

# EAST LEROY ELEMENTARY HANDBOOK

## KINDERGARTEN-5<sup>TH</sup> GRADE

### Daily Schedule:

Buses begin to arrive.....8:20  
School Begins ..... 8:30  
1<sup>st</sup> Lunch (Kdg, 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, ).....11:25  
2<sup>nd</sup> Lunch (4<sup>th</sup> and 5<sup>th</sup> ).....12:15  
Dismissal .....3:20

### MORNING ARRIVAL AT SCHOOL:

Buses begin arriving at 8:20 AM. School starts at 8:30AM. In keeping with our Safe Schools Policy, and doing everything possible to keep our students safe, we have redesigned our main entryway. Every adult entering our building must come through the main doors and enter through the office. In order to gain entry into the office, a person will need to be admitted by office personnel. The main entryway at the bottom of the steps will be unlocked from 8:15 until 8:30 so children who are transported to school by a parent may enter these doors and go directly to the gym. Please do not bring or drop off your student before 8:15 AM. After 8:30 ALL DOORS WILL BE LOCKED, and everyone must enter through the office. If your child arrives at school after 8:30, a parent or guardian MUST enter with the child and sign him/her in at the office. If you transport your child, please make sure he/she is at school on time.

### LATE TO SCHOOL

All students arriving after 8:30 must be signed in at the office by a parent or guardian. Students arriving **after 8:30 but before 8:45 will be marked tardy.** Students arriving **after 8:45 AM will be considered absent for half a day.** Students leaving before 3:05 each day will be considered absent for one half day. If students leave between 3:05 and 3:20 they are marked "Early Dismissal" which is equivalent to a tardy.

## **HOMEWORK**

Homework is due when school begins, (8:30 AM). It will be considered "late" if not turned in at that time, unless noted otherwise by the teacher.

## **ABSENT FROM SCHOOL:**

Because we as a school community are always concerned with your child's safety, we ask that parents call the school before 8:30 AM when your child is going to be absent. If you need to call and leave a message to report an absence, please use the office extension 10, not an individual person's extension. If we have not heard from you by the time school starts, and attendance has been taken, we will be contacting you. We will first call the student's home and if we are unable to reach you there, we will be calling one or both parents at work and your emergency contacts. **(PLEASE KEEP EMERGENCY CONTACT INFORMATION UP TO DATE.)** We need to make sure every student is safe. A student may not attend after-school activities if he or she is absent from school that day.

**EXCUSED/UNEXCUSED ABSENCES:** Absences are either "excused" or "unexcused" according to the Board of Education Policy (5200). 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. The Board considers the following factors 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 each building principal. Types of absences which may be excused on an individual, case by case basis, include:

- a. Family vacations
- b. Trips with no-school-sponsored youth organizations
- c. Reward trips for student contests
- d. College visitations (for high school students)
- e. Needed for work at home

- f. 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.

To pre-arrange and obtain excuse for an absence lasting 3 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 either deny the request or grant tentative approval. Upon this approval, the student will take the form to all his/her teachers and ask for their recommendation, to be marked on the form. The principal will make the final approval of 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 Form sent home with your child.

### **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/E Mail from our Instant Alert System. For school closings and delays, the official announcement may also be heard over the local radio ( **WNWN 98.5, WBCK 106.9, WWKN 104.9, WKFR 103.3 AND WRKR 107.7**) and TV stations.(**CHANNELS 3,4, 8 AND 17**) The official decision is made at the Administration Office by 6:30 AM. If school is closed the day of a Halloween, Christmas, or Valentine Party; the party will be held on the next school day. If school is delayed, the party will be held as planned. 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.

## **MAKEUP WORK WHEN A STUDENT IS ABSENT: Grades K-5**

Students will be given twice the amount of time to make up assignments when returning from an absence. **EXAMPLE:** absent for two days, a 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 student must leave during the day, a note from home is necessary stating the date, time and reason for leaving. If you take a vacation during the school year, your child's normal **class work** will be saved and given to him/her upon their return.

## **TRUANCY:**

We have a compulsory attendance law in Michigan. The law states: "Every parent, guardian, or other person in this state having control and charge of any child between the ages of 6 and 16 years shall send each child to the public 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. We as a school district are required to file truancy with the Calhoun Intermediate School District and the 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(s)/guardian by letter.

If a student does not maintain regular attendance following our first contact, a second contact will be made. At this point documentation from the doctor as to why a student is absent is helpful. If the student does not attend school regularly, the truancy officer of Calhoun County will be notified, and further legal action may occur. Consideration will always be given for documented, extended medical related absences.

## **PICKING UP STUDENTS:**

If someone other than the parent is picking up a student, a note is required. Without a note the student will be sent home on

his/her bus. No children will be released by a teacher or staff member without a yellow sign out slip from the office before 3:20. **Please do not call the school and ask up to hold your child from the bus. These arrangements should be made before 8:20 A.M.** Parents are to enter the double doors by the music room, complete a white sign-out slip, and pick up their children from the gym once gym class has ended and students have been dismissed. Students should not be pulled out of line before they enter the gym. Remember, students who are picked up before 3:05 are marked absent for the afternoon. If they are picked up after 3:05, but before we dismiss at 3:20, they will be marked "early dismissal", which is the equivalent of a tardy.

## **PARTIES**

We have three parties a year: Halloween, Christmas, and Valentine. 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.

## **PETS**

Do 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.

## **FIRE, TORNADO, AND LOCKDOWN DRILLS:**

We will have periodic lockdown, fire, and tornado drills throughout the year. Teachers will explain the procedure to their students.

## **EAST LEROY ELEMENTARY EMERGENCY CODES:**

**Modified Lock Down—**

Lock all doors and windows and keep students inside the building—students may use the bathroom and classes proceed as usual. This is when there is an outside threat.

#### **Lock Down—**

Lock all doors and windows. Take students to a corner of the room where they cannot be seen by people looking in the door or window. Close blinds if possible. Read to students to keep them calm. No one is allowed in the hall. This will be in the case of an immediate threat.

### **TORNADO POLICY**

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 AM and announced to be ending at or before 8:00 AM, we will implement a 2-hour delay to the school day.
2. If a tornado watch or warning, or a severe weather warning is in effect at 6:00 AM and not expected to be lifted until after 8:00 AM, 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 safely 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 at each building until the warning is over. Buses will then transport their assigned students home by their normal route.

The official weather source we use is News3Now at [www.wvmt.com](http://www.wvmt.com). We try to make timely decisions about school disruptions always with the safety of our students in mind. As soon as we make a decision to delay or close school, an Instant Alert message is sent out to parents. We also immediately contact the major local radio and television stations.

### **BREAKFAST/LUNCH PROGRAM:**

Our school provides a Breakfast and Lunch Program which is available to all of our students. The cost for breakfast is \$1.25 per day or \$6.25 per week. Lunch is \$2.00 a day or \$10.00 a week.\*\* The cost of a reduced breakfast is 30 cents and a reduced lunch is 40 cents. If your child is on a free meals status, but chooses to bring his/her lunch and purchase a milk, the cost is 40 cents. There is no free milk. Money should be brought to school on Mondays in an envelope marked with your child's name, teacher's name, and the amount of money in the envelope. Milk is included with a hot lunch. Extra milk, or a milk purchased for a cold lunch is 40 cents. Please pay by check if possible. \*\* Prices subject to change. Please be aware that we do not have available funds to accommodate making change when you send in your child's lunch money. We will, however, credit any money due you to your child's lunch account. Please make sure your child does not accumulate charges. If a child owes more than \$10, we will ask that the charge is paid , or that the child brings cold lunch until the account is paid.

### **INDIVIDUALS WITH DISABILITIES:**

The American's with Disabilities Act (A.D.A.) 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.

### **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.

Students should consider the following questions when dressing for school:

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

6. 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 are not allowed.

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.

For the first and last 6 weeks of school students may wear shorts to school; however, they must be of fingertip length. Muscle shirts, spaghetti strap tops, as well as midriff tops 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.

#### **LOCKER SEARCHES:**

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

#### **PROCEDURES FOR HANDLING PROBLEMS:**

Any person having a problem about an East Leroy employee should contact that person and attempt to resolve that problem. If this fails, they should contact the school administrator and he/she will attempt to find a solution. 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

#### **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.



### **SCHOOL NURSE:**

Consent to treat forms will be sent home with every student 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 permission form.

### **HEARING AND VISION TESTING:**

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.

### **MEDICATION POLICY:**

Children receiving medication which is taken during school hours must have the medication brought to school by the parent or guardian. **DO NOT SEND ANY FORM OF MEDICATION TO SCHOOL WITH YOUR CHILD ON THE BUS. (THIS INCLUDES OVER THE COUNTER MEDICINES SUCH AS COUGH MEDICINE, COUGH DROPS, TYLENOL, ETC.)** A form must be completed by the parent, and signed by the physician before any medication will be given at school. The form states:

1. What the medication is for
2. How many times and how much should be given
3. Who prescribed the medication (doctor)
4. Possible side effects which may be anticipated and the length of time the child should receive the medicine.
5. A parent or guardian and physician **MUST** sign the permission form

Medication must be given to the student and taken in the presence of a designated adult. All medication will be locked up in the office unless refrigerated. Prescription medicines must be accompanied with the **up-to-date** prescription label, in the original packaging and with the doctor's directions. The medication form can be found online at [www.athensk12.org](http://www.athensk12.org), go to more, health, medication form for students.

### **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.

We have attempted to put together some information to help parents better decide when to send or exclude their children from school. This information is based on recommendations of the Health Dept. It should be noted that these diseases are primarily transmitted by direct contact with the infected individual through coughing, sneezing, or physical contact. Books, papers, and other school equipment usually do not act as vehicles for transmission of diseases. Below are some helpful hints for various childhood illnesses:

<u>Disease</u>	<u>Incubation</u>	<u>Period of Communicability</u>
Impetigo	2-6 days	While sores are draining
Chicken Pox	14-21 days	<b>few days prior &amp; until lesions dry</b>
Pinkeye	2-5 days	While discharging
Ringworm	10-14 days	While Visible
Scabies	1-14 days	Parasite visible
Headlice		Parasites/nits visible

Students should be excluded from school for 24 hrs. after treatment begins for the above problems. Students must be nit free before returning to school. A headcheck will be done before student is allowed back in school.

### **EAST LEROY HEADLICE POLICY**

The school will check a student for head lice if a staff person sees something that might look like lice, nits or eggs in the hair, or if someone tells a staff person that he/she or a close contact has head lice, or is being treated for lice.

The school will check the student, all siblings, locker mate, and friends that may have come into close physical contact with the student, in the hope of catching a problem before it is severe or more difficult to treat. In some instances, the school nurse and/or school staff member will do entire classroom checks, particularly for younger students who tend to be in close physical contact, or are more likely to share hats, combs, brushes, etc. School officials will send students home if nits or live lice are present. The

student must be brought back to school by a parent to be checked for nits before being allowed back in school.

#### **TOYS AND ELECTRONICS:**

Students should avoid bringing large amounts of money, MP3 players, IPODS, and other items (toys) such as hand held video games, laser pointers, CD players and radios to school. **Cell phones are allowed as to teacher discretion.** The school is not responsible for lost or stolen items

#### **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.

#### **PARKING:**

There are separate student drop-offs and bus drives for the safety of our students. Please **do not** park in the bus drive during the school day except on party days. On party days, please move your car by 3:00 so buses may park. The staff and visitor parking lot has been expanded and a student drop-off lane has also been added. Please **do not** park and exit your vehicle in the drop-off lanes between the hours of 8:15 and 3:30. This area is for drop offs only, not parking. 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 an emergency vehicle would need to get through. The speed limit in front of the school is **25 mph** when students are present. This is for our students' safety.

#### **DRUGS:**

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

#### **PARENTAL RIGHTS:**

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.

### **SCHOOL VISITS:**

Visitors, particularly parents, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to obtain a pass. Any visitor found in the building without a pass shall be reported to the principal. 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 may not bring other visiting children to school without prior written permission from the administrator. When picking up your child before 3:20, parents must report to the office and sign your child out. Parents are welcome to eat lunch with their child, but must sign out after eating. No parents are allowed on the playground, or in the classroom, if there is inside recess.

### **STUDENT RIGHTS AND RESPONSIBILITIES:**

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, when concerns arise. Many times it will be the student's responsibility to deliver that information. If necessary, the mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link 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.

### **PARENT INVOLVEMENT:**

Parents 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 involvement include: attending conferences, open house, assemblies, Motor Moms, or serve on an advisory committees, and special events. Parents may also serve on school improvement teams, on the PTSO, as chaperons for field trips and as volunteers in the classroom. Parents are invited to attend school board meetings which are held the 3<sup>rd</sup> Monday of each month at the Athens High School.

### **SELLING 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.

### **SCHOOL RULES:**

1. Listen and follow directions.
2. Maintain a reasonable noise level.
3. Be prepared for class and turn work in on time.
4. Use class time wisely.
5. Show respect for others.
6. Show respect for people in charge.
7. Show respect for property.
8. Be truthful and do not cheat.
9. Walk quietly in the building.
10. Keep hands, feet and objects to yourself.
11. Swearing, name calling and obscene gestures are not allowed.
12. Observe all playground and lunchroom rules.
13. Fighting, bullying and harassment are not allowed.
14. Keep our school and grounds clean and free from litter.

### **LUNCHROOM RULES FOR A SAFE AND PLEASANT ATMOSPHERE:**

1. Talk in quiet voices.
2. Use good manners.
3. Stay in your seat until dismissed

4. No pop should be brought to school by students, nor should parents bring pop in for a student's lunch.

### **POSITIVE SUPPORT BEHAVIOR 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.

### **LOST/DAMAGED 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. The student will receive a detention until the book is returned, replaced, or paid for.

### **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.

**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.

### **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 1<sup>st</sup> and 2<sup>nd</sup> marking periods as well as 1<sup>st</sup> 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 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.
3. Parents will be notified and consulted that retention is being considered. Parents will be provided with an informational packet on retention. Included in this packet will be blank rating scales, NASP informational articles, the parent guide to the Light's Retention Scale.

### **CHANGE OF ADDRESS**

In order to assure that proper enrollment procedures are being followed, and for the school to communicate effectively with parents, especially if an emergency should arise, the address and telephone number of each student must be current. Parents/guardians shall immediately report any change in a student's name, address, mailing address, or telephone number to the office.

### **PLAYGROUND RULES**

## I. PROPER USE OF EQUIPMENT

### A. Swings

1. No twisting.
2. Only sitting.
3. No doubles.
4. Push safely; do not run under or stand in front of a moving swing.
5. Swing straight.
6. Do not swing on broken equipment.
7. If swings are looped over top, do not swing.

### B. Slides

1. Sit down, go forward.
2. One down at a time; be certain that bottom is clear before another person begins.
3. Slides are made for people only.
4. If snow build-up at the bottom makes it unsafe, the supervisor may eliminate the use.
5. No walking up the slide.
6. No interference with children coming down.
7. Safe and courteous use of the ladder

## II. MORE PLAYGROUND RULES

- A. Children must keep off the grass and the banks directly north of the building.
- B. On the bars, children must wait in line with only one on the bars at a time. No one is to climb above the bars.
- C. No throwing sticks, stones, or snowballs.
- D. Only touch football is allowed
- E. Hard balls of any kind are not allowed on the playground.
- F. Entrances and alcoves are off limits for play.
- G. Trees are not to be climbed.
- H. Children are to keep their hands and feet to themselves.
- I. Name calling, taking of hats, pushing, kicking, and spitting are all in violation and will not be tolerated.

## MARKING PERIODS:



Our marking periods consist of 9 week quarters. Report cards will be sent home in the Friday Folders or your student's planner on the Friday following the end of each marking period. The last report card of the year will be mailed home.

**A STATE ASSESSMENT TEST WILL BE ADMINISTERED TO ALL THIRD, FOURTH, AND FIFTH GRADE STUDENTS EACH YEAR.**

## **TRANSPORTATION**

### **BUS RULES FOR THE SAFETY OF STUDENTS:**

1. Be on time and follow the rules at your bus stop.
2. Stay off the road.
3. Obey the bus driver.
4. Stay in your seat until the bus stops. Seat on the seat, back against the back.
5. Nothing goes out of the bus: heads, hands, paper or anything else.
6. No shouting, bad language, playing or fighting.
7. No eating, drinking, tobacco, spitting, littering, toys, radios, tape players, animals, weapons, electronics, etc. Items approved to be brought to class will be carried in a closed bag or container.
8. You will pay for anything you break, cut or destroy within 15 days.
9. You will clean anything you get dirty or mark within 24 hours.

Students are not allowed to change buses, unless it is a long term change. Each student will be assigned to a pick up bus and they will be allowed to ride this bus only in the morning. Each student will be assigned to a take home bus and they will be allowed to ride this bus only in the afternoon. With written permission, approved by the office, a student may ride to, or home from, school; to or from a regularly scheduled stop, on the same bus to which they are normally assigned.

\*If a student's behavior is severe, the bus driver may skip some of the steps in the discipline plan and the student may be suspended from riding the bus for the rest of the semester. Severe misbehavior includes assault on another person, disrespect for the bus driver or other personnel, disregard for safety rules, etc.

**BUS WRITE UPS:**

1. First write-up results in a warning conference with the principal, or bus suspension.
2. Second write-up results in a warning conference and 1 day (or more) suspension from riding the bus.
3. Third write-up results in a warning conference and 3 (or more) day suspension from riding the bus.
4. Fourth write-up results in a warning conference and 10 day suspension from riding the bus.
5. Fifth write up results in bus suspension for remainder of semester or year. If less than 10 days are left in the semester, the suspension will carry over.
6. If there is an unexpected "non-school day" additional day(s) will be added to the bus suspension to make up for that day or days.
7. If your child is absent on one or more of the suspension days, those days will be added on to the original end of suspension.

Bus behavior is very important for the safety and well being of your children. It is our intention to provide a safe environment where students treat each other with respect.

**RULES AND POLICIES:**

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.

**VOLUNTEER POLICY:**

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 volunteer form prior to being invited to participate:

A "background check" will be performed by the District's central office staff. A background check will only be necessary the first time you volunteer for the semester. We will maintain an updated list of volunteers

who have gone through this process to avoid duplication or further inconvenience. Each subsequent semester, we will develop a new list by repeating this process. You are always welcome to support your child at school by your involvement. You may obtain a volunteer form from our office.

### **LOST AND FOUND**

Children are constantly losing things. It will help a great deal if all the student's things are plainly marked with their names. A lost and found box is kept in the entryway by the gym. Please check it often!

### **TOILET TRAINING**

To be eligible for enrollment in the District's elementary grades and programs, a student must be completely toilet trained (i.e., capable of handling his or her own lavatory needs), unless otherwise specifically addressed in the student's Individualized Education Plan or Section 504 Plan. The student's parent/guardian has the responsibility to ensure that the student's successful toilet training has been completed prior to the first day of school. School authorities may exclude an otherwise eligible student from continued attendance if repeated toilet problems provide evidence that a student is not toilet trained.

## 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, the administration reserves the right to weigh in extenuating circumstances as necessary when dealing with individual students and situations.*

### **I. Penalties for Matters Related to Citizenship**

A. Violation of state or local laws including false fire alarms, bomb threats, extreme vandalism of school property, arson, indecent exposure, sexual harassment.

1<sup>st</sup> Offense: -Ten (10) days ISS and or OSS, parent conference, police report filed, possible recommendation for expulsion.

B. Possession of pornographic materials; indecent behavior; unauthorized use of student or school property.

1<sup>st</sup> Offense: -Minimum of three detentions or one day ISS

2<sup>nd</sup> Offense: -Three days ISS and parent conference required.

3<sup>rd</sup> Offense: -Three days OSS and parent conference required.

C. Use of profane language.

1<sup>st</sup> Offense: -Warning and/or detention.

2<sup>nd</sup> Offense -Three detentions assigned.

3<sup>rd</sup> Offense: -One-day ISS.

D. Use of obscene language or gestures, spoken or written.

1<sup>st</sup> Offense: -Minimum of three detentions or one day ISS.

2<sup>nd</sup> Offense: -Three days ISS and parent conference required.

3<sup>rd</sup> Offense:-Three days ISS and parent conference required.

E. Hallway conduct, including disruptive behavior, running, littering, gum chewing, public displays of affection.

1<sup>st</sup> Offense: -Warning and/or detention.

2<sup>nd</sup> Offense: - Three detentions.

3<sup>rd</sup> Offense: - One day ISS

E.1. Hands-Off Violation

1<sup>st</sup> Offense: One detention

2<sup>nd</sup> Offense: ISS

3<sup>rd</sup> Offense: to be determined by principal

F. Gambling, including poker, liar's poker, etc.

1<sup>st</sup> Offense:- One day ISS.

2<sup>nd</sup> Offense: -Three days ISS and parent conference required.

3<sup>rd</sup> Offense: -Three days OSS and parent conference required.

G. Cheating, plagiarism or other forms of academic dishonesty.

1<sup>st</sup> Offense:- Loss of credit on assignment and phone call to parent/guardian.

2<sup>nd</sup> Offense: - Loss of credit on assignment, reduction of nine weeks grade by 10% or one letter grade.

3<sup>rd</sup> Offense:- Failure of class.

H. Dress Code Violations.

1<sup>st</sup> Offense:- Change clothes or sent home.

2<sup>nd</sup> Offense: - Change clothes or sent home and 1 day detention

3<sup>rd</sup> + Offense: Change clothes or sent home and 1 day I.S.S.

I. Homework Policy (Missed/Late Assignment).

1. Per classroom teacher's policy

II. Penalties for Matters Pertaining to the Safety of Others

A. Threats to students, harassment, sexual harassment, and intimidation, including "whip downs".

1<sup>st</sup> Offense: - Minimum of one-day ISS or OSS and parent contact.

- 2<sup>nd</sup> Offense: - Three days ISS or OSS; Possible police contact; Parent conference requested.
- 3<sup>rd</sup> Offense - Five days OSS and parent's conference required prior to re-admittance.
- B. Racial or ethnic slurs:
- 1<sup>st</sup> Offense: - Minimum one day ISS. Student to Student conference.
- 2<sup>nd</sup> Offense:- Three days OSS. Parent notification required.
- 3<sup>rd</sup> Offense:- Five days OSS. Parent conference required prior to re-admittance.
- C. Threats to staff members, interfering with school officials in pursuit of their duties, extortion, blackmail or coercion.
- 1<sup>st</sup> Offense:- Minimum of one day OSS. Possible police report filed. Parent conference required prior to re-admittance.
- 2<sup>nd</sup> Offense: - Five days OSS. Police report filed. Parent conference required prior to re-admittance.
- 3<sup>rd</sup> Offense:- Ten days OSS. Possible recommendation for expulsion.
- D. Unprovoked physical attack; assault.
- 1<sup>st</sup> Offense: - Ten days OSS. Police report filed. Parent conference required. Possible recommendation for expulsion.
- E. Fighting.
- 1<sup>st</sup> Offense: -Removal from school for the remainder of day and one day OSS.
- 2<sup>nd</sup> Offense: -Three days OSS. Parent conference requested.
- 3<sup>rd</sup> Offense:-Ten-day OSS. Parent conference required prior to re-admittance.
- F. Possession of firecrackers, smoke bombs, etc.
- 1<sup>st</sup> Offense:- Three days OSS.
- 2<sup>nd</sup> Offense: -Ten days OSS and possible recommendation for expulsion.
- G. Possession or use of dangerous chemicals, weapons, explosives, including look-a-likes.
- 1<sup>st</sup> Offense -Ten days OSS. Police report filed. Under state and federal law, students in violation of this rule will face a mandatory expulsion hearing.

(Other disciplinary consequences may apply if student has violated other provisions of the Code of Conduct in conjunction with offense.)

### **III. Penalties for Matters Related to Public and Private Property**

#### **A. Theft**

1<sup>st</sup> Offense:- OSS to be determined by principal based on seriousness of incident. Parent conference required. Student required to make restitution. Police report filed.

2<sup>nd</sup> Offense:-Same as above, with addition of possible recommendation for expulsion.

#### **B. Damaging School Property.**

1<sup>st</sup> Offense: -One-day ISS. Student required making restitution. Police report filed. Parent conference required.

2<sup>nd</sup> Offense: -Three days ISS. Restitution required. Police report filed. Parent conference required for re-admittance.

### **IV. Penalties for Matters Pertaining to Disruption of the Educational Process**

#### **A. Disruptive behavior/Behavior that is detrimental to the educational process:**

1<sup>st</sup> Offense: -One-day ISS.

2<sup>nd</sup> Offense: -One-day OSS.

3<sup>rd</sup> Offense: -Three days OSS.

#### **B. Truancy/skipping school.**

1<sup>st</sup> Offense: -Detention. (Time equivalent to class or classes missed)

2<sup>nd</sup> Offense: -One-day ISS.

3<sup>rd</sup> Offense: -Three-day OSS.

#### **C. Disrespect toward school employees, including insolence, insubordination, furnishing false information to any school employee, forgery.**

1<sup>st</sup> Offense:- Warning and up to three detentions.

2<sup>nd</sup> Offense: - One-day ISS.

3<sup>rd</sup> Offense: Three days OSS. Parent conference required prior to re-admittance.

D. Failure to serve detention

1<sup>st</sup> Offense: Detention rescheduled plus one day ISS

2<sup>nd</sup> Offense: Detention rescheduled plus two days ISS

3<sup>rd</sup> Offense: Detention rescheduled plus three days ISS

E. Gross Defiant Insubordination:

1<sup>st</sup> Offense: -One day OSS.

2<sup>nd</sup> Offense: -Three-day OSS.

3<sup>rd</sup> Offense:- Minimum five days OSS.

F. Gross disrespect toward school employees:

1<sup>st</sup> Offense: -Three days OSS.

2<sup>nd</sup> Offense: -Five days OSS.

3<sup>rd</sup> Offense:- Ten days OSS. Possible recommendation for expulsion.

G. Alterations or misuse of any document or record, tampering with computers or any files:

1<sup>st</sup> Offense: -Minimum of one day ISS.

2<sup>nd</sup> Offense: -Three days OSS>

3<sup>rd</sup> Offense: - Ten days OSS and possible recommendation for expulsion.

H. Inciting disruptions; contributing to disruptions in or out of classroom:

1<sup>st</sup> Offense: - Three detentions. Parents notified.

2<sup>nd</sup> Offense: -One-day ISS. Parent conference required.

3<sup>rd</sup> Offense: -Three days OSS. Parent conference required prior to re-admittance.

I. Possession and use of squirt guns, bean shooters, or other similar objects:



1<sup>st</sup> Offense: - Confiscation of object, warning and up to three detentions.

2<sup>nd</sup> Offense: - Confiscation of object. One day ISS. Parent conference requested.

3<sup>rd</sup> Offense: -Confiscation of object. Three days OSS. Parent conference required prior to re-admittance.

- J. 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.

1<sup>st</sup> Offense: - -Confiscation of device, returned to parent by principal or teacher upon request.

- K. Violation of Computer Use Agreement: - Minimum of one day ISS and suspension of privileges for length of time to be determined by principal.

**V. Penalties for Matters Pertaining to Controlled Substances**

A. Tobacco possession/use, all types including chewing tobacco or smoking related paraphernalia, at school or a school-sponsored event.

1<sup>st</sup> Offense:- 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.

2<sup>nd</sup> Offense:- Five days OSS. Notification to courts. Parent conference required.

3<sup>rd</sup> Offense:- Ten days OSS. Notification to courts. Parent conference required.

- B. Alcohol, possession and/or use, (including malt beverages labeled as Non-Alcoholic), or public intoxication, at school or at school-sponsored events.

1<sup>st</sup> Offense:- Confiscation and three days OSS. Parent conference required. Referral to student assistance program.

2<sup>nd</sup> Offense: - Confiscation and five days OSS. Parent conference required. Mandatory involvement with student assistance program.

3<sup>rd</sup> Offense: - Ten-day OSS. Possible recommendation for expulsion.

C. Drug possession, use, or under the influence of drugs.

1<sup>st</sup> Offense: - Confiscation. Ten days OSS. Police report filed. Parent conference required. Possible recommendation for expulsion. Mandatory involvement in a student program.

2<sup>nd</sup> Offense: - Confiscation. Ten days OSS and possible recommendation for expulsion. Police report filed.

D. Sale or distribution of drugs: 1<sup>st</sup> Offense: Confiscation. Ten days OSS and recommendation for expulsion. Police report filed.

**TO BE SIGNED AND RETURNED BY THE STUDENT'S THIRD DAY OF SCHOOL**

**FOR THE STUDENT**

**STUDENT HANDBOOK**

*I understand and consent to the responsibilities in the district's student behavior policies as outlined in this handbook, including building policy on computer and Internet use, available in the computer lab and chrome books. I also understand and agree that I will be held accountable for the behavior and consequences outlined in the discipline policy at school and at school-sponsored and school-related activities, including school-sponsored travel, and for any school-related misconduct, regardless of time or location. I further understand that any student who violates the school's rules of behavior shall be subject to disciplinary action, up to and including referral for criminal prosecution for violations of law. Students will be permanently expelled from school for being in possession of a gun, other dangerous weapon, committing rape and/or arson on school premises.*

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

**FOR THE PARENT**

It is important that you and your child read and review the contents of the student handbook. It contains notices of rights that you and your child have under law, as well as policies and procedures established by the Board of Education, Administration, and Faculty.

Notice on Directory Information: Certain information about each student is considered directory information under law and board policy. Directory information includes: a student's name, address, telephone number, date and place of birth, participation in officially recognized activities, dates of attendance, and most recent previous school attended. Directory information may be released by the district to anyone who requests it unless you object in writing to the release of any or all of this information within ten school days of the time this handbook is issued to your child.

Minor Release for Public Relations: *please check one:*

\_\_\_\_\_ I hereby grant East Leroy Elementary School permission to use photographs, video or written name of my child in EL publications, local publications, and/or video presentations.

\_\_\_\_\_ I *do not* grant East Leroy Elementary School permission to use photographs, video or written name of my child in EL publications, local publications, and/or video presentations.

Parent's  
Signature \_\_\_\_\_ Date \_\_\_\_\_

