

This Family Handbook contains important information, which we hope you read carefully. This handbook reflects all of our commitments to you. It is a direct and honest statement of how we want our elementary schools to be. Additional information and announcements will be sent home concerning monthly activities of the PTO and other school programs. We encourage your thoughts, questions, and concerns, and we hope you will support us and join us in making this an excellent and rewarding year for your children.

Directory Information

Logan Elm Elementary

9511 Tarlton Road

Circleville, Ohio 43113

Phone: (740) 474-3877

Fax: (740) 477-1324

Principal: Joanna Strawser

Assistant Principal: Jennifer Stidham

Additional information

School Office Hours: 8:00 am – 4:00 pm

School website can be found at www.loganelm.org

Homeless Coordinator/Foster Coordinator

Marsha Waidelich

Title: Director of Support Services

Logan Elm Local Schools

Address: 9579 Tarlton Road, Circleville, Ohio

Phone: (740) 474-7501

E-mail: marsha.waidelich@loganelm.org

Nondiscrimination Compliance Officer

Tim Williams

Title: Superintendent

Logan Elm Local Schools

Address: 9579 Tarlton Road, Circleville, Ohio

Phone: (740) 474-7501

E-mail: tim.williams@loganelm.org

MISSION STATEMENT

Our mission is to enhance growth through education.

VISION STATEMENT

Our vision is a community where children feel loved, respected and encouraged to develop their fullest potential. We will do this by providing a welcoming, safe, supportive and nurturing environment where everyone is equal and all achievements are celebrated.

EQUAL EDUCATIONAL OPPORTUNITIES

All students of the District have equal educational opportunities.

Students have the right to be free from discrimination on the basis of race, color, national origin, citizenship status, ancestry, religion, sex, economic status, marital status, pregnancy, age, disability or military status in all decisions affecting admissions; membership in school-sponsored organizations, clubs or activities; access to facilities; distribution of funds; academic evaluations or any other aspect of school-sponsored activities. Any limitations with regard to participation in a school-sponsored activity are based on criteria reasonably related to that specific activity.

EDUCATIONAL PHILOSOPHY

The District strives to acquaint each student with a sense of his/her own personal worth and responsibilities in group relationships. Each student is made aware of individual needs, talents and limitations.

The District encourages each student to develop as fully as possible the marketable skills for which the student has a preference and potential.

The District recognizes that the development of moral and ethical values on the part of youth is an important aspect of personal maturity. We recognize that this is the primary responsibility of parents and strive to reinforce their efforts.

The District creates a stimulating environment for learning and self-development. We make each student cognizant of his/her privileges, duties and responsibilities as a law-abiding member of a democratically structured society.

The District develops each student's latent leadership talents as well as the abilities needed to be a responsible follower.

The District encourages all students to examine present society and to accomplish needed improvements without destroying the accumulated culture and accomplishments of many generations.

The District encourages all students to use their abilities to think clearly and to reason logically. Our primary goal is to foster the development of a responsible, aware, constructive and contributing member of society who is capable of respecting others as well as himself/herself.

Objectives

1. To develop the ability to communicate ideas logically through oral, written and graphic means.
2. To develop a critical appreciation of the mass media.
3. To develop an understanding of the natural environment and an awareness of the need to protect and preserve that environment.
4. To develop an appreciation for the fine arts.
5. To develop an awareness of current social problems, to think through these problems and to discern between fact and opinion.
6. To develop an appreciation of the American heritage and so ensure its inherent rights to posterity.
7. To develop physical, mental and emotional health.
8. Develop habits and acquire values that are morally and ethically sound.
9. To develop wise use of leisure time.
10. To develop a desire for continuous growth and self-improvement.
11. To develop skills for responsible interaction within the family and a spirit of community consciousness.
12. To develop an inquisitive and scientific attitude and an appreciation for technical advancement.
13. To develop an ability to participate in group activities effectively.
14. To develop consumer competence and fiscal responsibility.
15. To develop a salable skill, a vocational competence and a positive attitude for work.
16. To develop positive study skills.
17. To develop social skills for positive interactions with others.

18. To develop proficiency levels at or above state and federal standards.

Implementation of Objectives

To achieve the District objectives, the staff

1. Uses appropriate curricular and other materials/activities and teaching techniques to meet the above objectives.
2. Creates an environment conducive to learning where the students are given responsibilities and the freedom to discover.
3. Fosters aesthetic appreciation.
4. Fosters cultural appreciation and tolerance.
5. Keeps abreast of alternative teaching techniques and developments in their fields.
6. Helps children cope with problems that interfere with the learning process.
7. Is caring, concerned and professional.
8. Assures that curriculum and lesson planning correspond to state and federal achievement standards.

ENROLLMENT OF STUDENTS

Children of the district and wards of residents of the district between the ages of five (5) on or before August 1 of the current school year and through age twenty-one (21) are eligible for enrollment.

A student at the time of his/her initial enrollment to school shall provide a copy of the following in accordance with O.R.C. 3313.672:

1. An original birth certificate or certified copy
2. The school records maintained by the school that the student most recently attended
3. Social Security Number
4. Custody papers, if any (foster students must submit financial responsibility documentation)
5. Health record, which must include immunization record
6. Parent identification (driver's license or state identification card)
7. Proof of residence (one personal identifier of residency)

The needs of all students are taken into consideration when creating class rosters. Parent requests are not accepted.

ADMISSION TO KINDERGARTEN

A pupil is to successfully complete kindergarten prior to admission to first grade unless upon request by the parent the child who is at least 6 years of age by the 31st of July demonstrates to the satisfaction of a committee that he possesses the social, emotional, developmental and cognitive skills necessary for first grade.

A Pupil Personnel Services Committee consisting of the following personnel shall form to issue waivers for allowing admission to the first grade without successfully completing kindergarten.

- a. Superintendent or designee
- b. An Elementary Counselor
- c. Elementary Principal
- d. A School Psychologist

- e. A Teacher assigned to the first grade

In compliance with Senate Bill 140, Section 3313.673, a pupil who is enrolled for the first time in either kindergarten or first grade shall be screened for Hearing, Vision, Speech, Communications, and health or medical problems. They will also be screened for Developmental Disorders. If the results of any screening reveal the possibility of special learning needs, the district shall conduct further assessment in accordance with Chapter 3323.

The school shall notify the parents prior to the first day of August of the school year in which a pupil is required to be screened. The building principal shall provide information about the district screening program.

A complete health exam is encouraged, but it is not required.

EARLY ENTRANCE TO KINDERGARTEN

State law establishes minimum age requirements for admission to kindergarten. A child who does not meet the age requirements for admittance to kindergarten or first grade, but who will be five or six years old, respectively, prior to January 1 of the school year in which admission is requested, shall be evaluated for early admittance in accordance with District policy upon referral by the child’s parent or guardian, an educator employed by the District, a preschool educator who knows the child or a pediatrician or psychologist who knows the child. Following an evaluation in accordance with such a referral, the Board decides whether to admit the child.

If a child, for whom admission to kindergarten or first grade is requested, will not be five or six years of age, respectively, prior to January 1st of the school year in which admission is requested, the child is admitted only in accordance with the District’s acceleration policy adopted under State law.

ATTENDANCE POLICY AND PROCEDURES

PARENT AND/OR STUDENT RESPONSIBILITIES

Parents and students should be aware of our policy and procedures on attendance. We encourage parents to work with us, as we will enforce this policy as firmly and fairly as possible.

Upon returning to school from an absence, the student must present a note signed by a parent/guardian explaining the absence. Absences for which a note is not presented within 5 school days will be classified as unexcused. A phone call is not a substitute for a written note. Students will have the number of days that they were absent to make up work. For example, if a student misses 2 days of school, then he/she will have 2 days after the return to school in which to make up the assignments.

REVISED CODE OF OHIO

The Revised Code of Ohio requires that schools be in session with pupils in attendance for a minimum number of hours or days. The following are **acceptable reasons** for student absence from school:

- Personal illness of the student;
- Illness in the student’s family;
- Death in the family;

- Quarantine for contagious disease;
- Religious reasons;
- As determined by the superintendent
- Under the Interstate Compact on Educational Opportunity for Military Children, a school superintendent may excuse a student's absence for the purpose of visiting with a parent or legal guardian who is an active duty member of the uniformed services and has been called to duty for, is on leave from, or immediately returned for deployment to a combat zone or combat support post.

HOUSE BILL 410

In December 2016, the Ohio General Assembly passed House Bill 410 to encourage and support a preventative approach to excessive absences and truancy. Beginning with the 2017-2018 school year, several changes took effect.

Regular school attendance is an important ingredient in students' academic success. Excessive absences interfere with students' progress in mastering knowledge and skills necessary to graduate from high school prepared for higher education and the workforce. To support academic success for all students, the district will partner with students and their families to identify and reduce barriers to regular school attendance. The district will utilize a continuum of strategies to reduce student absence including but not limited to:

- Notification of student absence to parent or guardian;
- Development and implementation of an absence intervention plan, which may include supportive services for students and families;
- Counseling
- Parent education and parenting programs
- Mediation;
- Intervention programs available through juvenile authorities; and
- Referral for truancy if applicable

Beginning with the 2017-2018 school year, several changes to attendance policy and procedures took effect:

- A district or school absence intervention team, a team of educators, district representatives and other supportive adults, will develop a specialized absence intervention plan for students who are habitually truant.
- Absence intervention plans incorporate academic and non-academic support to help the student and remove barriers to regular attendance.
- The legislation highlights the importance of parental engagement and accountability as part of a student's absence intervention plan.

NEW STANDARDS OF HABITUALLY TRUANT STUDENTS

Definition of habitual truant changed from days to hours. The new definition is:

- Absent 30 or more consecutive hours **without** a legitimate excuse;
- Absent 42 or more hours in one month **without** a legitimate excuse; or
- Absent 72 or more hours in one year **without** a legitimate excuse.

When a student is habitually truant, the following will occur:

1. Within seven days of the triggering absence, the district will do the following:
 - o Select members of the absence intervention team;
 - o Make three meaningful attempts to secure the student's parent or guardian's participation on the absence intervention team.
2. Within 10 days of the triggering absence, the student will be assigned to the selected absence intervention team,
3. Within 14 days after the assignment of the team, the district will develop the student's absence intervention plan;
4. If the student does not make progress on the plan within 61 days or continues to be excessively absent, the district will file a complaint in the juvenile court.

NEW STANDARDS OF EXCESSIVE ABSENCES

A new category of attendance created by House Bill 410 is "Excessive Absence" which includes all absences, regardless of excuse or reason.

- The district will notify the student's parents in writing within seven days of the triggering absence;
- The student will follow the district's plan for absence intervention; and
- The student and family may be referred to community resources.

PLANNED ABSENCES

State law places the responsibility with parents for children to attend school. Strictly interpreted, it is illegal to be out of school for any reason other than personal illness, death in the family, quarantine, work at home, and/or religious holiday. It is, therefore, the parents' responsibility to have a student tutored or instructed in some way to satisfy the legal requirements. For students who will be absent during a pre-planned event, the following should be noted:

- The parent must notify the school office, in writing, of the planned absence at least 5 school days prior to the absence.
- The student's teachers will be asked to evaluate the student's ability to make up for the work missed. If two or more teachers indicate that the student cannot academically afford the absence, an administrator will contact the parent to discuss options.
- Requests for pre planned absences due to medical reasons should be accompanied by an excuse from a doctor, dentist, surgeon or other health care provider.
- The student should make up as much work as possible before the absence. The initiative for securing assignments from teachers, rests with the student and/or parents.
- Upon returning to school, the student should be ready to resume studies with the class. All missed work must be completed within two days of the student's return to school, unless there are extenuating circumstances.
- Failure to make arrangements prior to going on a planned absence will result in receiving no credit for the work missed.

- The administration has the right to deny a request for a planned absence. If the request is denied, an administrator will contact the parents.
- Pre-planned absences are limited to **3 days per year**.
- Take Your Child to Work Day will require a note from the parent's employer and a pre-planned absence form.

ADDITIONAL ATTENDANCE NOTES

Elementary students must be in attendance from 8:55 am through 3:30 pm to be credited for a full day of attendance. Students in attendance for only part of the day will be credited only for the hours they are in attendance.

- Students will be limited to five (5) parent excused absences per semester or ten (10) parent excused absences per school year. Once the limit of parent excused absence is reached, only School Excuses issued by a Healthcare Provider (ex: doctor, dentist, orthodontist, therapist) will be accepted to excuse an absence. The limit of parent excuses is not new; it has been the practice at Logan Elm Schools prior to the passage of HB410.
- Students leaving the school grounds at any time must be signed out in the office before leaving.
- Students may not leave school grounds during the school day unless a written excuse is received and the parent comes into the building and picks up the student. (In case of emergency, a phone call may be given as an excuse. Examples would be death in the family, someone in the hospital, etc.)
- Students who become ill during the day must report to the office and a parent/guardian will be contacted by the office before the student will be released from school.
- The elementary is a closed campus and students are required to stay on the school grounds from the time they arrive until their school day is over. All students leaving school grounds must report to the office to be signed out by parent/guardian or designee. Students leaving school grounds without permission will be disciplined. The school cannot assume responsibility of any kind for students who leave the school grounds without permission.
- Students will be counted tardy from 8:55 am- 9:25 am. After 9:25 am a student is recorded ½ day absent. Students who sign out before 3:05 pm are recorded as ½ day absent/early dismissal. Excessive early dismissals and/or tardies may be referred to the administration for intervention and/or disciplinary action per student code of conduct.

STUDENT ABSENCES AND EXCUSES

Regular attendance by all students is very important. In many cases, irregular attendance is the major reason for poor schoolwork; therefore, all students are urged to make appointments, do personal errands, etc. outside of school hours.

Reasons for which students may be excused include, but are not limited to:

1. Personal illness of the student;
2. Illness in the student's family necessitating the presence of the child;
3. Needed at home to perform necessary work directly and exclusively for parents or legal guardians for a limited period of time when approved by the Superintendent (applies to students over 14 years of age only);
4. Death in the family (applies to absences of up to 18 school hours unless a reasonable cause may be shown for a longer absence);

5. Quarantine for contagious disease;
6. Observance of religious holidays consistent with a student's truly held religious belief;
7. Traveling out of state to attend a Board-approved enrichment activity or extracurricular activity (applies to absences of up to 24 school hours);
8. College visitation;
9. Absences due to a student's placement in foster care or change in foster care placement or any court proceedings related to their foster care status;
10. Absences due to a student being homeless or
11. As determined by the Superintendent.

The District makes an attempt to contact the parent, guardian, or other person having care of a student who has not notified the school of the student's absence that day regarding that student's unexcused absence within 120 minutes of the start of the school day. The Board authorizes the Superintendent to determine and use the appropriate notification procedure and methods consistent with State law.

Each student who is absent must immediately, upon return to school, make arrangements with his/her teacher(s) to make up for missed work. Students who are absent from school for reasons not permitted by State law may, or may not, be permitted to make up work. Each case is considered on its merits by the principal and the respective teacher(s). Students who are absent due to an in-school or out-of-school suspension are permitted to make up missed classroom assignments in accordance with District level policies and procedures. Students are requested to bring a note to school after each absence explaining the reason for the absence or tardiness.

The Board does not believe that students should be excused from school for vacations or other non-emergency trips. The responsibility for such absences resides with the parent(s), and they must not expect any work missed by their child to be re-taught by the teacher. If the school is notified in advance of such a trip, reasonable efforts are made to prepare a general list of assignments for the student to do while he/she is absent.

The Board authorizes the Superintendent to establish a hearing and notification procedure for the purpose of denying a student's driving privileges if that student of compulsory school age has been absent without legitimate excuse for more than 60 consecutive hours during a school month or a total of at least 90 hours during a school year.

MISSING CHILDREN INFORMATION POLICY (Logan Elm School District)

We are required by law to ask the following of all elementary school parents:

1. If your child will be absent from school, please call the school office, **740-474-3877** before 10:00 am to report his/her absence.
2. Because many calls may be received during this time, please be brief-just give us your child's name, grade, teacher's name and reason for absence.
3. Parents who do not have a home phone are asked to notify the school of their child's absence by any of the following means.
 - a. Using a neighbor's phone, a work phone or send an email to the school
Pamela Herron – pamela.herron@loganelm.org
 - b. Sending a note to the office **on the morning of the absence** with a brother, sister, neighbor, or bus driver.
 - c. Coming to school to notify us in person.

4. If the school is not notified of a child's absence by 10:00 am, we are required to notify parents that the child is "missing". Parent/Guardian notification will be made by using our One Call Now system.
5. When your child returns to school, please send a "Student Absence Report" or note with him/her stating the reason for absence.

We apologize for any inconvenience this regulation may cause you and appreciate your understanding that this is a state-mandated policy. Hopefully, this law will achieve its very worthy goal of reducing child abduction. Thank you for your cooperation.

CHROMEBOOK LOAN PROGRAM

The Logan Elm Local School District will be providing each student at the elementary a Google Chromebook ("Chromebook") for use during the school year to assist with, and further your child's education. It is essential that all of the guidelines in the Chromebook Responsibilities are followed to ensure the safe, efficient, and ethical operation of these electronic devices at home, at school, and in all other settings. Each student will be given Chromebook Responsibilities in which they must share with their parents and both student and parent must sign in order to be issued their device. Students will receive their Chromebook the first week of school and they must be returned at the end of the year or upon withdrawal from school. For a copy of the Responsibilities or for more information please visit the elementary website. Chromebook insurance is required for all students. This \$20 insurance is already included in the student fees.

REMOTE LEARNING

Students are expected to be active learners on remote learning days. Students/Parents are expected to communicate with teachers, turn in assignments on due dates, and meet all classroom expectations set forth by their teachers.

SCHOOL HOURS

School starts at 8:55 am and ends at 3:30 pm. **Supervision is not available prior to 8:55 am or after 3:30 pm. Students are not to enter the building until 8:40 am and must be picked up at 3:30 pm.** For parents who transport their child, help us by making arrangements to deliver or pick up your child in a timely fashion.

RECESS

We believe that young children need an outside break during the day. Weather permitting, all classes have daily recess. Outdoor recesses are always under the supervision of a staff member.

Outdoor recess is canceled when it is raining, when the wind-chill factor is below 20°F(feels like 20°F), and at any other time when weather or ground factors present a health or safety concern to the students and staff. All students are expected to come to school dressed appropriately for the weather and outside recess.

Children are permitted to remain inside during recess only when this has been requested in writing by their parents. We ask that parents keep such requests to absolute necessities since supervision of such children must be arranged.

CELEBRATIONS

Although a parent or grandparent may provide food to share for a school-designated function or for a student's birthday, please be aware that children in the school may have severe allergies to certain food products. Therefore, it is imperative to discuss any classroom allergies with the teacher before bringing food to share. We also request that any treats for birthdays are pre-packaged. Examples: yogurt, string cheese, fruit snacks, etc. Occasionally, the school or a class may host functions or celebrations tied to the curriculum that involve food. The school or teacher will notify students and parents of any known food allergies when soliciting potential volunteers to provide food.

Birthday Invitations - If your child wishes to bring a birthday invitation to school to pass out, then there must be one for everyone in the classroom.

SOCIAL MEDIA

Please be aware that some parents/grandparents/guardians do not want pictures of their students on Facebook, Instagram and other social media websites. Even though they signed the paperwork to allow pictures, that permission is only granted to the school. Parents should not post any pictures of students other than their own on any social media websites.

DENIAL OF PERMISSION TO RELEASE DIRECTORY INFORMATION WITHOUT PRIOR WRITTEN CONSENT

Certain directory information may be released to media, colleges, civic or school-related organizations and state or government agencies as well as published in programs for the athletic, music and theater presentations of this District. A form must be completed and returned to the principal within 10 days after publication of the notice on "Directory Information" if the release of specific directory information is denied. The form will be included in the beginning of the year packets.

PERSONAL BELONGINGS

Parents and students should clearly mark all personal belongings with the child's name. Valuable articles/items should not be sent to school. Examples may be (but not limited to) electronics (iPads, Kindles, cell phones) and electronic games. **The school is not responsible if these items are lost or stolen.**

CELL PHONES

Although the administration understands the importance and convenience for families to allow their children to have cell phones, in an educational setting they are not always necessary or appropriate. Cell phones are not permitted during the school day. If a student brings a cell phone to school it must be secured in their locker, and turned off or put on silent, until the conclusion of the school day. Wireless Communication Devices are also not permitted during the school day. Wireless Communication Devices include, but are not limited to, phones/smartphones, Kindles, iPads, laptops, headphones, earbuds. Smart watches will be considered a Wireless Communication Device if students are observed using the device to communicate or operating the watch in a manner similar to a cell phone. Cell phones and Wireless Communication Devices will be permitted after the conclusion of the school day.

The use of personal cameras/phone cameras or video equipment is prohibited during the school day. Students may not take photos or videos of other students without their consent. Students who take unauthorized video/photos of violations of the Student Code of Conduct being committed, or who possess, attempt to share, or post video on social media, will be subject to disciplinary action equivalent to that of the offense being committed. Sending or posting inappropriate text, video or images to a social networking site or other individuals during school hours or at a school sponsored event will also be subject to disciplinary action. All other electronic devices including, but not limited to, iPods, MP3 players and handheld game devices are prohibited during the school day. Additionally, the school is not responsible for lost or stolen items.

*If a student is using/in possession of their cell phone / electronic device the teacher will ask the student to stop use and refer the student to the office. The device will remain in the office for the remainder of the school day. The phone/electronic device will be returned to the student or parent at the end of the school day by an administrator or designee. In addition, the contents of the cell phone may be searched if deemed necessary depending on the circumstances. Students who violate the cell phone/electronic device policy will receive the following disciplinary actions:

1st time - Verbal warning by teacher and asked to turn off phone and put it in the locker.

2nd time - Students will be sent to the office to meet with the principal. Teacher will keep the phone until the end of the school day.

3rd time - Student and phone are sent to the principal. A phone call will be made to parents. Phone will be returned at the end of the school day.

4th time - Student and phone are sent to the principal. Phone call is made to notify parents they will need to schedule a meeting with the principal and student to pick up the phone. They will also outline steps to ensure the policy is followed from this point forward.

*Refusal to turn in a device will be considered Insubordination and additional discipline will be implemented.

*Medical exemptions may be made for students requiring a device to monitor health conditions. Arrangements can be made with administration prior to the student's attendance. (For example; glucose monitoring devices.)

*Possessing, taking, or sharing of nude, obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, emailing, or sexting, etc.) may constitute a crime under state and/or federal law. Any person possessing, taking, or sharing nude, obscene, pornographic, lewd or otherwise illegal images or photographs may be punished under this Code of Conduct and will be reported to the appropriate law enforcement agencies.

VISITORS

All visitors to the school must check in at the school office. Visitors will not be permitted to loiter on the school campus or in school buildings.

Parents are to schedule conferences in advance at times convenient for both the teachers and themselves. Conferences will be scheduled so that they do not interrupt or interfere with a teacher's class.

Students are not permitted to have visitors during the school day. We observe a closed lunch policy; please do not ask to eat lunch with your child.

Opportunities are provided annually for Parent-Teacher Conferences. Invitations will be sent approximately one-half weeks in advance of these sessions.

GRADING AND REPORT CARDS

Teachers set high standards for their students, and students respond by producing good schoolwork.

The elementary uses a report designed to identify progress on a set of skills needed to be proficient in school. A parent handbook will be sent home during the first reporting period to help interpret the report.

Every nine weeks, teachers will send home report cards. The report cards include subject grades or progress on skills, student effort, and a summary attendance.

Interim progress reports are sent home at the midterm of each 9-week period if your student has the following:

Grades K-2: Not Yet At Expected Progress Level

Grades 3-4: Experiencing E or N

Grade 5: Receiving a D or F in any subject.

Parents/Guardians will be able to access on-line grades/progress through Infinite Campus. Instructions will be sent home with directions to access the website.

FIRE, TORNADO AND SAFETY DRILLS

State Law requires fire drills, tornado drills (during tornado season) and school safety drills to be conducted on a regular basis. Principals will develop individual building procedures for these drills. During all drills, students are expected to be quiet and orderly. Teachers must account for all of their students and report any missing students to the Principal.

THREAT OF VIOLENCE

Students shall report any “threat of violence” to the closest adult employee who will activate the school crisis plan.

CHANGE OF ADDRESS OR PHONE

Should your work or home phone number or mailing address change at any time during the school year, please notify our office immediately. You must also make the changes on your Infinite Campus Parent Portal. We must be able to reach you at any time during the school day in the event of illness or injury of your child.

BUS TRANSPORTATION

As a rural district, we are entirely dependent upon our bus fleet to transport students to and from school. Your cooperation is essential to keep our buses operating safely on a schedule.

First, be sure your child is ready and waiting for the bus **at least five minutes in advance** of your scheduled pick-up time each morning. Keeping the bus waiting (which is not required to do) is unfair to those students who were on time and can cause an entire busload of students to lose valuable instructional time by being late to school.

Second, please emphasize to your child the importance of obeying all rules and instructions from the driver while riding the bus. Basically, this means staying seated in his or her assigned seat and keeping all noise to an absolute minimum. The driver cannot concentrate on the road if his or her attention is focused on a disruptive student. The safety of children is at stake, and repeated disruptions by students on the bus will be dealt with based on the adopted code of conduct.

In consideration of your student's safety, bus drivers will be authorized to pick-up students at one bus stop and drop-off at one bus stop. This planning allows the district to transport students to a safe location before and after school.

If for any reason your child is not to ride a bus home, please write a note detailing the reason and the intended destination, including the bus number or bus driver's name.

Phone requests must be received by 12:30 so arrangements can be made.

BUS RULES

If you have transportation concerns or questions that cannot be answered by your driver, call the transportation office at (740) 477-7477.

RESPONSIBILITY OF STUDENTS

1. Students shall arrive at the bus stop **at least 5 minutes before the bus is scheduled to arrive.** Appropriate behavior is expected at each stop.
2. Students must go directly to an assigned seat and remain seated, keeping aisles and exits clear.
3. Students shall not eat or drink on the bus.
4. Students must follow the school student code of conduct and obey the driver.
5. Students may carry on the bus only objects that can be held in their laps.
6. Students must leave or board the bus **at locations to which they have been assigned unless they have parental and administrative authorization to do otherwise.**
7. Students shall not put their head or arms out of the bus windows.
8. Students will not be permitted to take on the bus animals, firearms, ammunition, explosives, glass, alcohol, tobacco or illegal substances, or other dangerous materials or objects which interfere with the safe operations of the bus.
9. Students will not be permitted to take on bus perfume, cologne, hand sanitizer, lotion or other substances that produce aerosol/smell.

MISCONDUCT ON THE BUS MAY CAUSE DENIAL OF BUS PRIVILEGES BY SCHOOL OFFICIALS.

DISMISSAL

If your child is not to ride a bus, please write a note to the teacher and pick-up the student promptly. **Phone requests must be received by noon so arrangements can be made. CHILDREN WILL NOT BE PERMITTED TO STAY AFTER SCHOOL.**

Parents and others who come to school to pick-up a student during school hours must come first to the office. Teachers have been instructed not to release a student without written authorization from the office.

Important- Occasionally a situation arises from a divorce or other similar situation where there are non-custodial parents or other adults to whom a child should not be released. Please discuss this with the principal during the first few weeks of this year, even if you have already done so in the previous years. **It is the responsibility of the parent to have updated custody papers on file in the school office.**

ELEMENTARY RETENTION POLICY (Grades K-5)

Retention of a child in the same grade for the next school year is a serious decision which must be based on a consideration of both the short-term and long-term best interests of the individual student.

A recommendation for retention should never be a surprise to the parents, principal or student. All must be kept fully and continually informed when a student is not achieving expected standards. Although this policy covers retention at all elementary (K-5) grade levels, it is recognized that the most successful retention decisions are often at the primary level.

The school may retain a student, without parental approval, for any of the following reasons:

- Any student who is truant for more than 10% of the required attendance days and has failing yearly grades in two or more academic subjects or
- Absence of 30 or more days from school or
- Any 3rd grade student who fails to meet the 3rd Grade Reading Guarantee as designated by the State Board of Education.

In addition, the school may recommend that a student be retained if in the opinion of the teacher, principal and other school professionals such retention would be of both short-term and long-term benefit to the student. However, such retentions require parental approval.

For year-long subjects, a student must pass the second semester to be considered as having passed the year.

ELEMENTARY PROMOTION POLICY (Grades K-5)

The promotion of each student in the District will be determined individually. The decision to promote a student or to retain a student in a grade will be made on the basis of the following factors which the teacher will take into consideration: reading grade, mental ability, age, physical maturity, emotional and social development, social problems, home conditions, grade average and scores on state required tests.

Promotion procedures demand continuous analysis and study of the cumulative student case history records so that guesswork and conjecture may be reduced to a minimum and decisions may be as objective as possible. A student with failing grades will be entered into the District's intervention programs to be assisted toward academic success.

Third grade students failing to pass the Third Grade Reading Achievement test are not promoted to the fourth grade unless the student is exempted from the test consequences as outlined by the Third Grade Guarantee.

Any student who is truant for more than 10% of the required attendance days of the current school year and has failed two or more of the required curriculum subject areas in the current grade is retained, unless the student's principal and the teachers of the failed subject areas agree that the student is academically prepared to be promoted to the next grade level.

"Academically prepared," as used in this policy, means that the principal, in consultation with the student's teacher (s) has reviewed the student's work and records and has concluded that, in his/her judgment as a professional educator, the student is capable of progressing through and successfully completing work at the next grade level

ELEMENTARY RETENTION OF TRUANT STUDENTS POLICY (Grades K-5)

Senate Bill 55 sets out a number of restrictions on the promotion from one grade to another of students who are chronically absent from school. These restrictions include prohibiting school districts from promoting a student to the next grade level if the student has been absent, without an excuse, for more than 10% of the school year and has failed two or more subjects.

School districts must promote such a student if his or her principal and the teachers of the failed subjects agree the student is academically prepared for the next grade level.

State and District Assessments

Logan Elm Board Policy: The Board believes that a program of group testing can provide a meaningful source of information about the adopted curriculum and overall student achievement. Therefore, the Board authorizes a program of group testing in order to:

1. Evaluate strengths and weaknesses of current curriculum and instruction and to identify areas needing change;
2. Compare achievement of District students with achievement of a sample population as one means of evaluating student growth;
3. Provide a degree of diagnostic instructional information to teachers about the group(s) of students with whom they work;
4. Provide general information about a student's probable aptitude for school-related tasks and
5. Provide one basis for a longitudinal study of student achievement and proficiency.

Information gained through the use of group tests is used to design educational opportunities for students to better meet their individual and collective needs. The Board views such information gathering as a primary function of the public schools. Individual permission of parents is not required for the administration of these group tests.

The Board recognizes that all tests provide only a limited source of information about an individual student. Information drawn from group tests is therefore used only in conjunction with all other information available about a student in advising the student or assisting the student in improving his/her work.

Each student with a disability is considered individually as to his/her participation in the testing programs.

The following is a list of assessments required by the state of Ohio.

| | |
|-----------------------|--|
| Kindergarten | Kindergarten Readiness Assessment (KRA) |
| Grades K-3 | Fall Reading Diagnostic and Dyslexia Screener (Logan Elm uses i-Ready) |
| Grades 3-5 | Ohio State Tests in Reading and Math |
| Grades 5 | Ohio State Test in Science |
| Gifted Identification | CogAT in grades two and four for Superior Cognitive and i-Ready Math and Reading at grades K-5. i-Ready is given in the fall, winter, and spring. Individual testing is done as needed by a school psychologist. |

THIRD GRADE READING GUARANTEE

Ohio legislation has strengthened the longstanding Third Grade Reading Guarantee to give a greater emphasis to reading instruction and intervention in the early grades.

In 2024-25, the following elements are in effect and reflected in the Logan Elm Policy.

Assessment

1. Diagnostic Testing: a reading diagnostic assessment determined by Ohio Department of Education must be given by September 30th of each school year, grades K-3. Based on performance on the reading assessment, students will be identified as “on-track” (on grade level) or “not on-track” (not on grade level).
2. If the diagnostic assessment shows that the student is “not on-track” parents will be contacted in writing with plans for next steps.

Reading Improvement and Monitoring Plans

1. A “Reading Improvement and Monitoring Plan” (RIMP) allows the teachers and parents to work together to understand the reading deficiency and to outline reading instruction and intervention plans. The Plan must include requirements identified in State law.
2. For the 24-25 school year, students in the 4th and 5th grades who were on a RIMP in third grade and have not yet received a Proficient Score on the Ohio State Reading Test, will also be on a RIMP.

Intensive Remediation Services

1. Once a student is identified as “not on-track” Logan Elm will immediately provide intensive reading instruction and regular diagnostic assessments to the student until the completion of the reading improvement and monitoring plan.
2. Ohio law does not provide a parent the right to refuse the requirements of the Third Grade Reading Guarantee.

Retention in the Third Grade

1. All students below the designated level on the 3rd Grade Reading State ELA assessment must be retained, except for the following students:
 - a. Limited English proficient students who have been enrolled in U.S. schools for less than 2 full school years;
 - b. Special education students whose IEPs specifically exempt them from retention under the 3rd grade guarantee;
 - c. Students who demonstrate reading competency on a Reading OAA Alternative approved by ODE; and
 - d. Any student who has received intensive remediation for two years and was previously retained in kindergarten through Grade 3.
2. The cut score that students must achieve to avoid retention will rise over time.

LITERACY IMPROVEMENT REPORT CARD GRADE

Logan Elm will receive a grade measuring how well it is making progress in moving students who are “not on track” to “on track” in grades kindergarten through three. This measure will be a part of the district’s overall composite grade.

HOMEWORK POLICY

Philosophy

We strongly believe in the power of play and the importance of letting children be children. Further, research does not indicate significant benefits of homework at the elementary level. We believe that when students give us all of their day, they deserve to have all of their night. Therefore, we have eliminated the majority of our standing homework assignments. Eat dinner as a family and ask them how their day was, enjoy your child’s extracurricular activities without worrying about homework, and know that your child is working hard at school each day and has earned their evening playtime!

Our new ELA curriculum, Wit & Wisdom, does include homework to support reading fluency and communications skills. We also highly encourage you to read a book of choice with your child each evening.

Please Note: If a student exhibits off-task behaviors during the school day and fails to complete an assignment, the assignment will be sent home for completion.

IN-SCHOOL ADMINISTRATION OF MEDICINE

State Law requires that an EMERGENCY MEDICAL AUTHORIZATION be on file in the Nurse's office. This must be renewed each school year and must be kept current at all times. All medication is kept and dispensed in the Nurse’s Clinic.

Students are not permitted to have medications in their possession while in school. Parents are encouraged NOT to send medications to school unless absolutely necessary. (For example, a medication which is to be taken at bedtime unless otherwise directed by a physician.) Any medications which must

be taken during the school day are to be turned in at the school office immediately upon arrival and must be taken under the supervision of a school staff member.

Absolutely NO medication can be administered by school personnel without a written form available from the school office, signed by the parent. This policy includes such non-prescription medications as cough medicine, aspirin, non-aspirin pain relievers, throat lozenges, antihistamines, decongestants, etc. For prescription medications, the proper form signed by both the parent and the physician is required.

The following additional restrictions apply:

- All medication is to be kept and dispensed in the Nurse's Clinic.
- Medication which is not individually marked and is to be taken at school must be in its original container.
- Liquid medications may not be brought to school by the student. This type of medication is not only easily spilled, but is also subject to contamination by foreign substances. A parent who wishes his/her child to receive liquid medication must personally transport it to the school and administer it.
- Emergency or special restroom problems need to be notes in writing to the classroom teacher and/or office.

STUDENT HEALTH

REQUIRED IMMUNIZATIONS

The Ohio Department of Health in accordance with Sections 3313.671 and 3701.13, O.R.C. has established the following minimum requirements for students enrolled in public schools.

Children must have the following immunizations to be eligible to enter school:

Four (DPT) Diphtheria, Whooping Cough, Tetanus-5 if all 4 were received before the child's 4th birthday.

Three Polio-4 if all 3 were received before the child's 4th birthday.

Two MMR (measles, mumps and rubella) 28 days apart, 1st dose on or before the 1st birthday.

One Hepatitis B (series of 3).

Two Varicella (Chicken Pox) given on or before a child's 1st birthday.

A pupil who has had natural chicken pox, and presents a signed statement from the pupil's parent, guardian, or physician to that effect, is not required to be immunized against chicken pox.

A health record must be presented on or before the first day of school. This is required by Ohio immunization law.

NO pupil, at the time of his/her initial entry, OR AT THE BEGINNING of each school year, to an elementary or high school for which the state board of education prescribes minimum standards PURSUANT TO division (D) of section 3301.07 or the Revised Code, SHALL BE PERMITTED TO REMAIN IN SCHOOL FOR MORE THAN FOURTEEN DAYS unless HE/SHE PRESENTS written evidence, satisfactory to the person in charge of admission that he/she has BEEN IMMUNIZED by a METHOD of immunization approved by the Department of Health.

SCREENINGS

The Board authorizes the nurse and speech therapist to conduct health screenings for vision, hearing, scoliosis, and speech annually, according to the following schedule:

VISION- All students with special needs, grades PS, K, 1, 3, 5, 7, 9 all new students and any teacher referrals.

HEARING- All students with special needs, grades PS, K, 1, 3, 5, 7, 9 all new students and any teacher referrals

SCOLIOSIS- All students in grades 7 and 8.

SPEECH- All students in kindergarten and any teacher referrals.

COMMUNICABLE DISEASE NOTICES

Logan Elm Elementary will notify parents when their children are exposed to communicable diseases at school. Notices include symptoms and periods of incubation and isolation. Please inform the office immediately if you learn that one of your children has or has just had any of the following.

- Influenza
- Chicken Pox
- Measles
- German Measles
- Mumps
- Scarlet Fever
- Strep Throat
- Mononucleosis
- Scabies
- Head Lice- Students who have more than one episode of lice may be referred to the County Health Department before they may be readmitted to school.
- Or any other communicable disease.

SCHOOL AND ILLNESS-SHOULD OUR CHILD STAY HOME

Your child is too ill to go to school if he or she has any of the following symptoms:

- Seems very tired and needs bed rest (Common with flu symptoms)
- Has vomiting or diarrhea
- Becomes short of breath or has an increase in wheezing during normal activity
- Has a cough that interrupts normal activity
- Has a fever over 100°F.
- Has pain from earache, headache, sore throat or recent injury
- Has yellow or green drainage from eye(s)
- Breaks out in a rash

CONTAGIOUS DISEASE

- Your child should **NOT** go to school if the temperature is 100°F or above. Return to school is based on a temperature below 100°F for 24 hours without fever-reducing medicine such as Tylenol and the student is feeling better with no other symptoms.
- Your child should stay home from school if he or she has a contagious disease to keep from spreading it to others. A contagious disease is one that can be spread by close contact with a person or object. Examples of contagious disease are: chicken pox, flu, vomiting or diarrhea, strep throat, colds, “runny nose”, impetigo, and “pinkeye”. A disease is most often contagious 24 hours before the child shows signs of illness. It is very hard to prevent the spread of germs especially in the classroom. Good handwashing will help prevent the spread of germs.
- If your child has a communicable disease, ask your doctor when returning to school is advised. Generally, children with chickenpox should not return to school until all the lesions are dried and crusted. Children with strep throat should be on antibiotics for at least 24 hours before returning to school.
- If an antibiotic medicine is prescribed for your child, be sure the medicine is taken for at least 24 hours before returning to school. Remember, the antibiotic medicine should be taken as prescribed until it is gone.

School is a child’s work. It is important for normal development. If your child is absent often, it may be harder to keep up in class. It is important that your child does not miss more than a few days of school a year due to illness. Ask your doctor when you are not sure about keeping your child home or contact the school nurse for advice.

SCHOOL CLOSING ANNOUNCEMENTS

The Logan Elm Schools have contracted with One Call Now as a voice message provider. This is an effective way to keep parents informed about school closures or delays, important events, and automated student attendance calls. To sign-up, visit www.loganelmschools.com. One Call Now also has the capability to send SMS text messages. If you would like to opt-in for this service, please send a text message with the word “Alert” to 22300. Your cell phone number must be entered in One Call Now in order to use this service.

If school is closed, an announcement will also be made over television and local radio, WKKJ (93.3), WTVN (610 AM) radio stations. Please do not call the elementary or district office to see if there will be school. Closures and delays will also be posted on our school website, twitter page, school app and ClassDojo

Inclement weather or building equipment breakdowns may force an early closing of school. Working parents should have pre-arranged plans for their children if an early closing becomes necessary.

If school is closed, all after-school and evening functions at the elementary schools are automatically canceled.

LUNCH PROGRAM

The price of a school lunch is \$3.00, which includes milk. Extra milk is 75 cents. Students may bring a packed lunch. Some families may qualify for free or reduced (40 cents) lunch. Applications for this program are sent home the first day of school, or you may contact the school office.

FREE/REDUCED PRICE MEALS-ALL SCHOOLS

Parents may apply for free/reduced price meals for their children by completing and returning a paper application which is sent home at the beginning of the school year. Parents may also apply on-line at www.lunchapp.com. All information is kept confidential. Parents will be notified by mail of their eligibility. Parents may apply at any time during the school year.

BREAKFAST PROGRAM

Breakfast will be available to all students. Breakfast components include milk, juice, bread and protein. Menu items vary daily. Full price breakfast is \$2.00, reduced price is 30 cents.

Prepayment Plan for Meals-Available At Logan Elm Elementary Only

Logan Elm Cafeteria offer a prepayment plan. There are 3 ways to pay:

1. Parents or Students may deposit cash, check or money order through the school cafeteria. Be sure the student's name is on the memo line of the check or money order.
2. Parents may use a credit card on-line at www.payschoolscentral.com. If you use payschoolscentral.com you will need your student's ID number. You may call the Cafeteria Manager at 740-474-7501 to obtain the ID number. There is no limit to the amount you may prepay.
3. Parents may send check or money order through the mail to:

Ginger Selin, Cafeteria Manager
Logan Elm Schools
9579 Tarlton Road
Circleville, Ohio 43113

Lunch Charges

Students will only be allowed a maximum of 2 lunch charges. If a student exceeds a negative \$12.50 balance in their lunch account, the Logan Elm Cafeteria will provide an alternative lunch to the student.

ELEMENTARY FEES

K-Grade 5 Students

\$30.00 + \$20.00 (Chromebook Insurance)

The above fees include a small fee for art, reading, science and math in grades K-5.

Teachers may request additional special supplies be purchased for their classroom. Lists will be sent home if additional supplies are required.

Preschool-\$125 per month per child

Typical (non-handicapped) students attending preschool will be charged \$125.00 per month per child for 9 months. Handicapped children will be served appropriately without a fee.

Student Fee Waivers-All Schools

To be considered for school fee waiver, parents need to fill out a lunch application and a fee waiver form. The fee waiver form is located on the back of the lunch application. Students do not automatically qualify unless both applications are completed and approved.

PBIS

Positive Behavior Intervention and Supports (PBIS) is a research based framework for teaching and supporting positive behaviors for ALL students. This school-wide approach to discipline focuses on building a safe and positive environment in which all students can learn. The benefits of implementing PBIS include:

- Fewer behavior issues
- More instructional time
- Better attendance for student success

Be A BRAVE – SCHOOL WIDE SCHOOL EXPECTATIONS

Students shall:

1. **Be Prepared** - Follow all directions from all staff members.
2. **Respect Everyone** – Treat others as you want to be treated, walk quietly throughout the building, always walking to the right on stairways.
3. **Act Responsibly** - Use good manners in all areas of our school, always allow the teacher to teach.
4. **Value Property** – Keeping areas clean by putting items in their proper place. Keeping all surfaces clean by not writing on them
5. **Encourage Others** – Include everyone, give compliments to other students

| Expectation | Logan Elm Elementary School PBIS Matrix | | | | | | |
|------------------------------|--|--|---|---|---|---|--|
| | Bus | Classroom | Cafeteria | Restroom | Movement | Playground | Assembly |
| B Be Prepared | *Have all appropriate belongings | *Have all materials needed for class | *Know your lunch number or have your lunch box | *Use given opportunities for restroom use | *Know all procedures and expectations without reminder *Keep silent during all practice drills and transitions | *Dress appropriately (gloves, hats, etc.) | *Report to designated area *Watch adults for signals |
| R Respect Everyone | *Follow driver directions *Speak nicely *Respect everyone | *Listen to adults the first time | *Use manners *Respect everyone *Respect personal space | *Allow privacy of others and yourself | *Follow all adult directions the FIRST time *Walk quietly so others can continue to learn | *Treat others as you want to be treated *Find a friend *Make a friend | *Listen and watch with your whole body *Applaud appropriately |
| A Act Responsibly | *Wait patiently in bus area *Listen to all adults *Speak quietly | *Follow all classroom goals and listen to the adults | *Follow cafeteria expectations *Only talk to your neighbors *Listen to adults | *Flush the toilet *Wash your hands *Get in and out in a timely manner | *Stay to the right *Walk directly to the appropriate destination *Stay silent during drills | *Use equipment as intended *Respect playground boundaries | *Remain seated and quiet *Be alert for signals from adults |
| V Value Property | *Report any vandalism to your driver | *Keep track of your belongings *Respect the property of others and self | *Clean up after self *Report vandalism or messes to an adult | *Report vandalism to an adult *Report messes *Use facilities properly | *Keep all areas free of trash and litter | *Use equipment as intended *Report trash *Report vandalism | *Respect all property |
| E Encourage Others | Encourage everyone to be the best BRAVE they can BE! | | | | | | |

What can you do to help your student demonstrate BRAVE behavior?

- Review BRAVE expectations with your student. Everyday ask your student about her/his day at school.
- Make sure your student is ready every day. Ensure a good night's sleep.
- Provide a quiet space for your student to practice school skills
- Keep in touch with your student's teacher(s).
- Encourage your student to use appropriate language and tone.
- Practice positive phrases with your student such as, "Thank you", "Please", "Excuse me", and "I'm sorry".
- Be a visible part of your student's school day. Attend PTO Meetings, Parent Teacher Conferences, and other school activities as your schedule allows.

LOGAN ELM ELEMENTARY
DISCIPLINE – CODE OF CONDUCT

All discipline and sequence of actions is at the discretion of Administration

Discipline is necessary throughout every phase of our lives. Discipline must be understood by staff, students, parents and community volunteers in order for the best possible climate to exist for learning and growing to take place.

It is our philosophy that the discipline code must be administered when any individual’s actions interfere with the right of the teachers to teach and students to learn.

A student’s rights in disciplinary matters is protected by due process procedures and the appeals process to the principal or superintendent.

Below is the Discipline Code of Conduct. Violations and possible actions are listed; however, this list is not intended to be all-inclusive. Students may be disciplined or suspended for violations as follows:

| <i>VIOLATION</i> | <i>ACTION TAKEN</i> |
|--|--|
| <i>Any behavior that disrupts the educational process</i> | <i>Removal from class, noon detention, Alternative discipline/emergency removal</i> |
| <i>Refusal to follow disciplinary request</i> | <i>Referral to office, detention, Alternative discipline/emergency removal</i> |
| <i>Improper language, obscene gestures, unacceptable Behavior</i> | <i>Detention, Alternative discipline/emergency removal</i> |
| <i>Bus Misbehavior</i> | <i>Warning, detention, transportation suspension, emergency removal</i> |
| <i>Smoking Vaping, Possession of Tobacco Products</i> | <i>District policy applied.</i> |
| <i>Unexcused tardiness to school</i> | <i>1st offense - warning</i> |
| <i>Excessive early dismissals</i> | <i>2nd offense – detention and/or referral to court Each successive – referral to court authorities</i> |
| <i>Disrespect, insolence, insubordination</i> | <i>Referral to office, detention, Alternative discipline/emergency removal</i> |
| <i>Firearms, knives, other dangerous weapons or “look-alike” weapons</i> | <i>Alternative discipline/suspension, expulsion, referral to authorities</i> |
| <i>Assault</i> | <i>Alternative discipline/ suspension, expulsion</i> |

| | |
|--|--|
| <i>Fighting</i> | <i>1st offense – 3-4 days, noon detention</i> <i>2nd offense – 5 days' noon detention or Alternative discipline/emergency removal</i> <i>Each successive- Alternative discipline/emergency removal</i> |
| <i>Threatening, harassing, intimidating students</i> | <i>Detention, Alternative discipline/emergency removal, expulsion</i> |
| <i>Possession or use of fireworks, smoke bombs</i> | <i>Alternative discipline/suspension</i> |
| <i>Unauthorized use of fire</i> | <i>Alternative discipline/emergency removal, expulsion, referral to authorities/restitution</i> |
| <i>Inappropriate displays of affection</i> | <i>Referral to office, detention</i> |
| <i>Unauthorized sales or distribution of any products without consent of administration</i> | <i>1st Offense – Warning, confiscation</i> <i>Each successive – Alternative discipline/emergency removal</i> |
| <i>Vandalism</i> | <i>Work assigned – Detention, restitution, Alternative discipline/emergency removal</i> |
| <i>Stealing school or private property</i> | <i>Detention, Alternative discipline/emergency removal restitution, referral to appropriate agency</i> |
| <i>Leaving school without permission</i> | <i>1st Offense- Detention</i> <i>Each successive – Alternative discipline/emergency removal</i> |
| <i>Tuancy, Excessive absenteeism, Tardies, Early Dismissals</i> | <i>Follow HB410 Guidelines</i> |
| <i>Forgery of school correspondence</i> | <i>Detention, Alternative discipline/emergency removal</i> |
| <i>Cheating</i> | <i>Failure of lesson involved, reduced grade, detention</i> |
| <i>Assaulting or threatening a staff member</i> | <i>Alternative discipline/suspension</i> |
| <i>Verbal or physical harassment of teachers or staff members on/off school grounds at any time</i> | <i>Detention/Suspension/Expulsion</i> |
| <i>Use, evidence of use, sale, or possession of alcohol, marijuana, illicit drugs, stimulants, mood altering substances or counterfeit drugs at school</i> | <i>Enforcement of school drug policy, Alternative discipline/suspension, expulsion, referral to police or other agency for referral</i> |

| | |
|--|--|
| <i>Severe clause, continued disciplinary problems, violation of the Code of Conduct where other measures have failed</i> | <i>Alternative discipline/suspension, expulsion, charges filed</i> |
| <i>Failure to use computers in a responsible, ethical or legal manner</i> | <i>Denied use of computer services, detention, Alternative discipline/suspension/expulsion</i> |
| <i>Sexual harassment</i> | <i>Warning, detention, Alternative discipline/suspension</i> |
| <i>Possession of toys, electronic devices</i> | <i>Confiscation of property, detention/Parent meeting to return item</i> |
| <i>Possession of candy, gum, other foods outside of the cafeteria, beverages other than water</i> | <i>Warning, detention, confiscation of items</i> |
| <i>Unauthorized cell phone use</i> | <i>Confiscate, detention, alternative discipline, emergency removal. Parent meeting to return cell phone</i> |

Fighting, swearing, stealing, vandalism, possession of tobacco or controlled substances, or possession of weapons are examples of severe unacceptable behavior and will be immediately referred to the principal for disciplinary action.

Emergency Removal is limited to "rest of day" for K-3 students. Students will be permitted to return to school the next day school is in session. A hearing must be held within (one) 1 school day.

COMPUTER/ON-LINE SERVICES ACCEPTABLE USE POLICY

The following guidelines and procedures shall be complied with by students who are specifically authorized to use the District's computers or on-line services:

1. Use appropriate language. Do not use profanity, obscenity or other language which may be offensive to other users. Illegal activities are strictly forbidden.
2. Do not reveal your personal home address or phone number or those of other students.
3. Note that electronic mail (e-mail) is not guaranteed to be private.
4. Use of the computer and/or network is not for financial gain or for any commercial or illegal activity.
5. The network should not be used in such a way that it disrupts the use of the network by others.
6. All communications and information accessible via the network should be assumed to be property of the District.
7. Rules and regulations of on-line etiquette are subject to change by the administration.
8. Users shall keep personal account numbers and passwords private. They shall use this system only under their account numbers issued by the District.
9. The system shall be used only for purposes related to education. Commercial, political and/or personal use of the system is strictly prohibited. The administration reserves the right to monitor any computer activity and on-line communications for improper use.
10. Users shall not use the system to encourage the use of drugs, alcohol or tobacco nor shall they promote unethical practices or any activity prohibited by law or Board policy.

11. Users shall not view, download or transmit material that is threatening, obscene, disruptive or sexually explicit or that could be construed as harassment, or bullying of others based on their race, national origin, citizenship, status, sex, sexual orientation, age, disability, religion, political beliefs or any other personal or physical characteristics.
12. Copyrighted material may not be placed on the system without the author's permission.
13. Vandalism results in the cancellation of user privileges. Vandalism includes uploading/downloading any inappropriate material, creating computer viruses and/or any malicious attempt to harm or destroy equipment or materials or the data of any other user.
14. Users shall not read other users' mail or files; they shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall they attempt to read, delete, copy, modify or forge other users' mail
15. Users are expected to keep messages brief and use appropriate language.
16. Users shall report any security problem or misuse of the network to the teacher.

STUDENT DRESS AND APPEARANCE

Part of the total education of the students is learning to dress appropriately and behave responsibly in a variety of situations. Students are expected to present themselves in a manner appropriate to the school environment and which does not cause disruption to the academic process. Research has shown a correlation between appearance and behavior, especially in the school setting.

These regulations will assist parents, students, faculty and administrators in determining appropriate student standards for dress while at school or school-sponsored activities.

1. Parents and students maintain responsibility for student's dress and personal appearance.
2. Dress or grooming should not interfere with the cleanliness, health, welfare or safety of students. Dress or grooming should disrupt the educational process by being distracting, indecent or inappropriate to the educational process.
3. Sponsors and teachers of elective programs (such as vocational classes) or elective activities (such as sports and music) may require stricter standards regarding dress and appearance for participants in their program or activity.
4. The principal/designee, with the assistance of the faculty, has the responsibility to uniformly administer the dress code. The decision of the principal/designee is final.
5. As new trends in fashion or dress emerge or become out of date, the District reviews and revises the dress code to reflect the standards of the community.

Student appearance reflects an attitude of pride in self, school and community. No students shall wear articles of clothing that distract from the educational process. Clothing is to be neat, clean and modest.

1. Very short skirts or shorts are examples of styles that are considered unacceptable for students;
2. No shirts and blouses that expose the midriff or cleavage;
3. No tank tops, muscle shirts or halters;
4. Hats, coats, bandannas and sunglasses are not to be worn in class or in school buildings;
5. No clothing/accessories or tattoos that could be interpreted as promoting hate or communicating a negative, profane or vulgar message as advertising being related to alcohol, tobacco, drugs or weapons – including symbols and pictures and communicating sexual messages – explicit or implied;
6. No transparent garments, open mesh garments or garments with large open sides may be worn without an under liner;
7. Appropriate footwear must be worn and provide for safe and sanitary conditions; flip flops are strongly discouraged for safety reasons;

8. No biking pants or spandex;
9. Hair must be clean, worn out of the eyes and groomed at all times; no extreme or distracting hair color or makeup;
10. Extreme and unsafe body piercing is prohibited;
11. Lower garments are to be worn at waist level; if a belt is worn, it must be of proper length; undergarments are not to be exposed;
12. Unacceptable accessories, including chains and/or studded accessories, are not permitted
13. No gang-or cult related items of any kind and
14. Inappropriate torn or tattered clothing is not to be worn.

Violation of the dress code can result in removal from class (until the violation can be resolved) and/or disciplinary action. The principal has the right to make final decisions on all matters concerning dress and appearance.

BULLYING

Hazing means doing any act or coercing another, including the victim, to do any act of intimidation or harassment to any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.

Bullying is an intentional written, verbal or physical act that a student has exhibited toward another particular student more than once and the behavior causes both mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening, harassing or abusive educational environment for the other student.

Permission, consent or assumption of risk by an individual subjected to hazing and/or bullying does not lessen the prohibition contained in this policy.

Prohibited activities of any type, including those activities engaged in via computer and/or electronic communications devices are inconsistent with the educational process and are prohibited at all times. No administrator, teacher or other employee of the District shall encourage, permit, or condone or tolerate any hazing and/or bullying activities. No student, including leaders of student organizations, are permitted to plan, encourage or engage in any hazing and/or bullying.

Administrators, teachers and all other District employees are particularly alert to possible conditions, circumstances or events that might include hazing and/ or bullying is discovered, involved students are informed by the discovering District employee of the prohibition contained in this policy and are required to end all hazing and/or bullying activities immediately. All hazing and/or bullying incidents are reported immediately to the Superintendent and the appropriate discipline is administered.

The Superintendent or designee will establish procedures to prohibit harassment, intimidation and bullying as prescribed in the Ohio Department of Education's Anti-Harassment Model Policy.

The Superintendent/designee must provide the Board President with a semiannual written report of all reported incidents of bullying and post the report without any student names on the District's website.

The administration provides training on the District's hazing and bullying policy to District employees and volunteers who have direct contact with students. Additional training is provided to elementary employees in violence and substance abuse prevention and positive youth development.

District employees, students and volunteers have qualified civil immunity for damages arising from reporting an incident of hazing and/or bullying. Administrators, teachers, other employees and students

who fail to abide by this policy may be subject to disciplinary action and may be liable for civil and criminal penalties in compliance with State law.

No one is permitted to retaliate against an employee or student because he/she files a grievance or assists or participates in an investigation, proceeding or hearing regarding the charge of hazing and/or bullying of an individual.

For additional information, please refer to Logan Elm District Policy JFCF, JFCF-R.

Schoolwide Title I Parent Engagement Plan

Logan Elm Elementary is a Schoolwide Title 1 building. The purpose of Title I is to provide all children “significant opportunity to receive a fair, equitable, and high-quality education, and to close educational achievement gaps.”

Title I Parent and Family Engagement Plan

The Board believes that parent and family involvement is an important part of the educational program. Current research indicates that a home-school partnership and greater involvement on the part of parents and families in the education of their children generally result in higher achievement scores, improved student behavior and reduced absenteeism. All parents, family members and foster caregivers are encouraged to take an active role in the education of their children.

School-Parent Compact

The purpose of the **School-Parent Compact**, found in Section 1118 of Public Law 103-382, is to build and foster the development of a school-parent partnership to help all children achieve the state’s high standards. Parents, the child and teachers will share responsibility for improved student achievement.

It is the school’s responsibility to provide high-quality curriculum and instruction in a supportive and effective environment that enables the children to meet the State’s student performance standards. Each parent is responsible for supporting their child’s learning, such as monitoring attendance, homework completion, and television watching; volunteering in the child’s classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time.

We value your role in working with your child to achieve high academic standards. The following is an outline of some of the ways you and school staff can build and maintain a partnership to share the responsibility for supporting your child’s learning.

School’s Responsibility:

- Provide high quality curriculum and learning materials.
- Provide you with assistance in understanding academic achievement standards and assessments and how to monitor your child’s progress.
- Provide opportunities for ongoing communication between you and teachers through, at a minimum:

- Annual parent-teacher conferences;
- Frequent reports regarding your child's progress, and
- Opportunities to talk with staff, volunteer in class, and observe classroom activities.
- Provide communication in a language parents can easily understand.

Parent's Responsibility:

- Ensure your child attends school regularly;
- Encourage your child to show positive school behavior;
- Review your child's homework;
- Monitor screen time and encourage positive use of your child's extracurricular time;
- Attend parent-teacher conferences and participate, when appropriate, in decisions relating to the education of your child.

Parents Right to Know

You have the right to know about the teaching qualifications of your child's classroom teacher in a school receiving Title I funds. The federal Every Student Succeeds Act (ESSA) requires that any school district receiving Title I funds must notify parents of each student attending any school receiving Title I funds that they may request, and the district will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including at a minimum, the following:

- I. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- II. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived;
- and III. Whether the teacher is teaching in the field of discipline of the certification of the teacher;
- IV. Whether your child is provided services by paraprofessionals and, if so, their qualifications.

You may ask for the information by calling or emailing Curriculum Director, Amy Colburn, 740-474-7501 or amy.colburn@loganelm.org.