

# Emily Lembeck Early Learning Center Parent Handbook 2019-2020



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Emily Lembeck  
Early Learning Center

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A Marietta City School

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# Welcome to the Emily Lembeck Early Learning Center

**Who We Are:** The Emily Lembeck Early Learning Center serves 3-5 year olds identified with special needs and 4-5 year old Pre-Kindergarten students within our Marietta City community. We create an instructional ecosystem which focuses on social emotional learning and language, literacy and communication. Our intentional focus on phonological awareness and oral language prepares children to be confident learners and lays the foundation for academic success. We encourage student voice!

**Mission:** The Emily Lembeck Early Learning Center is committed to establishing an infrastructure of learning by encouraging student voice and laying a solid foundation for literacy and social emotional learning.

**Vision:** The Emily Lembeck Early Learning Center creates an ecosystem in partnership with families that focuses on developmentally appropriate language, literacy, and social emotional learning to provide students with foundational skills that will prepare them to be successful in school, the community, and beyond.

## **Beliefs**

- We believe in creating a safe school ecosystem by implementing consistent, school-wide, developmentally appropriate expectations for students through differentiated instruction, while encouraging each child's potential.
- We believe in valuing all children and treating them with love and respect and supporting our community to do the same.
- We believe in the joy of learning and that learning happens through intentional play
- We believe in an intentional and meaningful partnership with families including open and ongoing communication to support our students.
- We believe it is our obligation to encourage student voice.

## **Student Check-in & Check-out Procedures**

All parents, students, and community visitors to the school must report directly to the front desk in the reception area to sign in and obtain a parent and/or visitor's pass before going elsewhere on the school campus. It is the responsibility of all school personnel to inquire as to whether or not a visitor has a visitor's pass. If he/she does not, he/she should be informed to report to the front office to obtain one and the front desk staff should be notified of the person's presence on campus.

Our school day officially begins at 7:45 a.m. We close our breakfast line at 8:00 a.m.

Dismissal for the children is at 2:15 p.m. **Dismissal will require all hands on deck beginning at 1:45p.m. We ask that you refrain from picking up your child between 1:45p.m.-2:15p.m. All staff will have a role in dismissal and will not be available to check your child out. If student**

**check out is requested during this time, the parent will be asked to wait until after dismissal to ensure the safety of all children and families.** Children will be dismissed in a carpool fashion. Parents and/or guardians must have the student dismissal car tag in order for the child to be dismissed to that individual. If this is not available, the individual will be asked to park and formally check the student out from the front office.

Formal check outs require the individual to be listed on the student information card and to present a photo ID. Parents and/or guardians will be asked to check each child out before leaving the building.

## **Teacher/Student Classroom Ratio**

Emily Lembeck Early Learning Center follows the Georgia Department of Early Care and Learning (DECAL) recommended guidelines for teacher/child ratio. To the extent possible, the program follows these guidelines.

- Pre-Kindergarten (four years of age) 1:11 with a class size of 22 children

## **Arrival and Dismissal: Hours of Operation**

Pre-K Program	4-5 year old	7:45 a.m.	2:15 p.m.
Preschool Special Education	3 year olds	7:45 a.m.	11:00 a.m.

## **Pre-K Attendance Policy**

The Pre-K 4 program is a full-day program, Monday through Friday. Children are expected to attend on a regular basis. Chronic absenteeism is defined by **The Georgia Department of Early Care and Learning** as missing more than **two days per month** without medical or other reasonable explanations.

1. After Three Absences
  - a. Unexcused Absences: After three (3) unexcused absences, the teacher will make a telephone call to parent(s)/guardian(s) to schedule a parent conference to discuss reasons for absences.
2. After Five Unexcused Absences:
  - a. After five (5) days of unexcused absences, a letter will be sent to parent(s)/guardian(s) reminding them of the attendance policy set by Bright from the Start.
3. After Eight or More Unexcused Absences:
  - a. After eight (8) unexcused absences, the director will make a telephone call to parent(s)/guardian(s) to schedule a parent conference to discuss reasons for absences and to review the Bright from the Start Chronic absenteeism policy.

**A child’s enrollment may be jeopardized if attendance issues are not corrected.**

**Excused Absence - A Pre-K child who is absent from school for an entire day shall bring a signed note from his/her parent/guardian explaining the reason(s) for the absence.** A child shall be counted present if in attendance at least one half of the required instructional time. The teacher or director shall determine whether or not the absence will be excused or unexcused on the basis of the state board rule indicating that absences from school may be excused for the following reasons:

1. Personal illness or attendance in school endangers a child's health or the health of others. Appropriate documentation is required upon returning to school for the purpose of validating that the absence is excused.
2. A serious illness or death in a child's immediate family necessitates absence from school. In the event of a serious illness in a child's immediate family, appropriate medical documentation regarding the family member will be required upon returning to school for the purpose of validating that the absence is an excused absence.
3. If a parent or legal guardian is in military service in the armed forces of the United States or the National Guard, and such parent or legal guardian has been called to duty or is on leave from overseas deployment to a combat zone or combat support posting, his or her shall be granted excused absences, up to a maximum of five school days per school year, to visit with his or her parent or legal guardian prior to such parent's or legal guardian's deployment or during such parent's or legal guardian's leave. Nothing in this Code section shall be construed to require a local school system to revise any policies relating to maximum number of excused and unexcused absences for any purposes. (O.C.G.A. §20-2-692.1)
4. Observation of religious holidays necessitates absence from school.
5. Conditions render attendance impossible or hazardous to child's health or safety.

## **Purpose of Policy**

The purpose of the attendance/truancy protocol is to increase academic achievement and reduce truancy among children in the school system in compliance with the mandates of Bright from the Start.

Teachers will keep a daily record of each child's presence, absence, tardiness, and early departure. An absence, tardy, or early departure will be entered as "excused" or "unexcused" along with the stated reason. A copy of the appropriate documentation will remain on file at the school for verification, if needed, for at least two years. Parents must provide written documentation for all absences from school within 3 days of the child's return to school. If no written documentation is received, then these absences, tardies, or early departures will remain unexcused and appropriate attendance procedures will be followed.

## **Tardy Policy**

Excessive tardiness is not permitted. The Bright from the Start: Georgia Department of Early Care and Learning defines chronic tardiness as late arrival or early departure more than once per week. Inability to resolve the problem after assistance has been offered will result in a referral for dismissal to the Bright from the Start Office of Early Care and Learning.

Tardies/Early Check-out:

1. After five (5) or more unexcused tardies: The teacher will make a telephone call to parent(s)/guardian(s) to schedule a parent conference to discuss reasons for tardies.
2. After ten (10) unexcused tardies: A letter will be sent from the school administrator to the parent or guardian regarding missed instructional time.

If you arrive after 7:45 a.m., you must stop by the reception desk and sign your child in for the day. Your child will be considered tardy for that day.

Parents are expected to pick their child up promptly at 2:15 p.m. Children who remain in the building after 2:25 p.m. are considered late pick-ups. The following is our policy for late pick-ups:

- The 1st time a parent or an authorized supervising adult is not present to receive their child, a verbal warning is given.
- The 2nd time this occurs, the parent must meet with the child's teacher to discuss the issue.
- The 3rd time this occurs, the parent must meet with the Director of Emily Lembeck Early Learning Center to discuss the issue.

**A child's enrollment may be jeopardized if tardiness, early departure, or late pick-up issues are not corrected.**

## **Before School/After School Care Program**

Before School (BSP) and After School Programs (ASP) are coordinated by Marietta Community School. The phone number for the Marietta Community School is 770-429-3170. More information can also be found on their website at [www.mariettacommunityschool.com](http://www.mariettacommunityschool.com). Before School hours are 6:30 a.m. until the start of school and After School hours are from the close of school until 6:00 p.m. Both Before and After School Programs operate each school day. A registration form must be completed before the child can attend either program. Students are required to be signed in and out by an adult for before school and after school childcare.

## **Arrival and Dismissal**

### **Pre-K Drive-Thru Drop Off**

A drive-thru, drop-off and pick-up service is offered to all early learning parents in the morning beginning at 7:30 a.m. and ending at 7:45 a.m. Parents should enter the property from Henry Drive and begin the carpool line at the red line painted on the parking lot. The red, green, yellow and blue lines identify where staff will be located to unload children.

- The drive-thru closes promptly at 7:45 a.m. and a sign stating "Pre-K drive-thru is Closed" will be placed in the front of the school. Parents who arrive at the school on or after 7:45 a.m. must park, walk their child/ren into the building, and sign in at the front office
- Please do not drop your child off at the front door when school staff are not on duty. For their safety, all children must be escorted into the building when arriving after the drive-thru has closed
- **YOU MAY NOT** park behind another vehicle that is parked in a parking spot

- Please do not park in any assigned/reserved spaces in front of the building
- For safety reasons, please drive slowly through the parking lot at all times

### **Pick-Up Drive Thru**

We ask that all families have their child's car seat in the back on the left side of the car (behind the driver) to ensure access to the vehicle can occur in a safe manner. Dismissal will begin at 2:15 p.m. Parents should enter the property from Henry Drive and should begin the carpool line on the red line. The red, green, yellow and blue lines identify where staff will be located to load children. The following procedures are in place in order to ensure the safety of all of our families and students:

- Please display your child's number when using the afternoon drive-thru to pick up your child/ren at dismissal.
- Please do not leave your car unattended.
- Staff members are not allowed to buckle in children.
- Please do not park in any spaces in front of the building while drive thru pick up is occurring.
- For safety reasons, please drive slowly through the parking lot at all times.
- BE PATIENT
- At 2:25pm any students still in the car pool line will be taken to ASP and parents will be required to pick up from ASP.

### **Change Transportation Procedure**

If there is a change in your child's transportation from school, an email must be sent to the following people at the Early Learning Center by noon the day of,

- Christine Ramirez, Director of Early Learning, [cramirez@marietta-city.k12.ga.us](mailto:cramirez@marietta-city.k12.ga.us)
- Tara Williams, Early Learning Coordinator, [tarawilliams@marietta-city.k12.ga.us](mailto:tarawilliams@marietta-city.k12.ga.us)
- Graciela Herrero, Office Manager, [gherrero@marietta-city.k12.ga.us](mailto:gherrero@marietta-city.k12.ga.us)
- Your child's classroom teacher
  - An email of confirmation will be sent when received.

## **Car Seats and Safety Restraints**

Effective July 1, 2011, Georgia state law requires all children 8 & under who are 4'9" or less in height to be restrained in a child passenger restraint system in a rear seat. Staff members do not buckle seat belts at carpool time. If you need assistance securing a car seat, please contact the director of the center, Christine Ramirez, at [cramirez@marietta-city.k12.ga.us](mailto:cramirez@marietta-city.k12.ga.us).



# Marietta City Curriculum and Instructional Program

The Pre-K program implements the Georgia Early Learning and Development Standards (GELDS) following a framework gleaned from several scientific research-based instructional programs and methodologies:

- Opening the World of Learning
- Read Right from the Start
- Conscious Discipline
- Handwriting without Tears

## Opening the World of Learning

Opening the World of Learning (OWL) (<http://www.Pearsonlearning.com/microsites/owl/main.cfm>) is a comprehensive curriculum that covers all developmental domains of early learning. The content of each unit is built around the carefully crafted daily routine within an activity-centered day. Themes, skills, and concepts are developed through sophisticated children's narrative storybooks and informational trade books. The consistent format and features in every unit makes it easy for teachers to use and children to learn. The OWL curriculum does the following:

- Provides guidance for Pre-K teachers with a variety of materials to implement eight thematically organized units;
- Develops language and literacy skills through rich, integrated content in all developmental domains of early learning;
- Incorporates favorite children's books, songs, and poems; and
- Supports teachers to individualize instruction by providing an ongoing assessment tool.

Following the comprehensive OWL curriculum and adjusting it for our early learning program while aligning to the GELDS, teachers will incorporate favorite children's books, songs, finger plays and nursery rhymes.

## Read Right from the Start

The Rollins Center has been training teachers of children birth to third grade for over a decade. Read Right from the Start uses a synthesis of the nation's best research on how to build a child's language, vocabulary, critical thinking skills, and comprehension.

Children in Read Right from the Start classrooms learn that their words and their voices are valuable. Teachers ask questions and interact with children in ways designed to expand vocabularies and encourage children to use new words to describe their lives, ideas, and surroundings. By gaining a broader vocabulary, children are better capable of effectively communicating and building a foundation for important reading and comprehension skills.



## Conscious Discipline

Social, emotional, and behavioral competence has been shown to be as important as cognitive skills in ensuring a young child's success in school. Additionally, early childhood educators report that a lack of social competence and the presence of challenging behaviors in their classroom is their biggest concern.

The Emily Lembeck Early Learning Center implements Conscious Discipline. Conscious Discipline uses seven skills to transform everyday discipline issues into teachable moments. These moments are our opportunity to teach children the social-emotional and communication skills necessary to manage themselves, resolve conflict, and develop pro-social behaviors.

The seven skills are:

1. Composure
2. Encouragement
3. Assertiveness
4. Choices
5. Empathy
6. Positive Intent
7. Consequences

Conscious Discipline was developed by Dr. Becky Bailey. Her company is dedicated to creating positive environments for children, families, schools, and businesses. For more information, please visit Dr. Becky Bailey's website at <https://consciousdiscipline.com>

## Handwriting without Tears

The Readiness and Writing Program is a multisensory program designed to prepare children for school. The program addresses:

- Sensory motor foundation skills
- Pre-writing skills
- Proper stroke order of letters and numbers

## Unified Dress Code

At The Emily Lembeck Early Learning Center student uniforms are mandatory for the 2019-2020 school year. All students are required to participate. Students are expected to wear the uniforms Monday through Friday. Scholarships are available to provide uniforms based on financial need. Please discuss any uniform needs with school administration.

- Non-embroidered polo-style shirt in light or navy blue from any store you choose.
- Button down shirt and blouses in light or navy blue
- Comfortable bottoms and shoes that will allow for free movement and play

# Recess/Gross Motor Development

Teachers make every attempt to take students outside, except when dictated unsafe by the National Weather Service. Please dress your child for the weather, especially when it is cold, include a heavy coat, gloves, and hat. Please label all items with your child's name! All students go outside with the class unless a doctor's note is sent to their teacher.

## Guideline Summary

*Use the wind-chill as the best judge on if it's too cold to play outside. In general, when the wind-chill is 32 degrees and above, it's safe to be outside. In temperatures 13 degrees to 31 degrees, indoor breaks should happen every 20-30 minutes. For wind-chills of 13 degrees and below, you should move activities indoors and outside of the cold as frostbite can set in very quickly.*

## Child Find

Child Find is a process to support families who live in the City of Marietta. Parents who feel that their preschool child (3 or 4 year olds) may need early interventions and support may contact the Early Learning Center and request a referral packet.

Evaluations will include the following areas:

- Physical
- Adaptive
- Social
- Cognitive
- Communication

## Progress Reports and Parent Conferences

Parents receive written and verbal progress reports during the school year in order to keep parents informed of their child's growth and development. Two parent-teacher conferences are scheduled during the school year. One is held in December and one in April/May. Teachers will contact parents when it is time to schedule conferences.

During conferences, student developmental profiles will be shared with parents to show progress made to date. Teachers will offer ideas on how to support and enhance a child's academic experience. Parents are welcome and encouraged to arrange additional conferences with their child's teacher at any time during the year.

Work Sampling Online is used with all Georgia Pre-K children and is an ongoing assessment tool that is based upon observation of student's academic performance and behaviors. The teacher observes and records data in the following areas: language and literacy, mathematics, science, social studies, creative expression, social-emotional, and physical development.

# Home and School Communication

Teachers welcome the opportunity to talk with parents concerning their child's growth and development. One of the most difficult times for teachers to talk, however, is in the morning when children are being dropped off. This also creates a safety issue as our teachers need to be attending to their students during this time. Parents are welcome to schedule a conference with teachers at any other time.

Center-wide weekly communication will come home in the Nest folder on Wednesdays. Please be sure to return the folder every Thursday to the ELC.

In order to inform parents of the teaching and learning occurring in the classrooms, teachers will post the following information on Schoology.

- Daily class schedule
- Georgia Early Learning and Development Standards being taught each week
- Monthly Theme
- Tier 2 words
- Upcoming events and activities
- Monthly breakfast and lunch menus

## Family Engagement Opportunities

**Parent Observations:**

Parents are invited to visit the school to observe their child's class. These visits may begin after the first six weeks of school and are set up by appointment between the parents with the teacher. To ensure the least disruption to the classroom, observations are limited to 45 minutes.

**Volunteer Opportunities:**

Emily Lembeck Early Learning Center is committed to engaging families in their child's education through a variety of school events and classroom opportunities. Some activities that parent and community members can assist with include:

- Helping to prepare classroom materials/activities
- Reading a story
- Leading or participating in an activity and/or event for the school
- Lead or support fundraising activities for the Early Learning Center

**Special Days:** Our teachers make an effort to observe special times in a child's life, such as a new baby in the family, a trip, losing a tooth etc., in a memorable way. Please let us know about any significant family events, so the discussion at home and at school will give your child a positive experience.

**Party Guidelines:** The purpose of these parties is to enrich the child's awareness of events and holidays. The following guidelines are intended to help identify the needs for each party. Families are welcome to attend themed Parties: Thanksgiving Feast (November), Holiday (December), Valentine's Day (February), and End of Year Celebration (May). Your child's teacher will contact parents with details.

Birthday Celebrations: Parents are welcome to provide a special store bought snack for their child's birthday. Please check with your child's teacher for preferred date and time.

Parent Calendar (dates may be subject to change)

Friday, July 26<sup>th</sup> from 2:00-4:00- Popsicles in the Park

Thursday, August 22<sup>nd</sup> from 6:00-7:00- Parent Orientation

Thursday, October 31<sup>st</sup>-PJ day

Week of November 18<sup>th</sup>- Family Thanksgiving Meal- specific date TBD (Parents join students)

December 2<sup>nd</sup>-13<sup>th</sup>: Conferences are held at the ELC (December 10<sup>th</sup> conferences until 6:00PM)

Tuesday, December 17<sup>th</sup>- Holiday Showcase and Holiday Party (Parents join students)

Friday, December 20<sup>th</sup>- PJ Day

Friday, February 14<sup>th</sup>- Valentine's Day Party (Parents join students)

Tuesday, March 17<sup>th</sup>- Students wear green

April 27<sup>th</sup>- May 8<sup>th</sup>: Conferences are held at the ELC (May 5<sup>th</sup> conferences until 6:00PM)

## **School Closings**

If Marietta City Schools are closed, this includes the Early Learning Center. Local media notification can be found on channel 2, Facebook, Twitter, and Instagram. All school closings, including emergency closings, are posted on our district website.

## **Immunization Form**

All children enrolled in Marietta City Schools must provide the school with a current immunization record (Form 3231) or supporting evidence for cases in which a child is under-immunized because of a medical condition (documented by a licensed health professional) or the family's beliefs upon entry into any program. A Form 3231 must be on file within 30 calendar days of the start of the Pre-K program. All children without current immunization records within 30 days will be dis-enrolled from the program.

## **Vision, Hearing, Dental, and Nutrition**

All children enrolled in Marietta City Schools must provide the school a completed Georgia Department of Public Health Vision, Hearing, Dental, and Nutrition form (Form 3300). A Form 3300 must be on file within 90 calendar days. All children without a current Form 3300 filed within 90 days will be dis-enrolled from the program.

## **Health History Information**

Each child must have a completed health information card on file. The health card will be sent home with your child/ren during the first week of school. The card needs to be updated every year and returned to the school as soon as possible during the first two (2) weeks of school. If your child has special health needs (allergies, asthma, diabetes, seizures, etc), please contact the nurse and/or administrator prior to the first day of school to inform her of the needs, usual plan of care, and to provide updates anytime there is a change in the plan of care so that we can best support your

child's needs. If your child has any special dietary needs, a note from physician must be brought sent to the school.

## Medications

When a child needs any over the counter (OTC) medications (including Tylenol and ibuprofen) written administration instructions are required from the child's health care provider. The parent may bring this in or the doctor can fax it to the school. The parent will complete and sign the "Medication Administration Release Form". No OTC medications are kept at the school for student use. Any medications for your child need to be brought to school in a sealed original manufacturer container. The label must include name of the medication, [route of administration](#), [frequency of administration](#), [instructions for use](#), and strength of medication. The child's name should be written legibly on the label.

**Any prescription or OTC medication will be administered around noon with the exception** of prescribed, emergency medication for an acute situation with a chronic disease. For chronic conditions such as asthma, severe allergies, seizures or diabetes that require rapid response with prescribed medication, a care plan outlining the procedure signed by the physician will be kept on file with the medication, as well as, a signed parental permission slip.

## Sick Policy

The goal of the ELC staff is to maintain an environment that promotes health and wellness through frequent, thorough handwashing, cleaning/sanitizing surfaces to decrease the number of germs to a level the body can handle, and individualized assessment of children who appear ill. Parents can help with infection control by including frequent and thorough handwashing in the daily routines at home, especially before and after eating, after toileting, handling bodily fluids, contact with animals, playing in dirt, sand, or on playgrounds.

Even with frequent handwashing and appropriate cleaning of surfaces, children may get sick while attending school. Marietta City Schools follows sick policy guidelines recommended by the American Academy of Pediatrics, Children's Healthcare of Atlanta, and Centers for Disease Control. When assessing a child for illness, clusters of symptoms may be considered to determine the need for going home. Generally, to be sent home a child will exhibit one or more of the following symptoms.

- Fever of 100°F or higher
- Diarrhea
- Vomiting
- Severe coughing
- Eye discharge -- mucus or pus draining from the eye or pink eye
- Change in behavior --lethargy, lack of play
- Child is complaining of an earache

If children show one or more of these symptoms at school, a staff member will contact the parent immediately to discuss the situation and request the child be picked up. If a child shows multiple symptoms with the elevated temperature or any life threatening symptoms 911 will be called.

There may be other health situations that require your child to be sent home as well.

## Returning to School after Illness

When a fever, diarrhea or vomiting have been present, your child may return to school:

- When fever-free for 24 hours without fever reducing medication like Tylenol or ibuprofen
- No diarrhea for a 24 hour period
- No vomiting for a 24 hour period

## Breakfast and Lunch

We encourage ALL students to eat the food provided at school. Menus are posted on the parent board in the front office area and posted on Schoology. Please inform the school if your child has any food allergies by contacting the classroom teacher, administration, and the school nurse, as well as including this on your child's health card. **A letter from the doctor identifying any food allergies must be submitted to the school administration and/or nurse before school starts or as soon as identified.**

Parents may provide lunch for their child/ren from home. Please send food items that do not need to be refrigerated or heated as neither the classrooms nor cafeteria are equipped to keep them hot or cold. Please do not send food in glass containers. Meals sent from home should include at least one fruit, one vegetable, one grain, one protein, and a low fat dairy item. We ask that you do not send in any type of soda or candy.

All products sent in for the class must be store purchased to ensure the safety of our students. We cannot serve foods prepared in your home to the class under any circumstances.

Pre-K parents receive information on meal prices at the beginning of each school year. Families may apply for free/reduced meals at the beginning or anytime during the school year. We urge **families to prepay for meals by the week or month.** Families will have to pay for their students' meals unless a free and reduced (\$0.40) meal application has been completed and processed. *For any School Nutrition related questions or concerns contact the Office of School Nutrition; 770-422-3500*

## My Payments Plus Program

Our lunchroom payment process is computerized to make paying for your child's meals more convenient. We strongly encourage parents to utilize the My Payments Plus Program to prepay for meals online at [www.MyPaymentsPlus.com](http://www.MyPaymentsPlus.com) as well as check account balance information and receive email reminders regarding your child's account. To sign up for My Payments Plus you need to have your child's lunch ID number. You will need to add an appropriate number of zeros to the beginning of this number to make it nine digits long. If there is a credit in your child's account at the end of the year, you will receive a refund, **if requested.** Free lunch and reduced price lunches are available to qualifying families. Only one free/reduced lunch form is required per family.

Families will have to pay for their students' meals unless a free and reduced (\$0.40) meal application has been completed and processed. *For any School Nutrition related questions or concerns contact the Office of School Nutrition; 770-422-3500*

## **Residency/Enrollment**

The Emily Lembeck Early Learning Center is open to any student who resides in the state of Georgia; however, Marietta City Residents and children of Marietta City School employees will be given priority status. Procedures are in place to provide consistency among enrollment. Included in these procedures are the requirements that new children provide two acceptable documents to show proof of residency.

If a Marietta City resident has legal guardianship of a student, the child must reside in the resident's home. While the school system reserves the right to verify any information provided at any time, the following residency checks are in place: (1) residency checks when children transition from one grade configuration to another; (2) residency checks when concerns are reported; and (3) random checks of residency. By signing the handbook acknowledgement, I realize that Marietta City Schools may take steps to verify my address, including, home visits, review of public documents and contacting other government agencies, without further notification.

## **Abuse or Misconduct Reporting**

**CHILD ABUSE/NEGLECT:** The laws of the State of Georgia require that members of such professions as medicine, nursing, counseling, and teaching must report to the proper authorities' cases of suspected abuse. Members of these professions are held legally accountable for failure to make such reports and are protected against legal consequences when living up to this expectation. Our school will report suspected child abuse and neglect immediately to the proper authorities.

## **Special Education**

Marietta City Schools provides special education programs utilizing a continuum of delivery models to all students who meet the eligibility requirements as mandated by federal and state laws. A student or youth from 3 through 21 years of age is considered to have a disability under the Individuals with Disabilities Education Act (IDEA) if the student or youth meets the eligibility criteria in any of the 12 program areas: autism, deaf/blind, emotional and behavioral disorder, deaf/hard of hearing, intellectual disability, orthopedic impairment, other health impairment, significant developmental delay (ages 3-8), specific learning disability, speech-language impairment, traumatic brain injury, and visual impairment.

## **PARTNERS IN EDUCATION**

Partners in Education is a collaborative effort between schools and businesses in support of education. Current Emily Lembeck Early Learning Center Partners in Education include:

- Zaxby's- 591 South Marietta Parkway
- First Presbyterian Church, Marietta, GA
- Freckled & Blue Kitchen, Marietta, GA

- KW Partners: Keller Williams Realty

## Student Records

It is the school's policy to send educational records upon request from another school. Student records may be made available to either natural parent by written request unless a legal document instructs the school otherwise.

## Frequently Asked Questions

### **1. What do parents need to send to school with their child?**

All instructional materials are provided by the program. A supply list will be sent home at the beginning of the year. Please supply what you are able.

### **2. How should children dress for school?**

Marietta City Early Learning Center requires all students wear uniforms. Clothing should be washable so that children can comfortably engage in activities such as painting and playing on the playground without being concerned about "getting their clothes dirty".

### **3. When can parents call teachers?**

Please call any time between 2:30 p.m. and 3:30 p.m. If you must call during class time, parents will be asked to leave a message so the teacher can return calls after class time.

### **4. Can students with special needs be served by the Emily Lembeck Early Learning Center?**

Yes, Individualized Education Plans (IEP) can be implemented at the Emily Lembeck Early Learning Center. Please contact the Director of Early Learning for more information.

### **5. Will there be a rest time?**

Yes, mats will be provided for each child for rest time. You may send a crib sheet and a light blanket or a large towel to cover your child during this time.

### **6. Can parents bring a treat to school for their child's birthday?**

Parents often request that they be permitted to bring treats to school to celebrate their child's birthday. Sharing this special day with other classmates is great; however, the administrative staff asks that parents follow these simple guidelines:

- Contact the teacher at least 24 hours in advance
- All food brought to the classroom must be store bought (not homemade) and meet the needs of any child with identified food allergies

**For parties held outside school, do not distribute invitations in school unless you are inviting ALL of the children in the class.**

### **7. May parents go on field trips with their child/ren?**

Many times parents are invited to join the class. The teacher will send permission slips and parent invitations home with the students. Parents (no siblings due to state regulations) may be allowed to ride the bus depending on available space and they will be asked to pay for their own admission



ticket if one is included in the field trip. Smoking is not allowed in Marietta City Schools facilities or on buses.

**8. Should I send an extra set of clothes?**

Children sometimes have accidents, so an extra set of clothing with the child's name on each item should always be kept at school. Switch out clothes when the weather changes or if/when your child goes up a size. Book-bags are helpful in transporting materials.

**9. How do I contact school staff?**

In most cases, school staff members can be contacted through e-mail by using their first initial and last name along with @marietta-city.k12.ga.us. For example: cramirez@marietta-city.k12.ga.us

## **Equal Education Opportunities Policy (Non-Discrimination)**

### **Notice of Non-Discrimination**

The Board of Education of the City of Marietta does not discriminate on the basis of race, color, religion, national origin, age, disability, or gender in its employment practices, student programs and dealings with the public.

Below is a list of individuals designated to handle inquiries regarding the District's non-discrimination policies:

**Title VI Compliance Officer/Alternate  
Title IX Compliance Officer**

(Issues of discrimination on basis of race, color, or national origin, gender, sexual harassment)

Director of Federal Programs  
Central Administrative Offices  
250 Howard Street, Marietta, GA 30060  
770-422-3500

**Title IX Compliance Officer**

(Issues of discrimination on the basis of gender or sexual harassment)

Director of Athletics  
Marietta High School  
1171 Whitlock Avenue, Marietta, GA 30064  
770-429-3154

**Title II of the Americans with Disabilities Act and  
Section 504 Compliance Officer**

(Issues of discrimination on the basis of disability)

Assistant Superintendent, Special Services  
Central Administrative Offices  
250 Howard Street, Marietta, GA 30060  
770-422-3500

**Employment Issues**

(Issues of discrimination on the basis of any category listed in policy GAAA)

Director of Human Resources  
Central Administrative Offices  
250 Howard Street, Marietta, GA 30060  
770-422-3500

Complaints may also be filed directly with the Office of Civil Rights at the address below:

The U.S. Department of Education  
Atlanta Office for Civil Rights  
61 Forsyth St. S.W., Suite 19T70  
Atlanta, GA 30303-3104  
(404) 562-6350

### **Sexual Harassment**

Any student who believes he or she has been the victim of sexual harassment should report the incident to the Title IX Compliance Officer or to an administrator, counselor, or teacher at the school he or she attends.

Investigations involving allegations of sexual harassment allegations will be handled per Board of Education of the City of Marietta Policy JAEB, Student Sexual Harassment. This policy and the Report of Harassment form can be found on the Legal Information webpage at [www.marietta-city.org](http://www.marietta-city.org) or by contacting the school.

The board of education believes that all students are entitled to equal opportunities for a quality education and does not discriminate on the basis of race, color, religion, sex, national origin, disability, age, marital status, sexual orientation, or gender identity in its employment practices, programs, activities, or placement. Policy JAA: Equal Educational Opportunities