

LOGAN ELM ELEMENTARY

STUDENT HANDBOOK

2026-2027

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This Family Handbook contains important information, which we hope you read carefully. This handbook reflects all of our commitment to you. It is a direct and honest statement of how we want our elementary schools to be. Additional information and announcements concerning monthly activities of the PTO and other school programs will be sent home throughout the school year. 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 is 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 ext. 1113

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

In partnership with our staff and community, Logan Elm empowers every student to reach their unique potential by providing a high-quality education.

VISION STATEMENT

Developing all students to become lifelong learners, engaged citizens, and leaders of tomorrow.

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 regarding 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 developing moral and ethical values in 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 leadership talents, and the abilities needed to be responsible followers.

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 can respect others and themselves.

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 facts and opinions.
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 the ability to participate in-group activities effectively.
14. To develop consumer competence and fiscal responsibility.
15. To develop salable skills, vocational competence, and a positive attitude towards 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 objectives above.
2. Creates an environment conducive to learning where students have 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.

SCHOOL HOURS

School starts at 8:50 am and ends at 3:30 pm. **Supervision is not available prior the start of the school day or after 3:30 pm. Students are not to enter the building until 8:35 am. Students are to be picked up at 3:30 pm.** For parents who transport their child, help us by planning to bring or pick up your child in a timely fashion.

DISMISSAL

If your child is not riding 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 previous years. **It is the responsibility of the parents to have updated custody papers on file in the school office.**

TEACHER-PARENT COMMUNICATION

Our official teacher workday is 8:25 am to 3:35 pm. While many of our dedicated team members often choose to stay beyond that time to complete various responsibilities, it is important to note that it is not an expectation.

Our educators are not only professionals, but also parents, spouses, caregivers, coaches, and more. During the school day, your children are our priority. After hours, we ask that our staff be allowed the space to prioritize their own families. We kindly ask that you communicate with staff be limited to the above hours, unless it is a true emergency. In such cases please reach out by email to the building principal and they will respond as promptly as possible. Staff are encouraged to return all phone calls or emails within 48 hours.

SCHOOL FEES

There are no school fees for 2026-2027 for students in grades K-5th.

LUNCH PROGRAM

The price of a school lunch is \$3.25, which includes milk. Extra milk is 75 cents. Students may bring a packed lunch. Some families may qualify for a free or reduced (40 cents) lunch. Applications for this program will be sent home on 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. Parents may also apply online 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 \$2.25 and reduced price is 30 cents.

Prepayment Plan for Meals-Available at Logan Elm Elementary Only

Logan Elm Cafeteria offers a prepayment plan. There are three ways to pay:

1. Parent 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 online 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 can have a maximum of \$20.00 in lunch charges. If a student exceeds a negative balance in their lunch account, the Logan Elm Cafeteria will provide them with lunch. Cafeteria Staff will communicate with parents via telephone, note and/or email regarding the negative amount in their child's lunch account.

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 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. 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 focusing 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 riding 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 1:00 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 they can hold in their laps.

6. Students must leave or board the bus at locations they have been assigned unless they have parental and administrative authorization to do otherwise.
7. Students shall not put their heads or arms out of the bus windows.
8. Students are not permitted to take 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 are 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 THE DENIAL OF BUS PRIVILEGES BY SCHOOL OFFICIALS.

School wide Title I Parent Engagement Plan

Logan Elm Elementary is a School wide Title 1 building. The purpose of Title 1 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 completing, 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 parents with assistance in understanding academic achievement, standards and assessments, and how to monitor your child’s progress.
- Provide opportunities for ongoing communication between the parents and teachers through, at a minimum:

- Annual Parent Teacher Conferences
- Frequent reports regarding your child's progress, and
- Opportunities to talk with staff volunteer 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 qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides the instruction;
- II. Whether the teacher is teaching under emergency or other provisional status through which State qualifications or licensing criteria have been waived;
- III. Whether the teacher is teaching in the field of discipline or 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 the Curriculum Director, Amy Colburn, 740-474-7501 or amy.colburn@loganelm.org.

ENROLLMENT OF STUDENTS

Children of the district and wards of residents of the district between the ages of five (5) on or before the first day 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)

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 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 for attendance. We encourage parents to work with us, as we will enforce this policy 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 a 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.

ATTENDANCE LOGAN ELM LOCAL SCHOOLS - JED and JEDA (Combine under JED)

Logan Elm Schools believes 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. Absences for any reason, whether excused or unexcused, reduce instructional time and have an adverse impact on student learning. Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session or during the attendance sessions to which a student has been assigned.

A student in grades 9 through 12 may be considered a full-time equivalent student provided the student be enrolled in at least five (5) units of instruction, as defined by State law, per school year.

All student absences shall require explanation, in writing, as to the cause and duration of the absence. Such written statements may be submitted by parents/guardians or by adult, non-dependent students. The District reserves the right to investigate or require additional

verification of all absences. All absences are considered unexcused without written documentation.

The Board considers the following factors to be reasonable excuses for time missed at school:

A. personal illness of the student (a written physician's statement verifying the illness may be required);

B. illness in the student's family necessitating the presence of the child;

C. quarantine of the home for a contagious disease;

D. appointment with a health care provider, including documented medical, behavioral, or dental appointments

E. death in the family (applies to absences of up to 5 school days unless a reasonable cause may be shown for a longer absence);

F. necessary work at home directly and exclusively for parent(s)/guardian(s) due to absence or incapacity, limited to a restricted period of time and approved in advance by the Superintendent (applies to students over 14 years of age only when all statutory obligations have been met for such excusal);

G. attendance at a driver's education course for up to two (2) hours on no more than four (4) days (limited to a total of eight (8) hours during the school year), provided that the absence does not occur during a core curriculum subject course;

H. religious expression days, up to three (3) days per school year, to take holidays for reasons of faith or a religious/spiritual belief system or to participate in organized activities conducted under the auspices of a religious organization (pursuant to ORC 3320.04).

I. out-of-state travel (up to a maximum of twenty-four (24) hours per school year that the student's school is open for instruction) to participate in a District-approved enrichment or extracurricular activity. Any classroom assignment missed due to the absence shall be completed by the student.

J. such a good cause or emergency set of circumstances as may be acceptable in the judgment of the Superintendent

K. medically necessary leave for a pregnant student in accordance with Board Policy;

L. service as a precinct officer at a primary, special, or general election in accordance with ORC 3501.22;

M. post-secondary visitation, for which a student may be marked as "present" for such absences for up to three days per school year;

N. pre-enlistment reporting to a military enlistment processing station for which a student may be marked as "present" if the absence is used to help fulfill graduation requirements;

O. absences of a student of a military family for purposes of visiting their parent, legal guardian or custodian who is an active duty member of the uniformed services that has been called to

duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting;

P. absences due to a student's placement in foster care, a change in foster care placement, or any court proceedings related to their foster care status;

Q. absences due to a student being homeless.

The District attempts 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 absence without legitimate excuse 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 for reasons other than religious expression days 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 in accordance with procedures and timelines defined in District level policies and procedures.

The Board does not believe that students should be excused from school for vacations or other nonemergency trips. The responsibility for such absences resides with the parent(s), and they must not expect any work missed by their child to be retaught 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 they are absent. Prearranged absences for vacations or other non-emergency trips are limited to one prearranged absence consisting of not more than 5 days per year. Absences for vacations or other nonemergency trips beyond this limit will be unexcused.

Remote/Virtual Learning Attendance (Asynchronous Tracking)

In grades 6-12, students may enroll in asynchronous online learning, at the discretion of the district. Attendance in self-directed remote learning (asynchronous) shall be tracked by evidence of participation, which may include, but is not limited to:

A. daily logins to learning management systems;

B. daily interactions with the teacher to acknowledge attendance, which may include, but are not limited to, messages, emails, telephone calls, video chats, or other formats that enable teachers to engage with students; and

C. assignment completion.

The teacher will determine what level of participation and progress is appropriate and will communicate with students and their families if concern regarding progress or attendance arises.

Temporary technical barriers shall not automatically result in an unexcused absence if the student or household experiences a verified disruption in internet provider service or malfunction of a District-owned device for which the District is providing technical assistance.

Should students demonstrate failure to attend or meet the requirements of remote/virtual learning, as established by the school and the teacher, they may be temporarily assigned to complete their remote/virtual work in the physical school environment. Consequently, students may also be required to return to permanent in-person instruction in order to ensure academic success.

Truancy and Chronic Absenteeism

The Board endeavors to reduce truancy through cooperation with parents, diligence in investigating the causes of absence, and use of strict guidelines in regards to tardiness and unexcused absence. A student cannot be suspended, expelled, or removed from school solely because of unexcused absences.

A "habitual truant" is any child of compulsory school age who is absent without a legitimate excuse for:

1. thirty (30) or more consecutive hours;
2. forty-two (42) or more hours in one school month; or
3. seventy-two (72) or more hours in a school year.

When a student triggers habitual truant thresholds, the attendance liaison or designated officer must investigate the case and notify the child's parent, guardian, or custodian in writing of the legal consequences of being a habitual truant.

The written notice may be delivered by regular mail with a certificate of mailing, or another form of delivery with proof of delivery—including electronic delivery and electronic proof of delivery (pursuant to modern state reporting allowances).

The Board directs the administration, in consultation with the county juvenile court, to deploy an intervention strategy that includes:

1. Identifying strategies to prevent students from becoming chronically absent, which is defined as missing 10% or more of the school year.
2. Establishing an Integrated Multi-Tiered System of Supports that provides intensive interventions and supports for students with escalating numbers of absences to address the root causes of the absences. These interventions shall include, but are not limited to,
 - a. Early intervention no later than when total absences constitute 5% of the school year
 - b. Counseling services
 - c. Attendance education and mediation for parents/guardians and students
 - d. Referral to juvenile court
 - e. Assign student to alternative instructional placement
3. Maintaining an Absence Intervention Team (AIT) to monitor student attendance and provide intervention and resources as needed within the IMTSS model.

Legal ORC 2151.011, 3313.48, 3313.609, 3313.66, 3313.668, 3317.034, 3320.04, 3321.01 et seq., 3321.13(B)(2), 3321.14, 3321.141, 3321.19, 3321.191, 3321.38, 4510.32

ADDITIONAL ATTENDANCE NOTES

Elementary students must be in attendance from 8:50 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 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 absent excuses is not new; it was practiced at Logan Elm Schools prior to the passage of HB410.
- Students leaving the school grounds at any time must sign-out in the office before leaving.
- Students may not leave the 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 is released from school.
- Elementary school 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 for parent/guardian or designee to sign them out. 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 tardy from 8:51 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.

MISSING CHILDREN INFORMATION POLICY (Logan Elm School District)

The law requires the school 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 are 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 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 e-mail 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.

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 changes to 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

III. STUDENT SAFETY

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 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.

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 and 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, is 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, 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.

IV.ACADEMICS

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 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 the 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 yearlong 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 based on 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 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 STUDENT POLICY (Grades K-5)

Senate Bill 55 sets out several 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.

DISTRICT TESTING PROGRAMS

Grade K	Kindergarten Readiness Assessment
Grade 1	Reading
Grade 2	Reading

Grade 3	State ELA, State Math
Grade 4	State ELA, State Math
Grade 5	State ELA, State Math, State Science
Grades K-5	Students will participate in the reading and math diagnostic assessments (i-Ready) in the fall, winter, and spring.

Parents may request additional policy information regarding student participation in state-mandated assessments.

THIRD GRADE READING GUARANTEE

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

The elements are in effect and reflected in the Logan Elm Policy.

Assessment

1. Diagnostic Testing: reading diagnostic assessment determined by Ohio Department of Education must be given by September 30 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 the 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.

Reading Intervention Services

1. Once a student is identified, as "not on-track" Logan Elm will provide reading intervention 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 with the right to refuse the requirements of the Third Grade Reading Guarantee.

Retention in the Third Grade

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.
- e. A student, whose parent or guardian, in consultation with the student's reading teacher and principal, has requested that the student be promoted for grade 4 regardless of the student's score on Ohio's State Test for grade 3 English language arts.

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!

To foster community, your student will have a monthly Choice Board from their teacher with activities to complete throughout the month. These activities will cover a variety of skills and subjects. Students can choose which activity they wish to complete.

We also highly encourage you to read a book of your 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.

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.

GRADING AND REPORT CARDS

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

Every nine weeks, teachers will send home report cards. The report cards include subject grades or progress on skills, student effort, and a summary of 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 Making Expected Growth(-)

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.

V.SCHOOL POLICIES

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 be 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 to be issued their device. Students will receive their Chromebook in 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. The school district will

RECESS

We *believe* that young children need an outside break during the day. Weather permitting; all classes have a 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 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 as an absolute necessity 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.

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 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.

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, and 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 or staff 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 Offense: Lunch Detention - Student sent to the office. Student can retrieve device at the end of the day.

2nd Offense: ADP (Wednesday School) - Student sent to the office. Parent/Guardian must pick-up device.

3rd Offense: Out of School Suspension (1 Day) - Student sent to the office. Parent/Guardian must pick-up device. Meeting with administrator.

4th and subsequent offenses: Out of School Suspension (Multiple Days) - Student sent to the office. Parent/Guardian must pick-up device.

*Following 4th offense: student must leave device at home, or alternate plans arranged with parent/guardian. Further violations will result in additional discipline.

*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 parents. Conferences will be scheduled so that they do not interrupt or interfere with the 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 week in advance of these sessions.

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, which does not cause disruption to the academic process. Research has shown a correlation between appearance and behavior, especially in school settings.

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 not disrupt the educational process by 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 always groomed; 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.

Artificial Intelligence Regulations

The use of Artificial Intelligence (AI) technology in our educational environment is intended to enhance learning experiences, foster innovation, prepare students for the workforce, improve staff efficiency, and improve communication. All users are expected to utilize AI resources responsibly and ethically.

1. The district Technology Team will review and approve AI Tools that are not embedded in otherwise adopted curriculum and programs. Those that are embedded will be reviewed as part of an adoption process. A form for requesting approval will be provided, along with a posted list of those approved.
2. Users will follow all guidelines set by teachers, schools, and the district.
3. Users must abide by the AI platform's terms of service (TOS) and federal and state student data privacy laws, and teachers and staff must solicit parental consent when necessary. This includes, but is not limited to, minimum age requirements.
4. Users are prohibited from using any AI system to access, create, or display harmful, deceptive, or inappropriate matter that is threatening, obscene, disruptive, or sexually explicit or that could be construed as harassment or disparagement of others.
5. Users shall not share confidential information or personally identifiable information with an AI system of themselves, students, staff members, or others. Personally, identifiable information includes, but is not limited to, a person's name, address, email address, telephone number, Social Security number, or other personally identifiable information.
6. Users will cite the work of AI when presenting material to others. Academic integrity must be maintained
7. Misuse of an AI tool will result in appropriate action per district policy. Unauthorized and/or uncited use of AI falls under the discipline category of academic misconduct.
8. When determining whether an AI tool is appropriate, teachers will consider the purpose of the activity and skill/s to be learned.
9. All staff and students will be trained yearly on these regulations.
10. The Technology Team will review these regulations yearly, making recommendations for updates as needed.
11. Users will not employ AI systems to make high-stakes decisions that significantly affect people's lives without proper human oversight, transparency, or the ability to appeal.

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. It is monitored and subject to public records requests. Technology coordinators have access to all messages relating to or in support of illegal activities, and such activities may be reported to the authorities.
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 property of the district.
7. Rules and regulations of online 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 online 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 must adhere to copyright law.
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 shall report any security problems or misuse of the network to the teacher; his/her immediate supervisor or building administrator
16. Users must abide by the platform's terms of service and federal and state student data privacy laws. All platforms, which share student data, must be on the district's approved list.

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 allowing the teacher to teach.
4. **Value Property** – Keeping area 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 reminders *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 students demonstrate BRAVE behavior?

- Review BRAVE expectations with your students. Every day ask your student about her/his day at school.
- Make sure your students are 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 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.

IV.FROM THE NURSE

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 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.

Over the counter (OTC), school personnel with parental permission on Infinite Campus can administer medication. This policy includes such non-prescription medications as throat lozenges, tums, and acetaminophen. 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.
- The students may not bring liquid medications to school. 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 noted 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 child's 4th birthday.

Three Polio-4 of 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 3).

Two Varicella (Chicken Pox) given on or before 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 is required on or before the first day of school. This is a requirement 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, and speech annually, according to the following schedule:

VISION- All students with special needs, grades PS, K, 1, 3, 5, 7, 9, 11 and all new students and any teacher referrals.

HEARING- All students with special needs, grades PS, K, 1, 3, 5, 7, 9, 11 and all new students and any teacher referrals

SPEECH- All students in kindergarten and any teacher referrals.

*Students in grades PS, K, 1, 3, 5, 7, 9, and 11 shall be screened unless written notification is submitted to the school nurse and the school principal prior to the first day of school.

COMMUNICABLE DISEASE NOTICES

Logan Elm Elementary will notify parents when children have been 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 could 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 students are feeling better with no other symptoms.
- Your child should stay home from school if he or she has a contagious disease to keep it from spreading to others. A contagious disease is one that can spread by close contact with a person or object. Examples of contagious diseases 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 they should return to school. 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 at home or contact the school nurse for advice.

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 are 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</i>
	<i>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>Truancy, 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 another 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.

LOGAN ELM SCHOOL DISTRICT - 2026-2027 School Year

Aug-26						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Sep-26						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Oct-26						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Nov-26						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Dec-26						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

13 Professional Development Day

14 Professional Development Day

17 Staff Work Day

18 First Day of School - Grades K, 1, 3, 5, 6, 9, 11

19 First Day of School - Grades K, 2, 4, 7, 8, 10, 12

20 First Day of School - all grades

7 Labor Day - No School

20 End of 1st Nine Weeks (45)

21-23 Pumpkin Show - No School

26 Professional Development Day

30 Grade Cards

25-30 Thanksgiving Break - No School

1 School Resumes

21-31 Winter Break - No School

Jan-27						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Feb-27						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

Mar-27						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Apr-27						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May-27						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

1 Winter Break - No School

4 School Resumes

15 End of 2nd Nine Weeks (45)

18 Martin Luther King Day - No School

22 Grade Cards

15 President's Day - No School

19 End of 3rd Nine Weeks (43)

22-26 Spring Break - No School

29 Professional Development Day

30 School Resumes

2 Grade Cards

27 Last Day of School (43)

28 Staff Work Day

*Graduation - TBD

*Parent- Teacher Conferences - to be determined

*First five (5) days missed will be calamity days

*If needed, days 6, 7 and 8, will be made up as follows: March 29, 22, 23

*If needed, day 9, and thereafter - Online learning



