and successful in school.

Should a student be charged with a felony and his or her continued presence at a school or on school grounds could cause potential danger to persons or property at the school which could disrupt the educational process, school officials will convene a tribunal hearing to discuss appropriate placement for the student while he or she awaits adjudication.

At Open House, your child's teacher will discuss the classroom management plan with you. Please attend Open House and support your child with your attendance at this meeting. School matters important to your child's success will be discussed.

PROGRESSIVE DISCIPLINE PROCEDURES

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 the student's age & developmental level, discipline history, and other relevant factors.

The Code of Conduct provides a systematic process of behavioral correction in which inappropriate behaviors are followed by consequences. Disciplinary actions are designed to teach students self-discipline and to help them substitute inappropriate behaviors with those consistent

with designated character traits of ECSS Character Education Program.

The principal, or designee, at his/her discretion may take disciplinary action ranging from simple reprimand to a 10 day suspension with/without request for tribunal. Disciplinary actions such as, but not limited to the following, may be imposed by principal or designee for any violation of this Code of Conduct:

- Simple Reprimand or Warning
- Home or Work Visit
- Counseling/Meeting with a School Administrator or Counselor
- Restriction from Activity/Privilege/Field Trip
- Isolation, Time Out, In School Suspension, Detention, Alternative Education Assignment -Parent Notification and/or Meeting/Conference; Administrative Review with Parents/Student -Corporal Punishment*
- Denial of Admission or Withdrawal
- Suspension from School, Bus or other Activity, or Assigned Seating or Bus Assignment Change -Referral to Tribunal for Long-term Suspension or Expulsion
- Educational Writing Assignment
- Student Probation/Student Behavior Contract or Correction or Intervention Plan -Formal Apology and/or Restitution
- Referral for Student Support or Chronic Discipline Problem Student Plan, Administrative Review or -Interagency Staffing with Student and/or Parents/Guardians or other appropriate intervention
- Administrative Confiscation of Item or Object
- Removal from Teacher's Classroom
- Students indirectly involved in incidents may be considered accessories and subject to disciplinary action based on their involvement.
- The maximum punishments for an offense include long term suspension (more than ten school days) or expulsion which will be determined by disciplinary tribunal or parent waiver.

ADDITIONAL RULES AND GENERAL INFORMATION

- Students are not allowed to bring dangerous or distracting items to school, such as guns, knives, water guns, firecrackers or toys.
- Students involved in fights will be assigned BIC or OSS as deemed appropriate by the administration
- No rock throwing is allowed on school property.
- No loud talking, playing, or running in the restrooms or halls.
- In the lunchroom, students are expected to remain seated until dismissed, talk in normal conversational voices, and clean up around the tables before leaving.
- No electronic video game devices, MP3 players, IPODs, cell phones or other electronic devices are allowed at school. The school WILL NOT be responsible for items not provided by the school.
- No toy guns, knives or assimilated weapons are allowed at school.

The Bobcat Way!

Respectful & Responsible

<u>Hallway:</u> • Code 1 from 7:30-7:55 (responsible; respectful). • Code 0 while in line (respectful). • Walk on the right side of the hall, first green square (responsible). • Keep hands and feet to yourself (respectful).	<u>Cafeteria:</u> • Code 1 (respectful) • Walk (responsible). • Keep hands and feet to yourself (respectful). • Put trash in the trash can (respectful).
<u>Playground:</u> • Put trash in the trash can (respectful) • Keep your hands and feet to yourself (respectful). • Share and take turns (respectful). • If you bring it to the playground, take it with you when you leave (responsible). • Code 2 (respectful; responsible)	<u>Bus:</u> • Stay seated (responsible) • Keep hands and feet to yourself (respectful). • Follow directions from the bus driver (respectful). • Code 1 (respectful; responsible).
<u>Restroom:</u> • Keep hands, feet, & eyes to yourself (respectful). • One person in the stall at a time (respectful). • Wash hands/put paper in trash (responsible). • Flush the toilet (responsible). • Code 1 (respectful).	<u>Bus Ramp:</u> • Walk on the right side of the ramp (responsible; respectful). • Code 2 (respectful; responsible) • Go to your bus and get on it (responsible). • Put trash in the trash can (responsible). • Keep your hands and feet to yourself (respectful).

Early County Elementary School

*****Student Code of Conduct FY 2024-2025*****

The Early County Elementary School Student Code of Conduct is based on the philosophy that discipline is a tool that is used to teach students to become responsible for their own behavior. Since our students live in a society in which citizens are expected to obey laws and abide by commonly accepted standards of behavior, we must teach them to be self-disciplined. This Student Code of Conduct is built upon those commonly accepted standards of behavior sometimes called character traits. These character traits include, but are not limited to: citizenship, cheerfulness, cleanliness, compassion, cooperation, courage, courtesy, creativity, diligence, fairness, generosity, honesty, kindness, loyalty, patience, patriotism, perseverance, punctuality, respect for others, respect for the environment, sportsmanship, school pride, self-respect, self-control, tolerance, and virtue.

In order to educate students to become productive citizens as adults, we must create a safe, non-threatening and orderly school environment that enables teachers to teach and students to learn. We expect students to “behave themselves in such a way so as to facilitate a learning environment for themselves and others, 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 (O.C.G.A. 20-2-735).” This Code of Conduct establishes expectations for the maintenance of a positive learning environment at school.

The Student Code of Conduct is effective during the following times and in the following places:

1. At school or on school property at any time;
2. Off the school grounds at any school-related or school-sponsored activity, function or event and while traveling to and from such events;
3. On vehicles provided for student transportation by the school system.
4. Off school property provided a student’s behavior poses a threat to the safety of students, staff or visitors at school or has the potential to disrupt the safe and orderly operation of a school.

LEVEL I OFFENSES

Not following instructions/directions from an adult - Coming to class without materials, talking, gum chewing/eating, horseplay, dress code violations, not completing work, disruption of class(minor) and failure to follow directions immediately.

1st Offense	Warning
2nd Offense	Conference with student/informal administration referral
3rd Offense	Parent contact (phone or letter)
4th Offense	Out of class isolation/loss of privileges/silent lunch
5 th Offense	Formal office discipline referral

Forgery on parent notes and/or providing false information – Student provides knowingly false information to a teacher or staff member or forges his or her parent’s signature on a document, report card, graded assignment, etc.,

1st Offense	Warning, parent contact
2nd Offense	Parent Contact, BIC 3 days
3rd Offense	5 days BIC/ corporal punishment
Repeat Offense	5 days BIC/corporal punishment

Skipping or leaving class without permission – Student does not report to his/her assigned class or the location specified by the teacher. Skipping is also defined as being in an area of the school without permission. Student may not leave class without permission.

1 st Offense	1 day BIC
2 nd Offense	3 days BIC
3 rd Offense	5 days BIC
4 th Offense	3 days OSS

Tardiness to School/Class – Tardiness is defined as (1) being late to school or (2) being late to class without permission. Tardies accumulate on a nine weeks basis. Tardiness occurs when a student is not in the classroom when the tardy bell sounds at 7:55 a.m. If a student arrives to school/class after 8:05 a.m. he/she should report to the front office for a tardy slip. The homeroom teacher will document the tardies for students arriving in the classroom between 7:55 and 8:05. Students will be referred to the front office for excessive tardies after the sixth (6th) unexcused tardy and each subsequent tardy each nine weeks. The following procedures related to tardiness will be followed:

1 st Offense	Warning from the teacher
2 nd -5 th Offenses	Parent notification sent by the teacher
6 th -14 th Offenses	Parent notification sent by an administrator
15 th and subsequent Offenses	Referral to school system social worker and possible referral to DFACS.

Petty Theft/Stealing – administrative decision depending on the severity of the theft, to include, but not limited to:

- Warning/conference with student, parent contact
- Reimbursement, parent contact
- BIC—1-10 days
- OSS—1-3 days

Academic Dishonesty/Cheating – Student caught cheating on a test or any school assignment

1st Offense	Warning
Repeated Offenses	Detention during PE and/or Lunch as deemed appropriate by administrator

**** If a student is caught cheating on one of our academic computer programs that measures progress, he or she may have their progress reset as deemed appropriate by an administrator.***

Students who cheat in our Accelerated Reader (AR) Program may face the following

consequences:

- Removal of the test(s) on which cheating occurred
- Loss of AR Awards

Cafeteria Disturbances - Willful violation of procedures set up for proper cafeteria operation:

1st Offense	Warning
2nd Offense	Assigned silent lunch table, 1 day
3rd Offense	Assigned silent lunch table, 2 days
4th Offense	Assigned silent lunch table, 3-5 days
5th Offense	Assigned lunch in BIC

****No student at the silent lunch table may purchase ice cream or any other items that may be on sale. Purchasing ice cream is a privilege that can be taken away for misbehavior.***

Loud/Boisterous Behavior - Excessive horseplay in the hall/classroom or misbehavior at assemblies will result in dismissal from the class/assembly and:

1st Offense	1 day -BIC
2nd Offense	3 days -BIC/Corporal punishment
3rd Offense	5 days –BIC/Corporal punishment

Conduct at Extra-Curricular Activities -Students that violate accepted rules of conduct on field trips/events will receive the following:

1st Offense	Parent contact
Repeat Offenses	Loss of privilege to participate in activities.

Electronic Devices/Toys-Devices such as, but not limited to cell phones, CD or MP3 players, Ipods, laser light devices, radios, water guns, and other types of toys and electronic devices are examples of items that are inappropriate at school. Students/items are subject to search, confiscation, and other appropriate disciplinary action for violation. Consequences for having an electronic device:

1 st Offense	Parent contact/ item taken and returned to the parent only.
2 nd Offense	Item taken and returned to parent at end of the semester.
3 rd offense	Item taken and returned to parent at end of school year.

LEVEL II OFFENSES

Profanity or Explicit Language - Language or gestures that are profane, obscene, or suggestive is unacceptable and/or the use of words or actions which describe sexual conduct, appeal to inappropriate interest in sex, portray sex in a manner offensive to community standards and do not have any serious literary, artistic, or scientific value will result in the following consequences.

1st Offense	1-3 days BIC/notify parents
2nd Offense	3-5 days BIC/Refer to counselor
3rd Offense	1 day OSS/corporal punishment
Repeat Offense	3 days OSS/corporal punishment

Horseplay/Scuffling - Physical contact to include pushing, hitting, spitting, or shoving

1st Offense	Conference and Parent Contact
2nd Offense	Detention during PE and/or Lunch
Repeat Offenses	1-3 days BIC

Disrespectful and/or Improper Language or Actions Towards Staff (Not Obscene)

1st Offense	Conference, parent contact, detention
2nd Offense	1 day BIC
3rd Offense	3 days BIC
4th Offense	5 days BIC
Repeated Offense	BIC or OSS not to exceed 5 consecutive days as deemed appropriate by an administrator.

Demeaning Language/Actions or Inappropriate Language/Actions - Words or actions, which are used solely to harass or injure other people: such as threats of violence, defamation of a person's character, race, or religion and verbal/physical sexual harassment. Inappropriate language/actions includes but is not limited to student-initiated discussion of drugs, alcohol, sex, violence, and gangs.

1st Offense	3 days BIC
2nd Offense	5 days BIC
3rd Offense	3 days OSS
4 th Offense	5 days OSS/Tribunal

Gambling – Student engages in an activity such as card playing, rolling dice, or other games of chance in which a wager (either monetary or another form of exchange) is placed.

1 st Offense	Parent contact, 1 day BIC
2 nd Offense	3 days BIC
3 rd Offense	5 days BIC

LEVEL III OFFENSES

Incomplete Inoculations/Records - OSS until inoculations and/or medical records are up to date

Tobacco, - Using, or in possession of tobacco is both harmful and illegal for those under 18 years of age. This includes e-cigarettes and vaping devices.

1st Offense 3 days OSS

2nd Offense 5 days OSS

3rd Offense 10 days OSS/Tribunal

BULLYING –(O.C.G.A.20-2-751.4) **Bullying is 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 OCGA 16-5-23.1 or visible bodily harm as defined in OCGA 16-5-23.1;
 - b. Has the effect of substantially interfering with a student's education;
 - 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.Bullying will not be tolerated. Reports of bullying will be investigated and dealt with as outlined in Georgia Law, GADOE/SBOE Rules and local policy.

1st Offense Contact Parents/1 day BIC

2nd Offense 2-3 days BIC

3rd Offense 3-5 days BIC

4th Offense 3 days OSS

5th Offense 5 days OSS

6th Offense 10 days OSS/Refer to Law Enforcement/Tribunal

Leaving Campus - Upon arrival at school, students are not to leave campus without parental and/or permission from the ECES Office.

1st Offense 1 day OSS

2nd Offense 3 days OSS

3rd Offense 5 days OSS

Public Display of Affection, Touching Another Student Inappropriately, or Using Harassing

Language Towards Another Student – Kissing, hugging, touching, making suggestive comments to another student, etc., will not be allowed at ECES and is punishable by the following:

- 1st Offense Parent contact/sent to counselor/1-3 days BIC
- 2nd Offense 3-5 days BIC
- 3rd Offense 3 days OSS

Open Defiance/Disrespect of School Authority – Repeated failure to follow instructions of a faculty member, threats, intimidation of a physical/verbal nature, or comments or gestures of an obscene nature directed at a faculty member:

- 1st Offense 1-3 days BIC
- 2nd Offense 3-5 days BIC
- 3rd Offense 3-5 days OSS
- 4th Offense 10 days OSS/Tribunal

Threats and/or Extortion - Threatening another student or intimidating any student for the purpose of, or intent of, obtaining anything of value or not reporting rules violations:

- 1st Offense 3-5 days BIC
- 2nd Offense 5-10 days BIC
- 3rd Offense 3 days OSS
- 4th Offense 5 days OSS
- 5th Offense 10 days--OSS/Refer to Law Enforcement/Tribunal

Fighting - Mutual combat in which both parties have been involved regardless of who threw the first punch:

- 1st Offense 1-3 days BIC
- 2nd Offense 3-5 days BIC
- 3rd Offense 3 days OSS
- 4th Offense 5 days OSS Tribunal/Recommend expulsion or placement at ECLOA

Assault - Attempting to cause injury to another; one person was the evident aggressor, this includes any physical contact construed to be sexual harassment:

- 1st Offense 5 days BIC
- 2nd Offense 3 days OSS
- 3rd Offense 5 days OSS
- 4th Offense 10 days OSS/Tribunal

Damaging School or Personal Property -Damage due to carelessness or inadvertent actions. Restitution must be made, in addition to:

- 1st Offense 3 days BIC
- 2nd Offense 5 days BIC
- 3rd Offense 3 days OSS
- Repeat Offense 5 days OSS

* Restitution may result in reducing the consequences for the student

Violations of the School's Pornography or Internet Policy – Students who enter chat rooms, view or bring pornography to school, provide personal information or sending messages over the web, or attempt to authorize inappropriate websites will receive the following:

1st Offense 3 days BIC

2nd Offense 5 days BIC

3rd Offense 3 days OSS

4th Offense 5 days OSS

Inciting, Advising, or Counseling Others to Engage in Prohibited Acts--Encouraging others students or individuals to violate the school's code of conduct.

1st Offense 3 days BIC

2nd Offense 5 days BIC

3rd Offense 3 days OSS

4th Offense 5 days OSS

LEVEL IV OFFENSES

Assault of Staff - Any physical action taken toward a staff member, to include damage to staff member's personal property, throwing items at a teacher, physically confronting a teacher or staff member, etc, will result in the following:

- 1st Offense 5 days OSS/Refer to Law Enforcement
- 2nd Offense 10 days OSS/Refer to Law Enforcement/Tribunal

Profanity towards Staff -Directing obscenities toward a staff member will result in the following:

- 1st Offense 1-3 days OSS
- 2nd Offense 3-5 days OSS
- 3rd Offense 5-10 days OSS/Tribunal

False Fire Alarm, Bomb Threat or Calls to 911 - Calling in a false fire alarm, bomb threat, or needless call to "911"

- 1st Offense 3-5 days OSS
- 2nd Offense 10 days OSS/Tribunal

Theft - Stealing or attempting to steal personal or school property. Financial restitution must be made to the owner/school.

- 1st Offense 3 days OSS
- 2nd Offense 5 days OSS/Tribunal/Refer to Law Enforcement

Vandalism - Willful damage, or attempted damage, to any property belonging to the school, staff, or students. Restitution must be made.

- 1st Offense 1-3 days OSS
- 2nd Offense 3-5 days OSS
- 3rd Offense 5-10 days OSS/Tribunal

Active Sexual Activity - Students participating in sexual activity of any type on school premises or at school-sponsored activities, field trips, etc., will receive the following discipline:

- 1st Offense 10 days OSS/Tribunal

LEVEL V OFFENSES - Drugs and Alcohol

Possession of Hazardous Items - Possession of any item normally considered to pose a hazard to others, (i.e., small pocket knives, “stink bombs,” firecrackers, ammunition, etc.)

1st Offense 5 days OSS

2nd Offense 10 days OSS/Tribunal

Weapons- Possession of any item that can be used to cause distinct harm to people such as pistols, rifles, shotguns, bows, crossbows, spring loaded knives, knives and other harmful items as determined by the Principal as illegal to have on/in school grounds/facilities. These items will be confiscated and turned over to law enforcement officials and will then result in the following:

1st Offense 10 Days OSS/Contact Law Enforcement Officials

Arson/Setting Fires – Setting or making fires on school grounds will result in the following:

1st Offense 10 days OSS/ Tribunal/Refer to Law Enforcement and pay for all damages & charges

Possession or Under the Influence of a Controlled Substance - Students are prohibited from being in possession of, or under the influence of controlled substances, chemicals/substances not intended for internal use, prescription medicine issued to another persons, other substances that are represented to be illegal drugs, or alcoholic beverages while on school grounds or at any activity where students are representing ECES.

1st Offense 5 days OSS/Counseling

2nd Offense 10 days OSS/Refer to Law Enforcement

Possession of Drug Paraphernalia – Items made or purchased for the use with illegal drugs are not permitted on campus and will be punishable as shown below.

1st Offense 5 days OSS/Counseling

2nd Offense 10 days OSS /Counseling by the school Counselor/Tribunal

Distributing, Selling, Attempting to Sell or Distribute Controlled Substances - Attempting to or providing alcoholic beverages, illegal drugs, other person’s prescription medicine, drugs paraphernalia, or items purported to be drugs, etc., to any person on school grounds or at any activity where students are representing ECES is prohibited.

1st Offense 10 days OSS/Tribunal/Refer to Law Enforcement

Note: Students and parents should become very familiar with the guidelines of the district medication policy before carrying medications on campus or busses.

BEHAVIOR INTERVENTION CLASS

The Behavior Intervention Class (BIC) is a setting for disruptive students who interfere with the teaching and learning process at Early County Elementary School. It offers an alternative to Out-of-School Suspension.

BIC is designed to accomplish the following objectives:

- The student will have an opportunity to “cool off” and rationalize the seriousness of his/her actions.
- The student will be placed in BIC immediately since the program is housed in a facility on the ECES campus.
- The student will do regular classroom work and any other assignments provided by the teacher and/or BIC Instructor. The student will be provided assistance if needed by a paraprofessional. All work will be completed before the student returns to the regular classroom. Refusing to do the assigned work may result in additional days in BIC, OSS, or another punishment deemed appropriate by an administrator.

BIC provides an opportunity for students to continue their instructional program in a closely supervised and highly structured environment and at the same time it provides an incentive for behavioral change. Students are in attendance at school and are therefore counted present. The rules in BIC are very clear and strictly enforced. Each child will be given a set of rules and will read the rules before he or she begins work.

It is the belief of all school personnel that in order to teach a child we must be able to reach him/her. We will not allow any student to disrupt the teaching process. By removing a disruptive student, a teacher will be able to teach and each child will be able to learn. Students who refuse to report to BIC will receive out of school suspension (OSS) for a minimum of one school day. Additional OSS days may be assigned at the discretion of the administrator but will not exceed three days per offense.

TEACHER RESPONSIBILITIES

All teachers will be required to follow discipline steps and procedures before referral is made to the office. Team conferences will be held weekly to determine students who have displayed behavior that is not conducive to learning. Parent conferences will be required to inform parents/guardians of the situation.

AUTOMATIC OFFICE REFERRALS

- Fighting and/or profanity
- Weapons of any kind
- Possession of illegal substance or pornographic materials
- Consistent misconduct after planned interventions
- Bullying/ongoing harassment

BUS SCHEDULES, ROUTES AND BUS NUMBER INFORMATION

BUS BEHAVIOR: Riding an Early County School System bus is a privilege. The bus is considered an extension of the classroom. Students are expected to follow the same rules of student conduct on the bus as in the classroom. Students are expected to immediately and respectfully comply with directions of the driver. Inappropriate student bus conduct distracts the driver and is a threat to the safety of others on the bus and on the road. Such conduct may result in denial of the privilege for a student to ride the bus, either temporarily or long term. The student's parents then become totally responsible for transporting their child to and from school. Bus driver will make and document appropriate efforts to correct inappropriate student bus behavior. Minor bus misbehavior will result in the bus driver warning or conferencing with student, making reasonable written assignment, seat assignment, seeking parental assistance/support and/or referring student to an administrator for disciplinary action, as appropriate. Parent/guardian of any student found to have engaged in physical acts of violence, physical assault or battery, or bullying of another person on the school bus, are required to meet with school administration to develop a bus behavior contract. Parents of other students may be required to meet with school staff to develop a student behavior improvement/management plan also. Rules regarding student behavior apply at the bus stop, also.

BUS SUSPENSION: Bus Suspension will result in the parent being responsible for child's transportation.

DISRUPTION: Per the 2010 passage of SB 250, it is illegal for persons to knowingly, intentionally or recklessly disrupt or interfere with the operation of a school, school bus or BOE designated school bus stop.

VISITING THE BUS: Parents or any other non- school employee or non-student visitors are not allowed to board the school bus for any reason without prior administrative approval. Violation may result in legal action.

BUS ROUTE CHANGES: Parent or other authorized parental authority should send/provide, in advance, a signed WRITTEN request to the school regarding any change in emergency contact, student's route, or pick up/drop off point for bus transportation. All requests should be in writing, include parent/guardian signature and include a telephone number where parent/guardian can be reached. Written request should include clear details, street address for drop off, names and grades of all children involved, an emergency phone number and emergency contact person's name. Note should be signed by parent.

BUS RULES

Students who come to school on the school bus should return home on the same bus, unless they have a NOTE from their parents. Riding the school bus is a privilege. Improper conduct on the buses will result in that privilege being taken away. All school rules remain in effect on the buses. Bus rules to remember are:

- Failure to stay in your seat
 - 1st offense warning/parent contact
 - 2nd offense 3 days bus suspension
 - 3rd offense 5 days bus suspension
 - 4th offense 10 days bus suspension
 - 5th offense bus suspension to be determined by administration
- Refusal to sit in assigned seat
 - 1st offense warning/parent contact
 - 2nd offense 3 days bus suspension
 - 3rd offense 5 days bus suspension
 - 4th offense 10 days bus suspension
 - 5th offense bus suspension to be determined by administration
- Eating, drinking on the bus, littering, or possessing banned items such as cellphones, MP3 players, IPODS, etc, on the bus.
 - 1st offense Warning/parent contact
 - 2nd offense 3 days bus suspension
 - 3rd offense 5 days bus suspension
 - 4th offense 10 days bus suspension
 - 5th offense bus suspension to be determined by administration
- Using profanity or vulgar language or inappropriate gestures
 - 1st offense 3 days bus suspension
 - 2nd offense 5 days bus suspension
 - 3rd offense 10 days bus suspension
 - 4th offense bus suspension to be determined by administration

PLEASE NOTE: PROFANITY DIRECTED TOWARD A BUS DRIVER WILL RESULT IN AN AUTOMATIC 5 DAY BUS SUSPENSION FOR THE 1ST OFFENSE.

- Horseplay, shoving, pushing, spitting on other students, threatening/harassing other students, teasing other students
 - 1st offense 3 days bus suspension
 - 2nd offense 5 days bus suspension
 - 3rd offense 10 days bus suspension
 - 4th offense bus suspension to be determined by administration
- Smoking or possessing any kind of tobacco or tobacco paraphernalia such as lighters,

- pipes on the bus
 - 1st offense 10 days bus suspension
 - 2nd offense bus suspension to be determined by administration
- Possession or use of alcohol or drugs on the bus or possessing drug paraphernalia
 - 1st offense 10 days bus suspension/contact law enforcement
 - 2nd offense bus suspension to be determined by administration
- Failure to keep hands and head inside the bus
 - 1st offense warning/parent contact
 - 2nd offense 3 days bus suspension
 - 3rd offense 5 days bus suspension
 - 4th offense 10 days bus suspension
 - 5th offense bus suspension to be determined by administration
- Destroying school property or vandalizing the bus
 - 1st offense 5 days bus suspension
 - 2nd offense 10 days bus suspension
 - 3rd offense bus suspension to be determined by administration
- Throwing items on the bus or out of the bus window
 - 1st offense warning/parent contact
 - 2nd offense 3 days bus suspension
 - 3rd offense 5 days bus suspension
 - 4th offense 10 days bus suspension
 - 5th offense bus suspension to be determined by administration
- Fighting on the School Bus--Physical contact in which 2 or more students were throwing punches and hitting each other
 - 1st Offense 5 days
 - 2nd Offense 10 days
 - 3rd Offense bus suspension to be determined by administration
- General bus safety violations---distracting the driver, loud talking, yelling, arguing, etc.,
 - 1st offense warning/parent contact
 - 2nd offense 3 days bus suspension
 - 3rd offense 5 days bus suspension
 - 4th offense 10 days bus suspension
 - 5th offense bus suspension to be determined by administration

DRUG/WEAPON FREE SCHOOL POLICY

It is the policy of the Early County Board of Education that students do not possess, sell, use, transmit, or be under the influence of any illegal drugs, alcoholic beverages, or intoxicant of any kind while at any school sponsored activities or while under the supervision of any school personnel.

It is unlawful for any person to carry, possess or have under control any weapon at a school building, school function on school property or on a bus or other transportation furnished by the school. Generally, a weapon is defined as any implement or device, which may be used to harm others. It may include, but is not limited to those weapons mentioned in Georgia Law (O.C.G.A. 16-11-127.1) posted at the school. Punishment under the law includes a fine of not more than \$5,000.00, that can be imposed; or imprisonment for not more than five years. The administration, staff and students demand a drug /weapon free school environment in which to learn. Any student who is found in violation of the Early County Board of Education policy shall be subject to the strongest of legal action. ECSS Board Policy establishes the suspension and/or exclusion of students found in violation. Possession of any weapon or illicit drug also requires legal action by local law enforcement officials. Students found in violation of the law will be subject to prosecution.

Child Abuse or Neglect

All Certified employees of the Early County Board of Education who have reason or cause to believe that a child is being or has been abused shall report that abuse in accordance with Georgia law and the protocol for handling child abuse for Early County.

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

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

absence of such agency, to an appropriate police authority or district attorney.

CORPORAL PUNISHMENT

Corporal punishment will be administered in offenses that the school administrators deem appropriate and in accordance with the Early County Board of Education Policy. No student will receive in excess of three licks for any offense.

If a student or parent refuses corporal punishment or if a student continuously moves during the administration of corporal punishment, the student will be suspended from school. The number of days will be determined by the administrator and will not exceed three days.

Capturing Kids' Hearts Parent Letter

Dear Parents:

The Early County Board of Education recognizes the value of a comprehensive character education program for all students in the Early County School System. In an effort to foster the development of critical thinking, ethical and lawful behavior, and responsible citizenship, a framework for the teaching of character education shall be developed in all grade levels (State Reference O.C.G.A. 20-02-0145). Instructional staff members at each school shall provide opportunities for student growth in responsibility, independence and leadership. These opportunities shall be extended to staff members and parents. Parental input shall be used to establish the expected outcomes of this program.

A character education curriculum shall be taught to every student enrolled in the Early County School System (ECSS). ECSS staff and administration shall be responsible for implementing the program at each school site. Media and other means of communication with parents and the public shall be utilized to promote community support of Character Education. During the 2023-2024 school year, the ECSS will be implementing the ***Capturing Kids' Hearts®: Leadworthy Character Curriculum®***.

Through experiential training, expert coaching, a character-based curriculum for students, and personalized support, ***Capturing Kids' Hearts®*** equips professionals in K-12 education to implement transformational processes focused on social-emotional wellbeing, relationship-driven campus culture, and student connectedness. When the ***Capturing Kids' Hearts®*** processes are implemented with fidelity, campuses have seen improvement in the following areas: fewer discipline referrals, improved attendance, higher student achievement, lower dropout rates, and higher teacher satisfaction.

Leadworthy Character Curriculum® is a campus-specific curriculum designed to inspire and empower K-12 students to lead with heart. Leadworthy® (formerly Teen Leadership) was started as a way to help students learn the professional skills, attitudes, and behaviors that would help them become successful in life. Leadworthy continues to focus on the development and growth of students in schools across the country with an emphasis on integrity, character, trustworthiness, dignity, and respect. The lessons included are grade-level specific, progressive and systemic, and easy to use with minimal preparation. Focusing on a different character trait every month, teachers will be provided lessons that can be taught weekly. In addition to weekly lessons, teachers will also have access to service-learning activities. The curriculum is structured in a way that provides

opportunities for skill acquisition, practical application, and reflection.

Attached you will find a brief description of each of the **Leadworthy Character Traits** along with a brief description of each. To learn more or ask questions about the ***Capturing Kids' Hearts*®**: **Leadworthy Character Curriculum®**, please contact Lorie Clenney, Director of Student Services at lcenney@early.k12.ga.us or 229-723-4337 EXT 8458. Lastly, you can learn more about the ***Capturing Kids' Hearts*®** curriculum by visiting their website at CKH.org.

Sincerely,

Angela Bell, MTSS Director

Early County School System

August/September – Leadworthy Character Trait: RESPONSIBILITY

Responsibility is owning your thoughts, words, and actions. Students will learn that when they do their part, they are helping themselves, their family, their school, and their community. Responsibility teaches resilience, empowers us to own our actions, and teaches us to manage our time and resources. Putting responsibility into action looks like giving students roles and responsibilities, empowering students with self-management tools, and clearly communicating consequences.

October – Leadworthy Character Trait: RESPECT

Respect is giving honor and value to ourselves and others. Students will demonstrate acts of goodwill toward themselves, others, and the community. Respect contributes to a positive culture, decreases conflict, and encourages empathy. Putting respect into action looks like teaching students words have power, creating opportunities for group decision-making and classroom sharing.

November – Leadworthy Character Trait: SELF-DIRECT

Self-direction focuses on leading yourself to who you want to be. Students will exercise self-control and demonstrate doing what is right, no matter who is watching or listening. Self-direction strengthens relationships, teaches personal responsibility, and helps us to regulate emotions. Putting self-direction into action looks like goal setting, action planning, self-assessing, reflecting, and evaluating.

December – Leadworthy Character Trait: COURAGE

Courage is developing the strength to face something difficult. Students will develop skills that

will equip them to overcome difficult, uncomfortable, and uncertain situations. Courage encourages engagement, builds self-confidence, and helps reframe a negative. Putting courage into action looks like providing leadership opportunities, encouraging discussion and debate, and celebrating failures.

January – Leadworthy Character Trait: TEAMWORK

Teamwork is working together to reach a goal. Students will understand the purpose of collaboration and demonstrate their understanding with their peers and community. Teamwork improves communication, builds interpersonal awareness, and celebrates diversity. Putting teamwork into action looks like referring to the group as a team, setting expectations, self-managing behavior, and using affirmations.

February – Leadworthy Character Trait: KINDNESS

Kindness is being appropriately friendly and compassionate to others. Students will learn to increase their desire to make themselves and others feel better. Kindness is self-replicating and boosts positive emotions. Kindness reduces stress and anxiety. Putting kindness into action looks like celebrating small things, creating opportunities for students to affirm each other, and modeling kindness regularly.

March – Leadworthy Character Trait: PERSEVERANCE

Perseverance is giving extra effort to make it through to the end. Students will learn to apply and maintain effort while working toward a goal. Perseverance encourages positive self-talk and thinking, develops empathy, and sparks personal growth. Putting perseverance into action looks like sharing stories and challenging experiences, praising effort, and giving students the chance to struggle.

April – Leadworthy Character Trait: Empathy

Empathy is understanding and feeling what others are experiencing. Students will build better relationships by recognizing and respecting the feelings of others. Empathy builds positive classroom culture, strengthens the community, and prepares students to be leaders in the community. Putting empathy into action looks like taking a different perspective, putting judgment aside, and communicating that you understand.

May – Leadworthy Character Trait: Integrity

Integrity is living with honesty and excellence. Students will learn the importance of honesty and trustworthiness in all situations, good or bad. Integrity generates trust and encourages self-assessment. Integrity is essential to leadership. Putting integrity into action looks like acknowledging and affirming acts with integrity, using scenarios and role plays, and creating a culture of accountability.