

East Leroy Elementary 2025-2026



**Kindergarten-Grade 5
Student & Parent/Guardian Handbook**

EAST LEROY ELEMENTARY

VISION & BELIEFS

- We believe in effective communication where listening, understanding, and taking action creates a thriving environment.
- We believe in a growth mindset in which students and staff are challenged & encouraged to grow academically, socially, professionally, and emotionally.
- We believe that each individual should be a "leader in terms of honesty and integrity."
- We believe in the power of teamwork; students and staff achieving goals and creating an environment of accountability.
- We believe in celebrating achievements in order to develop a sense of purpose, involvement, and acceptance.



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Daily Schedule

- 8:00 A.M.- Students may arrive on campus
- 8:15 A.M.- Buses Unload & Breakfast Begins
- 8:30 A.M.- Classes begin
- 3:20 P.M.- Dismissal

Arrival

- **School begins at 8:30 A.M.**
- Students are allowed to enter the school building at 8:00 A.M.
- Drop off students enter the building at the music room entrance & will be released at 8:15 A.M. to head to the gym to grab breakfast to take to their classroom
- Bus riders will be released off the bus at 8:15 A.M. to head to the gym to grab breakfast to take to their classroom
- Kindergarten students will eat breakfast with their teacher in the cafeteria rather than in the classroom
- If a student arrives after 8:30 A.M., they should report to the main office with a parent/guardian to sign in

Dismissal

- **Dismissal is at 3:20 P.M. (11:50 A.M. on Half Days)**
- Grade K-2 students will be dismissed from the porch entrance
- Grade 3-5 students will be dismissed from the main entrance
- Teachers will escort students out of the building, meeting with parents/guardians for pickup then head to get students on the bus
- Parents/guardians who are picking up- please wait in the area near the flagpole or alongside the sidewalk, under the awning outside of upper level classrooms

Academics

Homework

The teachers and staff emphasize the importance of homework as practice and reinforcement of daily lessons. Homework can provide opportunities for practice and perfecting skills. It helps keep parents aware of the materials which students are learning and invites their support and encouragement. Homework should be the responsibility of the student and will vary from room to room according to teacher and class needs. It is in the student's best interest that all homework be completed.

The following principles govern homework assignments:

1. It will have a definite purpose
2. It will be clearly explained to students
3. It will be used or checked in some way

Lost/Damage Library Books

Library books are returned or renewed every week. They should be returned in the same shape they were in when checked out. If they are damaged or not returned after 3 weeks, a note will be sent home requesting that the book is either replaced or paid for. Until a book has been returned or replaced, a student will not be able to check out another book.

Report of Student Progress/Report Cards

Report cards are issued every marking period (four times a year). Please review the grades, citizenship marks, and comments about work habits. Report cards will be posted on Skyward Family Access on the following dates:

- Marking Period 1- Friday, October 31, 2025
- Marking Period 2- Wednesday, January 21, 2026
- Marking Period 3- Thursday, March 26, 2026
- Marking Period 4- Wednesday, June 3, 2026

Parent-Teacher Conferences will be held three times throughout the school year—September 25, 2025, November 12, 2025 and February 12, 2026—to discuss your child's progress. If you would like to meet outside of these scheduled times, please reach out directly to your child's teacher to request an additional conference. We kindly ask that all conferences be scheduled in advance by contacting the teacher to set up an appointment.

Retention

Every student who is being considered for retention should have the following procedures and interventions completed:

1. Athens Area Schools Board Policy will be followed.
2. Teachers and principals will review the grades of all students for the 1st and 2nd marking periods as well as 1st semester grades if applicable. Any student receiving a D or E, or an N or U in any core area (Language Arts, Math, Social Studies or Science) or in any 2 content areas across 2 consecutive marking periods should be considered for a Child Study and retention. It is important that students achieve the objectives for their grade level.

The following meetings will be conducted before a decision is made:

1. A child study meeting will be held with enough time left in the school year to implement interventions with the student. Remediated and differentiated teaching strategies will be applied and documented. Follow-up meetings will be held to monitor progress and adjust interventions.
2. A meeting of pertinent staff and parents/guardians will be held to specifically discuss retention of the child in question. A Light's retention scale and available testing/screening information will be completed. Results of all scales and other assessments will be presented and considered at this meeting.

Student Testing

In an effort to review a student's educational progress, various standardized tests will be given during the year. All students in grades K-5 will be administered state-approved benchmark assessments three times a year: fall, winter, and spring. Students in grades 3-6 will take the Michigan Student Test of Educational Progress (M-STEP).

Textbooks, Materials, and Fees

The State of Michigan provides that all required supplies must be provided to all students. The school expects a normal amount of use. The State stipulates, however, that undue abuse and damage is not normal use and that the student may be assessed for the damages or the cost of the book if the book assigned to that student is beyond repair or lost. This same provision applies to materials. You are responsible for care and will be charged for damages.

Attendance

Late to School

- All students arriving after 8:30 A.M. , must be signed in at the office by a parent/guardian
- Any student arriving between 8:30-8:45 A.M. will be counted as tardy
- Any student arriving after 8:45 A.M. will be counted as absent for the morning, ½ day
- Any student who leaves before 3:05 P.M. will be counted as absent for the afternoon, ½ day
- Any student who leaves between 3:05-3:20 P.M. will be marked as "Early Dismissal" which is equivalent to a tardy

Absent From School

Please call the school before 8:30 A.M., if your child will be late or absent from school. If you need to call and leave a message to report an absence, please use the attendance line by calling (269) 729-5419 (Press 9). If we have not heard from you by the time school starts and attendance has been taken, we will be contacting you using our emergency contact list. A student may not attend after-school activities if he or she is absent from school that day.

Excused & Unexcused Absences

Please keep in mind that although you must notify the office when and why your student will be or is tardy or absent, simply stating that fact may not excuse the tardiness or absence. A doctor's excuse for the missed day does not remove an absence for pupil attendance purposes. The Board of Education (Policy 5200) considers the following actions to be reasonable excuses for times missed at school:

1. Illness
2. Recovery from accident
3. Required court attendance
4. Professional appointments
5. Death in the immediate family

6. Observation or celebration of bona fide religious holiday
7. Such other good cause as may be acceptable to the Superintendent

The Superintendent delegates discretion under item 7 above to the building principal. Types of absences which may be excused on an individual, case by case basis, include:

1. Family vacations
2. Trips with no-school-sponsored youth organizations
3. Reward trips for student contests
4. Needed for work at home
5. Participating in an educationally related non-classroom activity which is consistent with and promotes educational philosophy and goals of the school district, represents a unique educational opportunity, cannot reasonably occur without interrupting the school day, and is approved in advance by the school principal.

Pre-Arranged Absences

To pre-arrange and obtain an excuse for an absence lasting three days or more, the student and parents will complete a Pre-Arranged Absence Form and submit it to the principal at least one week prior to the requested absence. If one week minimum notice is not possible due to circumstances beyond the control of the students and parents, explanation of why the timeline could not be met is also required. The principal will make the final approval or denial of the request. Arrangements for make-up work are to be made with each teacher in advance and honored if the absence is to remain excused. Call the school office to have a Pre-arranged Absence Form sent home with your child.

Makeup Work for Student Absence

Students will be given twice the amount of time to make up assignments when returning from an absence. For example: if a student is absent for two days, the student will have four days upon returning to school to turn in work missed. **Homework will not be given in advance if absence is less than 3 days, and 24 hours notice must be given if you would like to pick up your child's homework.** If a vacation is taken and it is not pre-arranged, your child's normal class work will be saved and given to him/her upon their return.

Student Pickup

Students will not be permitted to leave the school during school hours, except with a parent or guardian or with another responsible adult when the parent or guardian has given verbal or written permission. When you come to pick up your child, we ask that you come to the school office and sign the child out. If you communicate that your child will be picked up and you are not here at the dismissal time of 3:20 P.M., then your child will be sent home on his/her bus.

Truancy

We have a compulsory school attendance law in Michigan. The law "requires a parent, legal guardian, or other person having control or charge of a child age six to eighteen to send the child to school during the entire school year." Attendance is highly important for the child to learn and progress in school. When a child is

absent, there are learning opportunities missed that cannot be made up. Please only keep your child home from school if it is absolutely necessary. It is a good idea to get a doctor's note for any days that your child missed, and any future days your child misses.

Athens Area Schools are required to file truancy with the Calhoun Intermediate School District and the Calhoun County truancy officer.

- When 10% of the school days have been missed in a given period of time or a pattern of absences is apparent, the school will contact the parent/guardian(s) by letter.
- If attendance does not improve after receiving multiple warning letters, a meeting will be set up with the principal and guidance counselor to problem solve the attendance issue.
- If attendance does not improve, per the State of Michigan law, we must report the issue to the Calhoun County truancy officer.

Attire

Dress Code

While fashion changes, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines.

If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to themselves or others, they may be removed from the educational setting.

All students will need to wear shoes with a closed toe that are secured to the wearer's foot. "Keen's and other athletic sandals are ok if they meet the two criteria above. Flip flops and shoes containing wheels are not allowed.

For the first and last six weeks of school students may wear shorts to school; however, they must be of fingertip length. Muscle shirts, spaghetti strap tops, as well as tops exposing undergarments are not allowed. Hats worn to school must be kept in the lockers, during indoor school activities. Students should wear gym shoes for Physical Education classes.

Students should consider the following questions when dressing for school:

- Does my clothing expose too much? (no)
- Does my clothing advertise something that is prohibited to minors? (no)
- Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing? (no)
- Am I dressed appropriately for the weather? (yes)
- Do I feel comfortable with my appearance? (yes)

Food Service

Breakfast and Lunch Program

Our school provides a free Breakfast and Lunch Program which is available to all of our students. Please keep in mind that if your child arrives late to school breakfast may or may not be available. If your child chooses to bring his/her lunch, we are still able to provide them with free milk. A calendar of monthly breakfast and lunch choices will be provided to our families. Please keep in mind that breakfast and lunch choices are subject to change.

Health

Communicable Diseases

In case of communicable disease, please call the school office and let us know so that other parents of children in your child's classroom may be notified. Students with a communicable disease will be excluded from school. Students must be fever free (without medication) for 24 hours before returning to school. Below you will find additional information, based on recommendations from the Health Department, to help parents/guardians decide when to send or exclude their child (ren) from school. It should be noted that these diseases are primarily transmitted by direct contact with the infected individual through coughing, sneezing, or physical contact.

Disease Specific Information & Exclusion Guidelines	
<i>Disease</i>	<i>Exclusion Guideline</i>
COVID-19	Follow current health department recommendations for schools.
Diarrheal Illness	Exclude until diarrhea has ceased for 24 hours or until medically cleared.
Hand, Foot and Mouth	If secretions from blisters can be contained, no exclusion required.
Influenza/Influenza-Like Illness	Exclude until 24 hours with no fever (without fever-reducing medication) and cough has subsided.
Norovirus	Exclude until illness has ceased for at least 2 days; exclude from food handling for 3 days after recovery.
Pink Eye	Exclude only if herpes simplex conjunctivitis and eye is watering; exclusion also may be necessary if 2 or more children have watery, red eyes; contact local health department.
Respiratory Illness (Unspecified)	Exclude if also fever until fever free for 24 hours without fever- reducing medication.

Scabies	Treatment may be delayed until end of the day; if treatment started before next day's return, no exclusion necessary.
Strep Throat/Scarlet Fever	Exclude until 12 hours after antimicrobial therapy (2+ doses).
Vomiting Illness	Exclude until 24 hours after last episode.

Head Lice

At this time, the Michigan Department of Community Health (MDCH) and the Michigan Department of Education (MDE) recommend a policy that focuses on the exclusion of active infestations only. Active infestations can be defined as the presence of **live lice** or **nits found within one quarter inch of the scalp**. Nits that are found beyond one quarter inch of the scalp have more than likely hatched, or are no longer viable.

- The school nurse and/or school staff member will check a student for head lice if there is observation of live lice or nits in the hair
- Any student with an active infestation (live lice or nits within one quarter inch of the scalp) may remain in school until the end of the school day
- Immediate treatment at home is advised
- The student will be readmitted to school after treatment and examination
- If, upon examination, the school nurse or school staff member find no live lice on the child, the child may re-enter the school
- Any student with nits (farther than one quarter inch from the scalp) is allowed in school
- Parents should remove nits daily and treat if live lice are observed.

Hearing & Vision

A hearing and vision technician from the Calhoun County Health Department may visit our school once a year to administer hearing and vision tests to students. If you do not wish for your child to receive this free screening, please send in a written request to exclude him/her from this testing.

Illness

When a child becomes ill at school, the parents/guardian will be contacted to remove their child from school. Information listed on your child's emergency contact list will be used. No child will be sent home without prior contact with a parent or adult. If you change your telephone number or emergency numbers, please inform the school.

Medication

Medication will only be administered by the school nurse or a trained school staff member. This authorization shall be issued only in compliance with the following conditions:

1. All medication must be hand delivered by the parent or guardian to the office.
2. All medication is to be in a properly labeled container bearing the pharmacist's label of contents for prescription medications or original container for non-prescription medicines.

3. The [Medication Administration Authorization form](#) must be signed by the parent/guardian of the student.
4. Written instructions signed by the parent and the student's physician must be furnished and must include:
 - a. child's name
 - b. name of medication
 - c. purpose of medication
 - d. time to be administered
 - e. dosage
 - f. possible side effects
 - g. termination date for administering the medication
5. The school nurse or the school administrative assistant will:
 - a. inform appropriate school personnel of the medication
 - b. keep a record of the administration of the medication
 - c. keep the medication in a locked cabinet (unless requiring refrigeration)
 - d. return the unused medication to the parent/guardian
6. The parent or guardian of the child assumes responsibility to inform the school nurse or school administrative assistant of any change in the child's health or change in the medication.
7. A record shall be maintained which indicates the time/date of medication, the amount of medication and adult witness present.

UNDER NO CIRCUMSTANCES SHOULD:

1. The student be allowed to administer his/her own prescribed medication, unless outlined in information provide from the doctor.
2. Non-labeled medicine by administered by school personnel. Medication that is brought to the school by a STUDENT will not be administered.

School Nurse

Upon enrollment with East Leroy Elementary School, a Consent For Treatment form will be sent home and must be completed, signed and returned to school before the nurse may treat any student. If you do not want the nurse to see or speak with your child, we need a written request sent in attached to the treatment form.

Safety & Emergency Procedures

Fire, Tornado, and Lockdown Drills

State law requires that fire, disaster, and lock down drills be held for students' protection. We will have periodic lockdown, fire, and tornado drills throughout the year. Teachers will review and practice all emergency procedures with their students.

Tornado

Weather will be monitored through the superintendent's office and in conjunction with local civil defense officials. During such times, the following will be followed by school officials:

1. If a tornado watch or warning, or a severe weather warning is in effect at 6:00 A.M. and announced to be ending at or before 8:00 A.M., we will implement a two-hour delay to the school day.
2. If a tornado watch or warning, or a severe weather warning is in effect at 6:00 A.M. and not expected to be lifted until after 8:00 A.M., we will close school for the day.
3. If our school day has already begun and a tornado watch or warning, or severe weather warning goes into effect while the students are in our care, we will keep the students safe at school.
4. If a tornado watch, or severe weather watch is in effect at the end of our regular school day, we will release the students at the end of the day and our buses will be running their normal schedules.
5. If a tornado warning, or severe weather warning is in effect during the school day, we will not release the students until the warning has been lifted – even if the regular school day has ended. We will supervise our students until the warning is over. Buses will then transport their assigned students home by their normal route.

We try to make timely decisions about school disruptions, always keeping the safety of our students in mind. As soon as we make a decision to delay or close school, an Instant Alert message will be sent out to parents and/or guardians. We will also contact major local radio and television stations.

School Closings

In cases of school **closing or delay** because of severe weather, power outage, or for other unforeseen situations, parents will receive a phone call/email from our Instant Alert System. For school closings and delays, the official announcement may also be heard over the local radio and T.V. stations. The official decision is made at the Administration Office by 6:30 A.M.

If school should be dismissed early due to emergency conditions, students should be advised as to where they should go in case parents are not home. It is the parent's responsibility to make sure your emergency closing form is on file at school, and to notify us of any changes during the school year. For a scheduled half day of school, students will be sent to their normal drop off location unless a note is sent in with the child that morning. All drop offs must be within district boundaries.

Visitors to the Building

Visitors, particularly parents and/or guardians or other adult residents of the community are welcomed and encouraged to visit the school. Visitor access to students and classes must be limited and only in accordance with a schedule which has been determined by the principal after consultation with the teacher whose classroom is being visited. Classroom visitations must be non-obtrusive to the educational process and learning environment and should not occur on an excessive basis (Board Policy 9150).

- In order to properly monitor the safety of students and staff, each visitor must enter the building through the front doors and must stop in the office immediately upon entering the building.
- All visitors must sign in and sign out at the office
- All visitors must wear and display the visitor label in an appropriate and visible location
- Any visitor found in the building without a pass will be asked to report to the office

- If a person wishes to confer with a member of the staff, he/she should call for an appointment prior to coming to the school, in order to schedule a mutually convenient time
- Students are not permitted to bring school age friends or relatives to the school for visitation without prior permission from the principal

Volunteers

We require all volunteers who could potentially be required to directly supervise our students or who wish to volunteer in the classroom, or accompany their child on a field trip, to complete a criminal history records check prior to being allowed to participate. The criminal history background check will be performed by the District's central office staff and will only be necessary the first time you volunteer for the given school year. We will maintain an updated list of volunteers who have gone through this process to avoid duplication or further inconvenience.

- In order to properly monitor the safety of students and staff, each volunteer must enter the building through the front doors and must stop in the office immediately upon entering the building.
- All volunteers must sign in and sign out at the office
- All volunteers must wear and display the visitor label in an appropriate and visible location
- Any volunteer found in the building without a pass will be asked to report to the office

Special Programs

Individuals with Disabilities Education Act & Section 504 of the Rehabilitation Act

The Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities. Athens Area Schools ensures that it will provide a free appropriate public education (FAPE) to each qualified disabled person in the District's jurisdiction regardless of the nature or severity of the person's disability.

School Counselor

East Leroy Elementary School has a full time school counselor. This individual will work with students individually, in small groups, and with total classroom groups to help students overcome problems, learn problem-solving skills, and improve their self-concept. If you believe that your child would benefit from contact with the school counselor, contact can be made through the school office. Initially, the school counselor may talk with children without parent/guardian notification. If the counselor plans to meet with a child on a regular basis, the parents/guardian will be notified.

Miscellaneous

Change of Address & Emergency Contact Information

Parents who change their address or telephone number are to report the changes promptly to the elementary office. This enables us to keep our records up-to-date and provide rapid notification should an emergency arise.

Upon enrollment with Athens Area Schools, we ask that you document a list of emergency contacts that can be reached in case your child is ill or injured, and you are unavailable.

Fundraising Policy

Student fund-raising is permitted by students in school, on school grounds, or at any school-sponsored event only when the profit therefrom is to be used for school purposes or for an activity connected with the schools. Fund raising by approved school organizations may be permitted in school with the approval of the administrator.

Lost and Found

- Please mark all items of clothing with your child's name so they can be returned to your child
- Any items found will be placed in the lost and found located outside of the library, so please check if your child is missing something.
- If the item is still not located, please report it to the office so we may try to help you locate the missing article.
- Items that are not claimed will be taken to our clothes closet and/or donated

Outside Recess

Students go outside for recess, weather permitting. We use the "temperature/wind chill/feels like" as a guideline. Students are kept inside if the temperature/wind chill is 10 degrees or less. Please make sure your child is dressed appropriately for outside weather conditions. We require all students to wear coats or jackets if the temperature is below 60 degrees.

Parental Rights & Involvement

Parents have the right to review all curriculum materials and survey instruments and procedures prior to them being used with your child. If you have any questions, please contact us.

Parents/guardians play an important part in their child's education. We welcome your involvement both at home and at school. Good communication with the school staff is very important. Some of the opportunities for parent/guardian involvement include: attending conferences, open house, award ceremonies, and special events. Parents/guardians may also serve on the PTSO, as chaperones for field trips and as volunteers in the classroom. Parents/guardians are invited to attend school board meetings which are held the 3rd Monday of each month in the Athens High School library.

Parking

During arrival and dismissal times, please do not park and exit your vehicle in the drop-off lanes. Also, do not park in the path vehicles must take to enter and exit our parking lot. This area needs to be kept open in case of an emergency. During special events, please use the main parking lot or the grass to park. Please do not park in the bus parking area during the school day.

Pets and Animals

Pets and animals should not be brought to school or on the bus by students. Parents/guardians should not bring pets in to visit even when dropping off or picking up students. Only service animals in accordance with board policy will be allowed on school grounds or in school buildings.

Procedures for Handling Problems

If you have a concern, please follow the steps below to ensure the most accurate information possible is provided to all parties. Please call the school and give us the opportunity to find solutions to any problems, and any questions you wish answered. Before complaints are brought to the Board of Education, the following procedures must be followed:

1. Meet with staff member
2. Meet with building administrator
3. Meet with superintendent
4. Complete complaint form

Toys and Electronics

Items such as toys, fidget spinners/cubes, trading cards, personal electronics, lasers, and any other expensive items are not permitted at school. Cell phones are expected to be stored in a student's locker during the day. The school is not responsible for lost or stolen items. Children should understand that if they bring personal items from home, they accept liability for items that are damaged or lost.

Treats for Special Occasions

Birthday celebrations should be pre-arranged with the classroom teacher. Parents/guardians may drop the birthday treat in the office and a school staff member will deliver it to the classroom at an appropriate time.

Due to the increase in food allergies and other health concerns, all snacks or treats (including birthday treats) brought into the classroom must be commercially purchased or prepared in a commercially inspected kitchen. Please consider no-food options for holiday and birthday parties such as a small toy or school supply item, or a gift for the classroom, instead of cupcakes, ice cream, cookies, etc. Parents/guardians may drop the snacks/treats in the office and a school staff member will deliver them to the classroom at an appropriate time.

Student Behavior & Discipline

Bullying

It is the policy of the District to provide a safe and nurturing educational environment for all of its students.

This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior. Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation.

Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

This policy applies to all "at school" activities in the District, including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

According to Athens Area Schools Board of Education Policy 5517, **"bullying"** is defined as any written, verbal, or physical acts, including cyber bullying (i.e. any electronic communication, including, but not limited to electronically transmitted acts, such as internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

- A. substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
- B. adversely affecting the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
- C. having an actual and substantial detrimental effect on a student's physical or mental health; and/or
- D. causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:

- A. Physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.

Every attempt will be made to enforce this Board of Education policy. See the "Disciplinary Guidelines" section of this handbook for more information.

Drug Policy

East Leroy Elementary is a DRUG FREE SCHOOL ZONE. Violations of this policy will not be tolerated.

Locker Searches

A school administrator or designee may search a student's locker at any time.

Snap Suspension

A student may be removed from a classroom by a teacher for up to one day, for severe inappropriate behavior. A conference with the teacher, administrator, and student will occur and parents will be notified.

Student Rights & Responsibilities

The rules and policies of the Athens Area Schools apply to any student who is on school property or school-affiliated transportation, who is in attendance at school or any school-sponsored activity, or whose conduct at any place or time creates a substantial disruption to the operations, discipline, or general welfare of the school, regardless of location, date, or time.

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teachers' directions and to obey all school rules. Disciplinary procedures are designed to ensure due process (a fair hearing) before a student is removed because of his/her behavior. Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed. Many times it will be the student's responsibility to deliver that information. If necessary, mail or hand delivery may be used to ensure contact. Parents are encouraged to build two-way communication with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals. Students must arrive at school on time, prepared to learn and participate in the educational program.

Weapons

Weapons, look alike weapons, or any item which can be used as a weapon are prohibited from all school property. Consequences may be expulsion.

Positive Behavioral Interventions & Supports and Character Education

East Leroy Elementary takes pride in the fact that we concentrate on character education throughout the school year. We feel that in addition to teaching our students academics, it is important to help foster the positive character traits that students will need to be successful throughout their school career and in life.

School-Wide Expectations

At East Leroy Elementary, we are focused on how to L.E.A.D.!



East Leroy Elementary - Behavior Expectations Matrix

Location → Expectations ↓	Hallways Voice Level 1	Bathrooms Voice Level 1	Cafeteria Voice level 2	Playground Voice level 4	Stairs & Ramp Voice Level 0	
L ive Honestly	→Own your behavior & actions →Report problems to a staff member →Keep your place in line	→Own your behavior & actions →Report graffiti, damage, or disturbances to a staff member	→Own your behavior & actions →Keep your place in line →Keep your original lunch choice	→Own your behavior & actions →Report disturbances, accidents, and injuries immediately to an adult →Tell the whole truth	→Own your behavior & actions →Keep your place in line	→be →& →tru
E ncourage Kindness	→Greet others →Share the space with others →Keep hands to yourself →Look with eyes not your hands	→Give others privacy →Share the space with others →Use positive & polite words	→Use positive and polite language →Use good table manners →Treat others the way you would want to be treated	→Treat others the way you would like to be treated →Invite others to play →Use positive & polite words	→Greet others →Share the space with others	→up →po
A ct Responsibly	→ Follow <u>ALL</u> staff directions the first time given →Go directly to your destination →Keep belongings in your locker	→Use appropriate amount of soap/paper/water →Keep bathrooms clean →Return to class quickly	→ Follow <u>ALL</u> staff directions the first time given →Your food is just for you →Clean up after yourself and throw all trash away at one time →Place unopened food in share tub	→ Follow <u>ALL</u> staff directions the first time given →Use games, materials and equipment properly →Leave nature in its place →Ask permission to enter building	→ Follow <u>ALL</u> staff directions the first time given →Head directly to your destination →Control your body	→di →tir →→ →ge →fo
D emonstrate Safety	→Control your body →Use quiet, walking feet →Face forward →Tight to the right	→Wash hands with soap →Use bathroom as intended	→Wait patiently in the lunch line →Sit with feet down, bottom on the bench and facing the table →Honor the personal space of others	→Control your body →Stay within playground boundaries →Enter and exit in orderly lines	→Control your body →Use railing appropriately with your hands →Use quiet, walking feet	→→ →fe
<u>Voice Levels</u>	0- SILENT 1- WHISPER 2- TABLE TALK 3- LOUD VOICE 4- OUTSIDE VOICE					

Disciplinary Guidelines

The following identifies the suggested penalties in place for certain types of misconduct. This list is not all-inclusive and the administration recognizes that certain situations may not be identified here. Additionally, administration reserves the right to weigh in extenuating circumstances as necessary when dealing with individual students and situations.

Disciplinary Guidelines

The following identifies the suggested penalties in place for certain types of misconduct. This list is not all-inclusive and the administration recognizes that certain situations may not be identified here. Additionally, administration reserves the right to weigh in extenuating circumstances as necessary when dealing with individual students and situations. Other disciplinary consequences may apply if a student has violated other provisions of the Code of Conduct in conjunction with offense.

Penalties for Matters Related to Citizenship			
	1st Offense	2nd Offense	3rd Offense+
Violation of state or local laws including false fire alarms, bomb threats, extreme vandalism of school property, arson, indecent exposure, sexual harassment	Ten (10) days ISS and or OSS, parent conference, police report filed, possible recommendation for expulsion		
Possession of pornographic materials; indecent behavior; unauthorized use of student or school property	Minimum of three detentions or one day ISS	Three days ISS and parent conference required	Three days OSS and parent conference required
Use of profane language	Warning and/or detention	Three detentions assigned	One-day ISS
Use of obscene language or gestures, spoken or written	Minimum of three detentions or one day ISS	Three days ISS and parent conference required	Three days ISS and parent conference required
Hallway conduct, including disruptive behavior, running, littering, gum chewing, public displays of affection	Warning and/or detention	Three detentions	One day ISS
Hands-Off Violation	One Detention	ISS	To be determined by principal
Cheating, plagiarism or other forms of academic dishonesty	Loss of credit on assignment and phone call to parent/guardian	Loss of credit on assignment, reduction of nine weeks grade by 10% or one letter grade	Failure of class
Dress Code Violation	Change clothes or sent home.	Change clothes or sent home and 1 day detention	Change clothes or sent home and 1 day (ISS).
Homework Policy (Missed/Late Assignment)	Per Classroom Teacher's Policy		

Penalties for Matters Pertaining to the Safety of Others			
	1st Offense	2nd Offense	3rd Offense+
Threats to students, harassment, and intimidation, including “whip downs”	Minimum of one-day ISS or OSS and parent contact.	Three days ISS or OSS; Possible police contact; Parent conference requested.	Five days OSS and parent’s conference required prior to re-admittance.
Racial or ethnic slurs	Minimum one day ISS and Student to Student conference.	Three days OSS. Parent notification required.	Five days OSS. Parent conference required prior to re-admittance.
Threats to staff members, interfering with school officials in pursuit of their duties, extortion, blackmail or coercion.	Minimum of one day OSS. Possible police report filed. Parent conference required prior to re-admittance.	Five days OSS. Police report filed. Parent conference required prior to re-admittance.	Ten days OSS. Possible recommendation for expulsion.
Unprovoked physical attack; assault, and whip downs.	Up to ten days OSS. Police report filed. Parent conference required. Possible recommendation for expulsion.		
Fighting	Removal from school for the remainder of day and one day OSS	Three days OSS. Parent conference requested	Ten-day OSS. Parent conference required prior to re-admittance
Possession of firecrackers, smoke bombs, etc.	Three days OSS	Ten days OSS and possible recommendation for expulsion	
Possession or use of dangerous chemicals, weapons, explosives, including look-alikes	Ten days OSS. Police report filed. Under state and federal law, students in violation of this rule will face a mandatory expulsion hearing.		

Penalties for Matters Related to Public and Private Property			
	1st Offense	2nd Offense	3rd Offense+
Theft	OSS to be determined by principal based on seriousness of incident. Parent conference required. Student required to make restitution. Police report may be filed.	Same as 1 st offense, with addition of possible recommendation for expulsion.	
Damaging School Property	One-day ISS. Student required making restitution. Police report filed. Parent conference required.	Three days ISS. Restitution required. Police report filed. Parent conference required for re-admittance.	

Penalties for Matters Pertaining to Disruption of the Educational Process			
	1st Offense	2nd Offense	3rd Offense+
Disruptive behavior/behavior that is detrimental to the educational process	One-day ISS.	One-day OSS.	Three days OSS.
Disrespect toward school employees, including insolence, insubordination, furnishing false information to any school employee, forgery.	Warning and up to three detentions.	One-day ISS.	Three days OSS. Parent conference required prior to re-admittance.
Failure to serve detention	Detention rescheduled plus one additional day of detention.	Detention rescheduled plus two additional days of detention.	Detention rescheduled plus three additional days of detention.
Gross Defiant Insubordination	One day OSS	Three-day OSS	Minimum five days OSS
Gross disrespect toward school employees	Three days OSS.	Five days OSS.	Ten days OSS. Possible recommendation for expulsion.
Alterations or misuse of any document or record, tampering with computers or any files.	Minimum of one day ISS.	Three days OSS/ISS.	Ten days OSS and possible recommendation for expulsion.

Inciting disruptions; contributing to disruptions in or out of classroom	Three detentions. Parents notified.	One-day ISS. Parent conference required.	Three days OSS. Parent conference required prior to re-admittance.
Possession and use of squirt guns, bean shooters, spitballs, or other similar objects	Confiscation of object, warning and up to three detentions.	Confiscation of object. One day ISS. Parent conference requested.	Confiscation of object. Three days of OSS. Parent conference required prior to re-admittance.
Possession or use of electronic communication or entertainment devices (e.g., cell phones, "Blackberries," pagers, CD or DVD players, MP3 or IPOD players, video games, etc.) during school or on a school bus, without specific permission from the supervising adult.	Confiscation of device, returned to parent by principal or teacher upon request.		

Penalties for Matters Pertaining to Controlled Substances			
	1st Offense	2nd Offense	3rd Offense+
Tobacco possession/use, all types including chewing tobacco or smoking related paraphernalia, at school or a school-sponsored event.	Three days OSS. Notification to courts. Parent contact. Option to attend a 4-hour smoking awareness session if in place instead of three days OSS. Failure to attend will result in the original three-day suspension.	Five days OSS. Notification to courts. Parent conference required.	Ten days OSS. Notification to courts. Parent conference required.
Alcohol, possession and/or use, (including malt beverages labeled as non-alcoholic), or public intoxication, at school or at school sponsored events.	Confiscation and three days OSS. Parent conference required. Referral to student assistance program.	Confiscation and five days OSS. Parent conference required. Mandatory involvement with student assistance programs.	Ten-day OSS. Possible recommendation for expulsion.
Drug possession, use, or under the influence of drugs.	Confiscation. Ten days OSS. Police report filed. Parent conference required. Possible recommendation for expulsion. Mandatory involvement in a student program.	Confiscation. Ten days OSS and possible recommendation for expulsion. Police report filed.	
Sale or distribution of drugs	Confiscation. Ten days OSS and recommendation for expulsion. Police report filed.		

