

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 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**

### **Laurelville Elementary**

16138 Pike Street  
P.O. Box 488  
Laurelville, Ohio 43135  
Phone: (740) 332-2021  
Fax: (740) 332-1401  
[www.loganelm.org](http://www.loganelm.org)

### **Pickaway Elementary**

28158 Kingston Pike  
Circleville, Ohio 43113  
Phone: (740) 474-3877  
Fax: (740) 477-1324  
[www.loganelm.org](http://www.loganelm.org)

### **Washington Elementary**

7990 Stoutsville Pike  
Circleville, Ohio 43113  
Phone: (740) 474-2851  
Fax: (740) 474-7693  
[www.loganelm.org](http://www.loganelm.org)

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

### **Homeless Coordinator/Foster Coordinator**

Title: Director of Support Services  
Logan Elm Local Schools  
Address: 9579 Tarlton Road, Circleville, Ohio  
Phone: (740) 474-7501  
Email: [marsha.waidelich@loganelm.org](mailto:marsha.waidelich@loganelm.org)

### **Nondiscrimination Compliance Officer**

Title: Superintendent Logan Elm Local Schools  
Address: 9579 Tarlton Road, Circleville, Ohio  
Phone: (740) 474-7501  
Email: [tim.williams@loganelm.org](mailto:tim.williams@loganelm.org)

## **MISSION STATEMENT**

Our mission is to enhance growth through education.

## **VISION STATEMENT**

Our vision is to be a leader in providing a superior education that improves the quality of life for learners.

## **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)

### **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 31<sup>st</sup> 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. An 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 1 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 supports 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:
  - Select members of the absence intervention team;
  - 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 of 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.

- 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 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 preplanned 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 9:10 am through 3:20 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.
- All elementary schools are closed campuses 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 9:10 am- 9:40 am. After 9:40 am a student is recorded ½ day absent. Students who sign out before 2:50 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 work missed. 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 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 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 your school office, **Laurelville (740) 332-2021, Pickaway (740-474-3877), Washington (740) 474-2851** 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, or a work phone or send an email
    - i. Laurelville: [angie.stump@loganelm.org](mailto:angie.stump@loganelm.org)
    - ii. Pickaway: [jayme.holbrook@loganelm.org](mailto:jayme.holbrook@loganelm.org)
    - iii. Washington: [carrie.vanhooose@loganelm.org](mailto:carrie.vanhooose@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 is excited to offer each student at each 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 websites.

## **ONLINE LEARNING**

Students are expected to be active learners in the digital classroom. Students are expected to communicate with teachers through email, turn in assignments on due dates, and meet all classroom expectations set forth by their teachers.

## **SCHOOL HOURS**

School starts at 9:10 am and ends at 3:20 pm. **Supervision is not available prior to 9:10 am or after 3:20 pm. Students are not to enter the building until 9:06 am and must be picked up at 3:20 pm.** For parents who transport their child, help us by making arrangements to deliver or pick up your child in a timely fashion.

## **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 medial 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 should not be sent to school. Examples may be (but not limited to) electronics (iPods/iPads, Kindles, cell phones) and electronic games. **The school is not responsible if these items are lost or stolen.**

## **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 two weeks in advance of these sessions.

## **GRADING AND REPORT CARDS**

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

Kindergarten through 4<sup>th</sup> grade buildings use 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

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. 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 ready 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 severely.

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 arranged by noon 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 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 CUASE 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 arranged 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 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-4)**

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 retentions at all elementary (K-4) 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 3<sup>rd</sup> grade student who fails to meet the 3<sup>r</sup> 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-4)**

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-4)**

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.

## **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

Beginning in Grade 1, students will participate in on-line growth assessments (MAP).

## **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 2020-21, the following elements are in effect and reflected in Logan Elm Policy.

### Assessment

1. Diagnostic Testing: a reading diagnostic assessment determined by Ohio Department of Education must be given by September 30<sup>th</sup> 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.

### 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 3<sup>rd</sup> 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 3<sup>rd</sup> 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.

## **HOMEOWRK POLICY**

### Philosophy

The Logan Elm School District believes that homework is an important part of the total school environment. Homework should be initiated at the primary level and increased gradually as the child progresses through school. Homework should be assigned on a regular basis.

### Purposes of Homework

1. To reinforce a skill or concept previously learned at school.
2. To increase the speed at which a specific task can be completed.
3. To gain confidence and mastery for quick recall.
4. To enrich the basic curriculum through outside research.
5. To motivate independent study.
6. To complete work missed due to absence.
7. To complete work not finished at school.
8. To develop and maintain study skills.

### Guidelines for Teachers for Assigned Homework

1. Consider students’ capabilities when assigning homework. Don’t expect the same homework performance from each child. Adapt the homework assignment to the needs and abilities of the students.
2. Be sure assignments are understood.
3. Homework should never be busy work. It is important to remember that if homework is to be of value, it must be reviewed and checked as soon as possible when returned to school.
4. When a child has more than one teacher, an effort should be made to coordinate the amount of homework expected by different teachers. Thus, the assigned homework does not exceed suggested time allotments.

### Suggested Time Allotments

Kindergarten-----	10-15 minutes per day
Grade 1-2-----	15-30 minutes per day
Grade 3-----	30-45 minutes per day
Grade 4-----	45-60 minutes per day

## **IN-SCHOOL ADMINISTRATION OF MEDICINE**

State Law requires that an EMERGENCY MEDICAL AUTHORIZATION be on file in the principal'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 office.

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 office.
- 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 pupils enrolled public school.

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 4<sup>th</sup> birthday.

**Three** Polio-4 if all 3 were received before child's 4<sup>th</sup> birthday.

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

**One** Hepatitis B (series of 3).

**Two Varicella** (Chicken Pox) given on or before child's 1<sup>st</sup> 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 PRESENTS written evidence, satisfactory to the person in charge of admission that he 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 schools 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 degrees 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 temperature is 100 degrees F or above. Return to school is based on a temperature below 100 degrees F for 24 hours without fever-reducing medicine such as Tylenol and 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 some 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 return 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](http://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 principal or district office to see if there will be school.

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 cancelled.***

## **LUNCH PROGRAM**

The price of a school lunch is \$3.00, which includes milk. Extra milk is 50 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](http://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-ALL SCHOOLS**

Breakfast will be available for all students. Breakfast components include milk, juice, bread and protein. Menu items vary daily. Full price breakfast is \$1.80, reduced price is 30 cents.

## **Prepayment Plan for Meals-Available At Elementary Schools Only**

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

1. Parent or Students may deposit cash, check or money order through your 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](http://www.payschoolscentral.com). If you use [payschoolscentral.com](http://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:

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

### **Lunch Charges-Elementary Schools**

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 4- \$30.00**

The above fees include a small fee for art, reading, science and math in grades K-4.

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.

## **GENERAL SCHOOL RULES**

Students shall:

1. Follow all directions from staff members.
2. Walk quietly throughout the building, always walking to the right on stairways.
3. Use good manners in the classroom, always allowing the teacher to teach.

## **LUNCHROOM RULES**

Students shall:

1. Talk quietly in the lunchroom.
2. Stay seated until permission to leave is granted.
3. Clean their area of the table, returning tray, silverware and all paper to the trashcan.

## **PLAYGROUND RULES**

Students shall:

1. Walk quietly to and from playground.
2. Use all playground equipment safely and properly
3. Engage in no wrestling, tackling or rough play that may cause injury or torn clothes.
4. Stay within established boundaries.

Observe specific building rules which will be posted at each site.

## **LOGAN ELM ELEMENTARY SCHOOLS**

### **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:

**VIOLATION****ACTION TAKEN**

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<i>Any behavior that disrupts the educational process</i>	<i>Removal from class, noon detention, Alternative discipline/suspension</i>
<i>Refusal to follow disciplinary request</i>	<i>Referral to office, detention, Alternative discipline/suspension</i>
<i>Improper language, obscene gestures, unacceptable Behavior</i>	<i>Detention, Alternative discipline/suspension</i>
<i>Bus Misbehavior</i>	<i>Warning detention, transportation suspension, suspension</i>
<i>Smoking Vaping, Possession of Tobacco Products</i>	<i>District policy applied, Suspension.</i>
<i>Unexcused tardiness to school</i>	<i>1<sup>st</sup> offense - warning</i>
<i>Excessive early dismissals</i>	<i>2<sup>nd</sup> 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/suspension</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>1<sup>st</sup> offense – 3-4 days, noon detention</i> <i>2<sup>nd</sup> offense – 5 days noon detention or Alternative discipline/suspension</i> <i>Each successive- Alternative discipline/suspension</i>
<i>Threatening, harassing, intimidating students</i>	<i>Detention, Alternative discipline/suspension, 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/suspension, 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>1<sup>st</sup> Offense – Warning, confiscation Each successive – Alternative discipline/suspension</i>
<i>Vandalism discipline/suspension</i>	<i>Work assigned – Detention, restitution, Alternative</i>
<i>Stealing school or private property to appropriate agency</i>	<i>Detention, Alternative discipline/suspension, restitution, referral</i>
<i>Leaving school without permission</i>	<i>1<sup>st</sup> Offense- Detention Each successive – Alternative discipline/suspension</i>
<i>Truancy, Excessive absenteeism, Tardies, Early Dismissals</i>	<i>Follow HB410 Guidelines</i>
<i>Forgery of school correspondence</i>	<i>Detention, Alternative discipline/suspension</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>

*Possession of candy, gum, other foods outside of  
The cafeteria, beverages other than water*

*Warning, detention, confiscation of items*

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*Unauthorized cell phone use*

*Confiscate, detention, alternative discipline, suspension*

*Parent meeting to return cell phone*

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*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. Student 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 students 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 more strict 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 underliner;
7. Appropriate foot wear 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.

