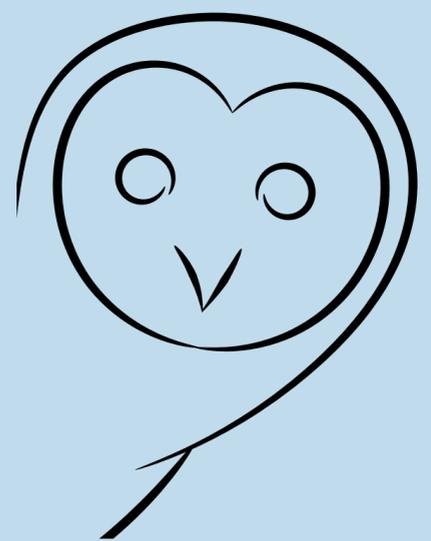


# LEARNWELL NORTH GEORGIA STUDENT-PARENT HANDBOOK

**2021-2022**

**HELPING PARENTS  
PROVIDE A HIGH-  
QUALITY EDUCATION  
FOR THEIR CHILDREN**



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# From the Principal's Desk

*Dear Learnwell Families,*

*Welcome to school! We are so glad you're here, and are thankful for you, Learnwell's "**founding families.**"*

*This school year will be an important building block in your family, in your school, and in your community. It is our desire that you grow and let the Lord shape you more and more into who He has designed you to be. We cannot wait to partner with you.*

*We promise to do our best to live out our core values: 1) families first; 2) intentional margin; 3) deep faith; and 4) educational excellence.*

*May you feel seen, known, understood and cared about as you settle into the Learnwell school community. It's going to be a terrific year!*

*Blessings,*

*Dr. Melissa Shipman*

# Mission & Vision

Learnwell North Georgia's mission is to help parents provide a high-quality education for their children.

Our vision is to provide support and resources for an excellent home education within a healthy and caring community.

Learnwell North Georgia's core values are four-fold:

1. Families First: Family and children are extremely important.
  - Every product or service offered by Learnwell recognizes that parents are responsible for the education of their children.
  - We value the families of our team, and support each teacher and staff member in prioritizing their own family while working for Learnwell.
2. Intentional Margin: Education with margin leads to effective learning and healthy families.
  - We help parents homeschool in a way that brings health and wholeness to the entire family.
  - Our teachers and staff operate in health because we want to do our best work together in serving Learnwell families. We prioritize the health of our team members and do our part to ensure that they have the rest they need in order to do their best work.
3. Deep Faith: Because of our faith in Christ, we deliver the products and services that our families expect with integrity.
  - We do what we say we will do, at every turn.
  - Our faith is evidenced in the way that we care for one another as a community, which includes our focus on prayer.
4. Educational Excellence: We provide products and services that are delivered and supported with excellence.
  - Excellent educational products reflect current research and practice regarding the way students learn as well as how virtual community members can support one another.
  - Our teachers and academic leaders regularly engage in meaningful professional development in order to provide the very best for those we serve.

# Parent Resources

In this section, we want to walk with you through the learning journey that you're on with your student. We particularly want to help you understand:

- 1) What to Expect on At-Home Days
- 2) What to Expect about Relating with Teachers
- 3) How We Equip You as At-Home Teachers

## **What to Expect on At-Home Days**

Every Monday and Wednesday, you will be following the lesson plans that are available to you on Learnwell's learning platform, Moodle. To find out how to access these, jump to page 42.

If you get stuck in the middle of a lesson, do not hesitate to email your teacher, ask another parent or take a break.

Alternatively, you can also move onto another subject, run an errand or do something with your children that isn't educational in nature.

The at-home days are yours to structure. We recommend setting up a consistent schedule that makes sense for your family. But your learning schedule may not look the same as another family in your child's grade.

This is where the model works for you and gives you margin. Most children do function best in a rhythm or routine, so establishing that from the beginning will set you -- and your child -- up for success.

But please know that, for most of us, this takes practice, patience and some flexibility. If you need to change your routine because you realize it's not working for you or your children a few months after school starts, you have freedom to do that.

## **What to Expect about Relating with Teachers**

Please have confidence that you are not bothering your child's teacher by sending her emails or asking her questions. This is why she is here: to serve you, the parent, and to make home education as simple and effective as possible.

If you and your teacher pre-arrange it, he or she may be open to receiving texts or phone calls too. Each teacher works with parents to communicate in a way that makes sense and is personalized to you and your needs.

## **How We Equip You as At-Home Teachers**

One of our passions at Learnwell is making sure that you - the parent/teacher - have tools that give you the greatest measure of success and enjoyment while teaching your child(ren).

For that reason, we want to equip you with a library of Parent Professional Development resources where you can find videos, articles, and tips to help you with knowing, educating, and parenting your child. These resources will be emailed to you every month and will be housed on our learning platform to access any time you want.

Another resource you will see when you login to the learning platform is the coaching videos from your child's teacher. These are meant not for your child but for you. So if you need a refresher on, for example, bar models, your teacher may add some quick teaching tips to her video the week that you're covering bar models in the lesson plan.

If you have further questions once you have watched the video for that week, definitely reach out to your teacher. He or she is there for you.

# Access to Academic Tools

Your toolbox as a parent-teacher is FULL. At Learnwell, we don't want you to ever wonder how to get to something important -- and quickly. Here is a guide for how to find what you need fast.

## Logging into your myLearnwell portal

1. Go to <https://mylearnwell.org/>
2. Click on "Log in" in the top right corner.
3. Your username is your first initial and last name, so Mary Smith would be msmith.
4. Your temporary password is myLW-2021.
5. After you've logged in a few times, your grade level(s) should be under "Recently accessed courses." For now, though, click on 2021-2022.
6. Select your grade, and go to Week 1.

## Brain Pop

username: pca

password: stars

## Learnwell Parent Professional Development

<https://www.learnwellcollective.org/parent-professional-development/>

## Generation Genius

No password needed; links will be in science lesson plans

# Wellness Policies

Our wellness policy is as follows:

1. Please don't send your child to school if he/she has had a fever, shortness of breath, congestion, coughing, headache, or other symptoms of illness (stay home until 24 hours past symptoms).

2. Please read our COVID-19 policy below to partner with us in keeping our school community safe.

## COVID-19 Response

<b>Green</b>	<ul style="list-style-type: none"> <li>• No precautions taken</li> <li>• Regular sick policy applies</li> </ul>
<i>Conditions may include: no or very low spread in the local community, no cases in the Learnwell community</i>	
<b>Yellow</b>	<ul style="list-style-type: none"> <li>• Masks worn indoors at school, but not outdoors</li> <li>• Regular sick policy applies</li> <li>• Lunch outdoors               <ul style="list-style-type: none"> <li>○ Under cover with fan when hot</li> <li>○ In extreme weather, alternative lunch schedule with students at least six feet apart while eating indoors</li> </ul> </li> </ul>
<i>Conditions may include: accelerated spread in local community, recommendations of health officials</i>	
<b>Orange</b>	<ul style="list-style-type: none"> <li>• Outdoor classroom plan (<i>may meet at locations other than Learnwell campus</i>)</li> <li>• Regular sick policy applies</li> <li>• Extreme weather may result in modified school day hours or at-home days</li> </ul>
<i>Conditions may include: accelerated spread in the local community, two cases in the Learnwell community, recommendations of health officials</i>	
<b>Red</b>	<ul style="list-style-type: none"> <li>• Learning at home</li> </ul>
<i>Conditions may include: local community stay-at-home recommendations/ordinances, recommendations of health officials, 3 or more cases in the Learnwell community</i>	

# COVID-19 Policies

## What You Can Expect From Learnwell

- At the end of every day on campus, all surfaces, doorknobs, bathrooms, and other surfaces are disinfected.
- High quality air filters (MERV 13) are used in our air conditioning/heating system and changed regularly.
- Any student who comes to school unwell will be isolated immediately and sent home.
- Students use hand sanitizer or wash their hands multiple times throughout the school day.
- If a student or a member of his/her immediate family has tested positive for COVID-19, everyone who came into contact with that student within the previous week will be notified. We will not disclose the identity of the student, though we will identify the class that had direct contact with the student. The class with direct contact will move to learning at home for 14 days after the last contact with the student.
- If a teacher or staff member tests positive for COVID-19, we will alert all classes and specify the most recent times that she/he was in the building. If a teacher, her class will move to learning at home for two weeks, but other classes/teachers will likely continue to meet.
- If any entire class of our community moves to at-home learning, parents will receive a 4-day weekly lesson plan, and teachers will conduct online “class meetings” of no more than one hour.

## What Our Learnwell Community Expects from Families

If anyone in your immediate family falls under the following categories, the student must be kept at home and their teacher or the principal notified:

- Displays fever, shortness of breath, congestion, coughing, headache, or other symptoms of illness (stay home until 24 hours past symptoms)
- Contact with someone who has tested positive for COVID-19 (learn at home for a minimum of one week plus negative test OR 14 days learning at home)
- Student and/or immediate family member diagnosed with COVID-19 (learn at home until a negative test received)

\*IT IS OF THE UTMOST IMPORTANCE TO US THAT YOU ARE HONEST ABOUT YOUR COVID STATUS. While you may feel prepared to deal with the virus within your own family, we need you to respect the fact that you are unaware of the underlying conditions of other students, their families, and our staff. If you are reckless with a positive status, you may be asked to move to at-home learning full time for the remainder of the year.

# Absences and Tardiness

## Absences - Known in Advance

We understand that you may have chosen Learnwell for the flexibility that we give families. We want that margin for you -- that's why we build in five weeks of school breaks.

But if you have a trip planned that does *not* coincide with a school break, contact your child's classroom teacher to let him or her know when your trip is planned.

He/she will give you next steps for how to best prepare for your time away from the classroom. This will likely include supplying you with a 4-day weekly lesson plan for the day(s) missed at school. Your teacher will help you to prioritize what you need to teach and/or practice with your child in order for her/him to be ready for learning when she/he returns to the classroom.

## Absences - Unexpected

In the case of an unplanned absence, please contact your child's teacher for next steps.

## Tardiness

Because students learn within their classroom community on at-school days, we expect students to be on time. Drop-off times allow a 14-minute window because Learnwell understands that circumstances arise which sometimes make arriving at a specific time difficult.

However, please be advised that if your child is tardy more than 4 times in one month, you will be contacted by a member of the Learnwell staff. The Learnwell staff team values your family consistency and will work with you to help you succeed in any way that's feasible and appropriate for your family's circumstances.

Please arrange doctor and dentist appointments, etc. on at-home days. This will cut down significantly on excused tardies and absences.

# After School on Campus

## Electives and Clubs

Currently, all Learnwell clubs will take place during school hours. However, if your student is participating in any after-school activity -- such as an elective -- the Learnwell expectation is that Learnwell students would treat the elective coach or leader just as they would a Learnwell teacher or staff member (with courtesy and respect).

All electives will be supervised by a Learnwell staff member who remains on campus for the duration of the elective.

## After-Hours School Events

When students attend school events, Learnwell expects them to be accompanied by a parent. If and when this procedure changes, school communication policies will be updated.

For students' safety, parents may be asked to show i.d. to enter the school building at any time.

Classroom and school behavioral expectations should also be applied to after-hours school events.

# Off-Campus Field Trip Policy

Learnwell places a high value on learning outside the classroom. We encourage parents to organize field trips whenever possible on Fridays or at-home days and to invite others along.

Whether it's a Learnwell-staff organized field trip or a parent-organized field trip, the expectations for behavior are the same. Please ensure that all student behavior is consistent with what Matthew 5:16 teaches, "...let your light shine before others, so that they may see your good works and give glory to your Father who is in heaven."

In the case of weather disruptions for a Learnwell-staff organized field trip, parents will be notified via text about cancellation and possible rescheduling.

A note about attendance of field trips: If you respond that you will be attending, please make every effort possible to do so. Scheduling field trips takes commitment and work, so the parents and/or staff involved appreciate your faithfulness to attend according to your commitment. Of course, extenuating circumstances arise, and that is understandable. Please make significant attempts to contact the organizer of the field trip in the event you cannot attend on the morning of the field trip so that he/she is not waiting for you and your family.

# School Climate

The climate of Learnwell North Georgia Hybrid School is in accordance with its core values: families first, intentional margin, deep faith and educational excellence.

Whether you are a parent volunteer, a parent relating to other parents or students, or a student in one of Learnwell's classes, please make every effort to maintain these core values as your own:

- 1) To make sure that families are considered (let's prefer one another);
- 2) To make sure that intentional margin is built in (this may require simplifying expectations about events and parties);
- 3) To make sure there is room for students and families to live by their faith (and this means we do what we say will do, care for each other and pray for another, avoiding gossip and rumors at all costs);
- 4) To make sure conduct is in alignment with educational excellence and in accordance with Learnwell teaching staff recommendations.

# School Behavior/Accountability

At Learnwell North Georgia, we believe every student deserves to learn in a safe, positive, caring and respectful learning environment.

For this reason, we expect the following behavioral guidelines to be upheld by all students, parents and staff.

## **1) Anti-Bullying, Harassment, and Intimidation:**

Learnwell does not tolerate any behavior associated with bullying, harassment or intimidation. Those behaviors may include, but are not limited to:

- physical harm of any kind, damage to a student's or teacher's property, or causing reasonable fear of damage to property and/or physical harm
- persistent or pervasive behavior that is meant to intimidate or threaten a student's physical or emotional health
- verbal, written or derogatory comments of any kind, including outside school hours in the case of cyber bullying or texting behaviors that are inconsistent with respect and love for all as created in God's image
- using school or personal electronic devices to cause intimidation, teasing, or anything that would threaten emotional and physical safety of a teacher, parent or student
- intimidation, defined as the act of inducing fear by an individual or group of individuals for any reason
- harassment, defined as an act (or multiple acts) of disturbance whether physical or emotional. Includes sexual harassment, emotional intimidation, use of profane language or inappropriate comments, inappropriate touch or conduct of any kind that invades a person's right to his or her own body, or inducing fear.

Learnwell will hold all parties accountable for any behavior deemed inappropriate, and will be quick to inform parents, suspend students and report to local authorities behavior that is against the law.

Any students experiencing bullying, harassment or intimidation of any kind should inform his/her parents, and the parents should report the offending behavior to a classroom teacher and/or school staff immediately so that restitution and appropriate action can be taken. Students who learn of other students being bullied, intimidated or harassed need to report the offense to a teacher or staff member upon first occurrence.

**2) Learnwell honors a partner approach to a safe, orderly and academically excellent education for all students.**

This means that we value the partnership between students, parents, staff and teachers to uphold the core values and code of conduct at all times.

**3) Learnwell values ownership of academic education as well as life skills, which include honor and integrity in academic pursuits but also in how students communicate and relate with one another, with Learnwell parents and staff, and with their teachers.**

For this reason, cheating of any kind is not tolerated. This includes copying while at school or while outside of school any work that a student knows is not his or her own work. Also, Learnwell expects students to uphold respectful behavior and honesty about how he/she applies this work ethic to non-academic pursuits such as electives, clubs, etc.

**4) Communication is expected to be upheld in a Biblical model, as appropriate according to Matthew 18:15-21.**

Students, parents, teachers and staff should first go to the person with whom they have a disagreement and try to work it out in a gentle and reasonable manner.

Second, if that has not resolved the dispute, the person is expected to bring in a second party -- a classroom teacher or staff member who can provide wisdom in the matter.

Third, if a resolution is not yet attained, the principal or member of the staff team will be brought in to guide the persons involved in settling the matter at hand.

**5) Learnwell reserves the right to, in concert with a student's parents and teacher, call for disciplinary action when a student violates the expectations to be honest, respectful, and kind.**

Disciplinary action may include:

- sitting out of a classroom activity
- talking with a teacher after class
- visiting the principal
- calling a parent

Disciplinary action will never include physical harm or emotional distress of any kind. On the contrary, discipline will be guided by the intent to be **restorative** (giving the student the opportunity to make things right); **reflective** (giving the student the opportunity to reflect on why the decision he/she made was not appropriate and who it may have hurt in the process); and **instructive** (providing a learning opportunity to change in the future).

The following behaviors on campus at any time will be treated as code of conduct offenses and, upon first infraction, receive a warning. Upon second/multiple infractions, disciplinary measures will be taken that are appropriate to the offense.

1. Cheating or dishonesty.

2. Disrespect, name-calling or bullying, harassment or intimidation of any kind (toward another student, teacher or staff).

3. Profanity and/or inappropriate speech, writings or drawings.

4. Safety issues such as running in the building or parking lot without permission, exiting the school building without permission, pushing or aggressive behavior of any kind.

5. Dress code violation.

6. Violation of weapons and safety policies.
7. Inappropriate use of technology, including personal or school-issued devices, phones or computers.
8. Vulgarity in speech or violent behavior directed toward another person or people group based on race, gender, or personhood for any reason.
9. Failure to report known acts of bullying, intimidation or harassment to a teacher or staff member, even if those acts are not directed toward the student, but are directed at someone else. The student may still be held accountable for his/her inaction, just as much for participation in these acts.
10. Theft or vandalism of any kind.
11. Inappropriate restroom behavior.
12. Not following directions or disruptive behavior that keeps others from learning and prevents teachers from providing educational excellence.
13. Intentionally missing class(es) without prior knowledge and approval of a parent or guardian.
14. Disruption at school events or activities.
15. Any behavior that a teacher or staff member constitutes as inappropriate and violating the four core values of Learnwell North Georgia.

# Materials/Campus Expectations

Bringing non-academic items to school will only be allowed upon teacher permission and will be limited to school assignments.

Therefore, it is expected that students are to:

1. Be prepared for class, bringing necessary academic items with them such as books, paper, pencils, etc. as appropriate for a learning environment.
2. Refrain from bringing anything to class that would violate the code of behavioral accountability and/or weapons policy for any reason.
3. Choose to prefer the other person when on campus in situations that require, for example, waiting in line, taking turns, and cooperating with others using patience and respect.
4. Ask questions when they do not understand. Many disagreements and consequences can be avoided by respectfully asking a question to clarify or fully understand what is expected in behavior on campus.
5. Be on time and on-task. If a student is continually tardy, appropriate contact will be made with his or her parents to help with this. However, a student is 100% responsible for staying on task and staying in the appropriate location on campus for class time, lunch, etc. unless teacher permission is given.
6. Technology and device policies must be followed at all times, including during after-school on campus activities.

# Dress Code & Devices Policy

Learnwell North Georgia aims to help its students uphold integrity and modesty as it relates to the right that all students have to pursue excellence in education.

Therefore, the Learnwell Dress Code is designed to reduce the likelihood of distraction or disruption and to maintain an academic focus in the classroom and on campus.

## SHIRTS/TOPS

- Inappropriate shirts/tops should not be worn to school. This includes, but is not limited to: Halter tops, strapless tops, spaghetti straps (straps must be at least two inches wide; bare shoulders should not be exposed), and tops that are low-cut, see-through, or backless.
- Shirts/tops that expose any portion of the waist, hips, midriff, ribs, cleavage, or undergarments are inappropriate for school. If you raise your arms at or above your head, and your midriff is showing, you should not wear the shirt.

## SHORTS/SKIRTS/PANTS/BOTTOMS

- All shorts/skirts must be mid-thigh length or longer. Slits in skirts cannot be above mid-thigh.
- Pants and shorts must be worn at the waist at all times (no significant sagging).
- Shorts/skirts/pants/bottoms must be worn so that no underwear is shown.
- There should be no rips or holes that reveal inappropriate areas of the body above the knee.
- No see-through garments.
- If leggings, jeggings, spandex pants, tights, or tight-fitting yoga/workout pants are worn, the student's top must reach below, and cover the bottom.

## **ADDITIONAL ITEMS**

- Headwear is prohibited and must be kept out of sight in the building. This includes, but is not limited to: hoods, bandanas, wave caps, sweatbands, sunglasses, or any other head covering.
- No combs, rakes, curlers, or picks can be worn in the hair.
- Pajamas, sleepwear, or blankets are not allowed.
- Proper footwear must be worn at all times. Bedroom/house shoes are not allowed.
- No student clothing, belongings, jewelry, body art, or tattoos shall display words or symbols that promote or depict illicit or illegal activity.
- Any student dress/appearance not specifically stated that the faculty or staff deems inappropriate and/or distracting is also prohibited.

## **PROCEDURES FOR NOT FOLLOWING DRESS CODE:**

- Dress code violation may result in a phone call to parents/guardian.
- Parent/guardian will be required to bring appropriate clothing.
- Repeated dress code violations may result in disciplinary action.

## **Devices**

Students are permitted to bring phones to school, but they are not allowed to use phones during class for any reason.

All devices must be turned off and kept in the student's backpack during the day. These devices are only allowed to be on and used before and after school, except in the case of student elective. Student electives are to be treated as a classroom, and therefore, no devices should be on or used until after the elective has finished.

"Devices" refers to any electronic device not being used for the express purpose of education with teacher permission, such as phones, iPads, laptops, wearables such as earbuds and headphones, gaming devices, electronic cameras, etc.

If a teacher or staff member sees a student using a device during school hours, even at lunch, he/she may ask for the device, only to be returned *to the student's parent* at the end of the school day.

Repeated violation of the dress code or devices policies are grounds for disciplinary action.

# Weapons Policy

Students, teachers, parents, visitors/guests and staff are not allowed to bring or use any weapon, as outlined below, for any reason to school or on school property:

1. Firearms (including, but not limited to, handgun or pistol; shotgun or rifle; starter gun; destructive device (bomb or explosive device of any kind); BB, pellet or airsoft gun; or any other firearm.
2. Other weapons or dangerous items: billy club, brass knuckles, knife with blade (including pocket knives), numchuks; mace; razor blade or box cutter; simulated knife; taser or stun gun; tear gas; paintball gun, saws, tools or other items that can threaten the safety of teachers, students and staff.
3. Students are not allowed to use school property or academic items as weapons, such as scissors, pencils, chairs, rulers, etc.

Violation of this weapons policy will result in confiscation of the weapon, contacting the student's parent or guardian, and other disciplinary action as needed.

# Parent Volunteers & Visitation

At Learnwell, we value a high participation level for parents. Whether you are helping sort books in the library, acting as a classroom helper or planning an event, we welcome your involvement in the learning environment of our students.

Students whose parents are involved in school activities are reported to learn better, get higher grades and be more motivated to solve problems in healthy ways. We know that your involvement on campus and off is crucial. So thank you!

On that note, we do have some guidelines for your participation in classroom events, school events and on-campus activities such as lunch, clubs, etc.

1. All parents, regardless of role or volunteer commitment, will be asked to show i.d. to enter the building.
2. Prior notification must be made to visit a child's classroom or lunch time; this ensures respect toward teacher plans and allows them to arrange for your presence in the activities.
3. No parent should be alone with any student for any reason, except his or her own child.
4. The code of behavioral expectations is applicable to parent volunteers during school and during after-school hours.
5. Please adhere to your child's classroom party expectations when it comes to celebrations of birthdays and holidays.
6. Keep events simple and make sure they're adhering to the school's mission, vision and four core values. Learnwell values family participation but not at the cost of another family's margin or emotional peace.
7. Your suggestions are valuable to Learnwell staff. If you see a need, speak up. Please inform a staff person or your classroom teacher if you see anything that needs to be fixed, or if you have an idea to help facilitate school events.
8. All parent volunteers will be asked to sign in and sign out upon entering and exiting campus. This helps us ensure a safe learning environment.

9. Student visitors are not allowed to join classroom activities without prior permission from a teacher and principal.

10. Visitors of any kind will be asked to show i.d., give reason for their visit, and may be denied visitation based on validity or reason for the visit. See the school's safety policy for more details.

LEARNWELL NORTH GEORGIA

PHOTO RELEASE FORM

**PERMISSION TO USE  
PHOTOGRAPHS**

**THIS FORM ALLOWS US TO USE YOUR PHOTOGRAPHS IN PROMOTIONAL AND/OR INTERNAL SCHOOL-COMMUNITY MATERIALS FOR LEARNWELL NORTH GEORGIA HYBRID SCHOOL. YOUR CHILD'S NAME WILL NEVER BE POSTED WITH HIS PHOTO.**

Name of student(s) pictured: \_\_\_\_\_

Age of student(s) pictured (if minor): \_\_\_\_\_

Contact e-mail address of signing adult: \_\_\_\_\_

**AUTHORIZATION: PLEASE ADD A CHECK MARK TO THE OPTION(S) YOU AGREE TO.**

- I, \_\_\_\_\_ (name), of legal age or parental guardian of a minor, authorize Learnwell North Georgia to reproduce my photographs in their promotional materials.
- I, \_\_\_\_\_ (name), of legal age or parental guardian of a minor, authorize Learnwell North Georgia to reproduce my photographs in their materials for the internal Learnwell school community ONLY.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

**I acknowledge the terms and conditions of this release form.**

*Learnwell North Georgia reserves the right to reproduce these photographs for commercial use.*

*Dr. Melissa Shipman  
Principal  
Learnwell North Georgia*

LEARNWELL NORTH GEORGIA  
1360 BLUEGRASS LAKES PKWY.  
ALPHARETTA, GA 30004

# Security & Safety Policies

Learnwell is a closed campus for the safety of all its staff, teachers and students. This means that, with no exceptions, doors will remain locked at all times. Parents may request a teacher meeting before or after school at a pre-determined time. All visitors, parents included, will be asked:

- to show i.d.
- to sign in and out upon entry
- may be refused entry for any reason if staff deems necessary as it relates to the safety of Learnwell North Georgia students
- to provide reason for visitation

Because we care for children and desire to protect them, Learnwell requires all staff, teachers, and regular volunteers to:

- complete sexual abuse training
- have a criminal background check
- abide by all child safety guidelines as outlined in the child safety training at all times when on campus or with students for an off-campus field trip

No staff member or teacher is allowed to partake in off-campus activities without parental presence and/or provide transportation to students for any reason.

All students attending field trips must have parental supervision. No exceptions will be allowed.

# Emergency & Contact Plans

## Emergency Plan

The Learnwell emergency plans have been written and reviewed by local law enforcement. For the safety of our students, the specific details of these plans are not made public, but we are happy to answer any questions that you might have.

We will conduct fire drills on a regular, but unannounced schedule.

Should there be an on-campus emergency of any kind, the appropriate parents will be notified immediately. If appropriate, 911 will be called immediately.

## Contact Plan

In case of inclement weather, we will follow closely Forsyth and Fulton county schools in their decision to remain open or to close.

We will contact parents via group text and email by 7:00 a.m. if at all possible to let the community know that school will be closed.

# Medications & Allergy Awareness

Every Learnwell family is required to complete a Student Health Form prior to a student attending class.

If relevant, please complete an Allergy Form and/or Asthma Form as well.

Having this information will significantly help our staff if there is a medical emergency on-campus. Thank you for taking the time needed to provide this information.

# Drop-off and Pick-up Procedures

## Tuesday and Thursday mornings:

Students should arrive to Learnwell between 8:45 and 8:59 a.m. Classes will begin promptly at 9:00 a.m. If you plan to arrive at 9:00 a.m., your child(ren) will be late to class.

Morning procedure: Upon arrival, please park in a numbered parking spot in front of the school. Staff members will greet your student(s) when they exit your car and escort them into the building.

## Tuesday and Thursday afternoons:

Students should be picked up between 2:30 and 2:40 p.m. If parents are running late for any reason, they should call the school at 678-395-6772.

Afternoon procedure: Upon arrival, please park in a numbered parking spot in front of the school. Text the designated carpool number with your **last name and parking spot**. A staff member will escort your child(ren) out of the building to your car.

## General Guidelines:

When dropping off or picking up students from Learnwell during normal carpool times, parents will be required to **park in a numbered parking spot**.

If you are bringing your child late or checking your child out early, you may park in the visitor's spot directly in front of the building and come in through the front door.

# Staff Contact Information

## Teachers

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## Staff

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