

# **STUDENT/PARENT HANDBOOK 2023-2024**

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# Benjamin Logan Elementary School Student/Parent Handbook



The Benjamin Logan Elementary students, staff, parents, and community will cooperatively provide a safe, child-centered environment that builds self-esteem, self-discipline, and the essential skills for lifelong learning. Relying on communication among all involved, we will foster respect for one another and help each child fulfill his or her potential while emphasizing strong academics. At Benjamin Logan Elementary, all children will experience success.

## **Americans with Disabilities Act**

ADA compliance officials are Mr. John Scheu and Mrs. Sally Stolly. Any ADA compliance issues or concerns can be heard in their offices at (937) 593-9211.

## **Arrival and Dismissal**

Visitor traffic is not permitted in the bus parking lot. Students may be delivered by parents/guardians after 7:30 AM and they should remain in the commons until the 7:45 AM bell rings. At the close of the school day (3:15 PM), all students should leave immediately after being appropriately dismissed. Students who remain in the building must be under the supervision of a teacher, approved advisor, coach or Raider Care. A teacher cannot give a student permission to remain in the building after school hours unless that teacher will be present. Drop off and pick up need to be curbside for all students using the school issued tag. School day hours are 8:00 AM-3:15 PM.

## **Attendance**

Regular attendance is essential to success in school. Academics often suffer when students are frequently absent or tardy. We do, however, understand that sickness and family emergencies arise, and occasionally require students to stay home from school. . All medical excused absences need to be submitted to the school within 5 calendar days once a child returns to school. Students missing school due to attending a funeral, will be excused up to three days unless special permission has been requested from the school principal. Students are permitted to miss up to five excused vacation days for educational purposes. Parents/Guardians must complete a Vacation Form ahead of the time away from school.

Benjamin Logan School District Board Policy 5200 in compliance with House Bill 410:

	Consecutive hours	Hours per school month	Hours per school year
Habitual Truancy	30 <i>without</i> legitimate excuse	42 <i>without</i> legitimate excuse	72 <i>without</i> legitimate excuse
Excessive Absences	---	38 <i>with</i> or <i>without</i> legitimate excuse	65 <i>with</i> or <i>without</i> legitimate excuse
Chronic Absenteeism	---	---	10% <i>with</i> or <i>without</i> legitimate excuse

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

- The parent/guardian will be notified within 7 days of the triggering absence.
- The school will attempt to secure the participation of the student's parent/guardian on an intervention attendance team.
- The Attendance Team will select interventions at a hearing held at the school.
- The student will follow the plan for the absence intervention.
- The student/family may be referred to community resources.

## **All Call**

We have an automated telephone messenger system. In the event that we delay school, have an early dismissal or cancellation, you can receive an up-to-the minute phone call.

## **Assemblies**

Periodically, assemblies will be held to benefit the students. Students are expected to behave properly and to give the presenters their attention.

### **Breakfast/Lunch**

Students may prepay for school breakfasts and lunches in the cafeteria or on the district website. No extras will be issued without permission from a parent. Students are expected to use appropriate manners and leave the commons in neat condition. Any outside food should be in the form of a packed lunch or brought in by a parent/guardian who is eating lunch with their student.

### **Bringing Things to School**

The only time students should bring toys, etc. to school is when their teacher instructs them to do so (for show and tell, for example). If it is necessary for a student to have a cell phone or electronic device at school, it must remain turned off and in the student's book bag. The students will assume responsibility for any items brought to school. It is prohibited for students to buy, sell, or trade personal items at school or on the bus.

### **Bullying**

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse. The Board of Education will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property or while enroute to or from school, and those occurring off school property if the student or employee is at any school sponsored, school approved or school related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

This policy has been developed in consultation with parents, District employees, volunteers, students, and community members as prescribed in R.C. 3313.666 and the State Board of Education's Model Policy.

Harassment, intimidation, or bullying means any intentional written, verbal, graphic, or physical act that a student or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s). Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or mental wellbeing. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Harassment, intimidation, or bullying also means electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand held device) that a student or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

Any student or student's parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report to the building principal or assistant principal, or the Superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member required, to report any student situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. The building principal or appropriate administrator shall prepare a written report of the investigation upon completion. Such report shall include findings of fact, a determination of whether of harassment, intimidation, and/or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report.

If the investigation finds an instance of harassment, intimidation, and/or bullying has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include up to expulsion for students, up to discharge for

employees, exclusion for parents, guests, volunteers and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

Retaliation, against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as the aggressive behavior. Making intentionally false reports about aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

The complainant shall be notified of the findings of the investigation, and as appropriate, the remedial action that has been taken. If after investigation, acts of bullying against a specific student are verified, the building principal or appropriate administrator shall notify the parent/guardian of the victim of such finding. In providing such notification care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, and/or bullying. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in the notification.

### **Complaints**

Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of the suspected harassment, intimidation and/or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the building principal for review, investigation, and action.

### **Privacy/Confidentiality**

The School District will respect the privacy of the complainant, the individual(s) against who the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery and disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

### **Reporting Requirement**

At least semi-annually, the Superintendent shall provide to the President of the Board a written summary of all reported incidents and post the summary on the District web site. The list shall be limited to the number of verified acts of harassment, intimidation, and/or bullying, whether in the classroom, on school property, to and from school, or at school-sponsored events.

Allegations of criminal misconduct and suspected child abuse will be reported to the appropriate law enforcement agency and/or Child Protective Services in accordance with statute. District personnel shall cooperate with investigations by such agencies.

### **Immunity**

A School District employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy and R.C. 3313.666 if that person reports an incident of harassment, intimidation, and/or bullying promptly, in good faith, and in compliance with the procedures specified in this policy. Such immunity from liability shall not apply to an employee, student, or volunteer determined to have made an intentionally false report about harassment, intimidation, and/or bullying.

### **Notification**

Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and

parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

### **Education and Training**

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying. The Superintendent or designee shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines and aggressive behavior and bullying in general, will be age and content appropriate.

To the extent that State and Federal funds are appropriated for these purposes, the District shall provide training, workshops, and/or courses on this policy for school employees and volunteers who have direct contact with students. Time spent by school staff in these training programs shall apply toward mandated continuing education requirements.

### **Cancellations (School/Activities)**

For the 2022-2023 school year, Benjamin Logan Schools is will be providing an online platform for students to complete assigned work during a school cancellation starting at day seven. Your teacher will provide access to the calamity day lessons via email and/or Google classroom. These lessons will be a continuation of the classroom learning. You should attempt to have your work completed upon returning to school. Students will not be given class time to complete.

### **Civil Rights**

Civil Right compliance officers for the district are Mr. John Scheu and Mrs. Sally Stolly. All civil rights compliance question and concerns can be handled through their offices at (937) 593-9211.

### **Code of Student Conduct**

The items in the code are applicable to all students when properly under the authority of school personnel during a school activity, function, or event whether on property owned, rented, or maintained by the Board of Education or property owned, rented, or maintained by another party. Additionally, the provisions of the code shall apply to students if the prohibited act(s) takes place while on properties immediately adjacent to school property, within the line of sight of school property, on school transportation, or if the act affects the operation of the schools.

This code shall also be inclusive for the right to exercise authority and for personal and property protection of administrators, teachers, librarians, or clerks, substitute teachers, teacher aides, monitors, authorized volunteers, tutors, secretaries, cooks, custodians, bus drivers, visitors, or other authorized school personnel, wherever the student's conduct may occur.

Violation by a student of any one or more of the following rules of conduct may result in disciplinary action(s), which may include parental contact, detention, Saturday school, In-School assignment, community service, referral to legal authorities, emergency removal, disciplinary removal, suspension, expulsion, or permanent exclusion. A student may be suspended pending the outcome of expulsion proceedings. Students who are suspended or expelled may not be present on school property, participate or attend any school activities or contests, or be present at activities or on property controlled by the school. A copy of the student discipline code is posted in the main office, the guidance office, and the library for students to review and read.

1. Unauthorized Touching or threat thereof to any school personnel, other student, or visitor.
2. Use, possession, concealment, transmitting, or being under the influence of ALCOHOLIC BEVERAGES OR LOW ALCOHOL BEER, that being a brewed or fermented malt product containing either no alcohol or not more than 0.5% of alcohol by volume. Minimum disciplinary action will be a ten (10) day suspension.
3. Use, possession, concealment, buying, selling, transmitting, or being under the influence of any NARCOTIC DRUG OR OTHER CONTROLLED SUBSTANCE, including, but not limited to marijuana, as well as any counterfeit or "look alike" controlled substance or any prescription drug or medication which is not in its original container and prescribed for the student. Minimum disciplinary action will be a ten (10) day suspension.
4. DISRUPTION OF SCHOOL by use of violence, force, coercion, threat, harassment, noise, disorderly conduct, inducing panic, or preventing or attempting to prevent any school class, activity or function. This shall include use of same to incite others toward

acts of disruption.

5. ARSON OR ATTEMPTED ARSON.

6. POSSESSING, USING, TRANSMITTING, CONCEALING, OR THREATENING TO USE WEAPONS, A student who brings a knife or firearm to a school operated by the Board of Education or onto any other property owned or controlled by it or to an interscholastic competition, an extracurricular event or any other school program or activity regardless of its location or who possesses a knife or a firearm at a school, on any other property owned or controlled by the Board of Education, any interscholastic competition, extracurricular event, or any other school program or activity regardless of its location may be expelled by the superintendent for a period not to exceed one year.

The expulsion may be extended into the next school year. The superintendent may reduce, on a case-by-case basis, any expulsion imposed pursuant to the firearm provision based upon either:

- (a) any other applicable legal requirements, including but not limited to circumstances subject to 20 U.S.C. 1400 et. seq. and/or R.C. Chapter 3323 in which the student is disabled and the incident giving rise to the one year expulsion is a manifestation of that disability insofar as such an expulsion is precluded by said law(s), or
- (b) the superintendent's determination is his/her discretion that the interest of the expelled student is served, and the interests of other students, school employees, and other members of the school community are not disproportionately disserved, by such a reduction.

"Firearm" is defined as in 18 U.S.C. 921. "Knife" is defined as any instrument that possesses a pointed or sharp-edged blade of metal or other rigid material and that is designed or can be used for cutting, slicing, or stabbing; this definition shall include but not be limited to straight razors, utility knives, box cutters, ice picks, pocket knives, switchblades, and buck knives.

7. BOMB THREATS A student who makes a bomb threat to a school building, or to any premises at which a school activity is occurring at the time of the threat, may be expelled by the superintendent for a period not exceeding one year, which expulsion may be extended, as necessary, into the school year following that school year in which the incident that gives rise to the expulsion takes place.
8. HARASSMENT Be involved in harassment and intimidation – A student shall not harass, intimidate, bully, incite, provoke, or threaten any other student or school employee or otherwise disrupt the school environment. The Benjamin Logan Board of Education has a policy in reference to sexual or any other type of harassment. Sexual harassment includes but is not limited to, unwelcome sexual advances or any form of improper physical contact or sexual remark. Harassment or intimidation includes slurs; profanity; written information (includes cyber bullying); denigrating remarks or actions; obscene gestures; the wearing or display of insignia, signs, buttons, clothing, or apparel; or other verbal conduct including, but not limited to, those based on race, color, national origin, ancestry, citizenship, religion, sexual orientation, handicap, age or sex that have the purpose of:
- a) Causing or intending to cause any other student or school employee to be reasonably placed in fear of his or her personal safety.
  - b) Causing or intending to cause a hostile, intimidating or offensive educational environment for any other student or school employee.
  - c) Causing or intending to cause material disruption of the educational process.
  - d) Unreasonable interfering with a student's co-curricular or extra-curricular performance, otherwise unreasonable impacting upon a student's educational opportunities.

\*Benjamin Logan Local Schools and the Board of Education has adopted the Bullying Policy in accordance to the 3313 section of the Ohio Revised Code.

9. CRIMINAL OFFENSE a student may be expelled by the superintendent for a period not to exceed one year for committing an act that is a criminal offense when committed by an adult and that results in serious physical harm to persons or serious physical harm to property as defined under R.C. 2901.01 while the student is at school, on any other property owned or controlled by the board, or at any interscholastic competition, an extracurricular event, or any other school program or activity.
10. VIOLATION OF TERMS OF SUSPENSION
11. DAMAGE, DESTRUCTION, OR DEFACEMENT of school property or private property on school premises; (including buses) or at any school.
12. TOBACCO/NICOTINE A student shall not possess, use, transmit, or conceal any tobacco/nicotine products or devices on school premises, during school activities, or events off school grounds. A tobacco/nicotine product is any product that is made from tobacco, including, but not limited to, a cigarette, a cigar, pipe tobacco, chewing tobacco, or snuff, clove cigarettes, or hand-rolled cigarettes, e-cigarettes, vaporizers. (No student shall smoke on school property. Holding a lit or unlit cigarette is interpreted as smoking.)
13. USE OF PROFANE, INDECENT, OR OBSCENE LANGUAGE Use of Profane, Indecent, or Obscene Language written or verbal. This

shall include use of obscene gestures, pictures, or signs.

14. INSUBORDINATION AND/OR DISOBEDIENCE in refusing to comply with directions of school personnel.
15. TRUANCY from school, class, or any other assigned activity for class, or any other assigned activity for part or all of a day, without school authorization.
16. THEFT of school property or equipment, of personal property of any school personnel, or of another student or visitor, including property at school sponsored activities.
17. FIGHTING among two or more students on school property, (including buses) or at any school sponsored activity. This shall include inciting and/or encouraging others to fight.
18. The act of EXTORTION from any person on school property; (including buses) or at any school sponsored activity.
19. THE ACT OF FALSELY REPORTING INCIDENTS, making accusations, or giving testimony to school personnel.
20. FALSIFYING in writing the name of another person, times, dates, grades, addresses, or other data on school forms or correspondence directed to the school.
21. REPEATED OR FLAGRANT VIOLATIONS of any school rules or accepted standards of school behavior.
22. PORNOGRAPHIC PUBLICATIONS/PICTURES in lockers, on cell phone, in possession of student, on a school issued technology account, or on the internet.
23. COMMISSION OF AN IMMORAL ACT
24. LOITERING, LITTERING, OR CAUSING A DISTURBANCE on public or private property adjacent to, across from, or in close proximity to a school site, while either coming to and from school or school activities, or during the school day, or during school activities.
25. MISUSE OF SCHOOL PROPERTY
26. THE STRIKING OF MATCHES and/or the lighting of lighters on school premises, during school activities, functions, or events off the school grounds.
27. A STUDENT SHALL NOT OPERATE A MOTOR VEHICLE IN SUCH A WAY AS COULD CAUSE PHYSICAL INJURY TO HIMSELF/HERSELF, students, school employees, or other persons on school grounds.
28. THOSE ACTS OR VIOLATIONS listed in the permanent exclusion portion of the Board policy on student disciplinary procedures.
29. ANY OTHER FORM OF BEHAVIOR which is detrimental to a proper school and/or school activity atmosphere as prescribed by the administration and as outlined in the student/parent handbook for the building in which the student is enrolled.
  1. Being present in a restricted area
  2. Displays of intimate affection between students (All displays of affection are unacceptable.)
  3. Failure to follow sign-in/sign-out procedure
  4. Cheating
  5. Plagiarism
  6. Disrupting class
  7. Violations of school policies pertaining to dress and appearance
  8. Inappropriate use of school technology (Ex.-computers)
  9. Leaving school property or assigned area prior to specified dismissal time without official permission
  10. ANY PICTURE, VIDEO, or AUDIO taken by students must be authorized by administration or teacher.

### **Computer Usage**

All students at the elementary school and a parent or guardian will be required to sign and return a computer network and Internet acceptable use policy and agreement when they enter elementary school. Violation of the contract agreement will result in disciplinary action. Unauthorized or inappropriate use of the Network, including any violation of these rules, may result in cancellation of the privilege, disciplinary action consistent with the Student Code of Conduct, and/or civil or liability.

- A. Students are responsible for their behavior and communication on the Network.
- B. Students may only access the Network by using their assigned Network account. Use of another person's account/address/password is prohibited. Students may not allow other users to utilize their account/address/password. Students may not go beyond their authorized access.

- C. Students may not intentionally seek information on, obtain copies of, or modify files, data or passwords belonging to other users, or misrepresent other users on the Network.
- D. Students may not use the Network to engage in “hacking” or other illegal activities (e.g. software, pirating, intellectual property violations, engaging in slander, libel, or harassment, threatening the life or safety of another, stalking, transmission or obscene materials or child pornography, fraud, sale or illegal substances and goods).
- E. Transmission of any material in violation of any State or Federal law or regulation, or Board policy is prohibited.
- F. Use of the Network to engage in cyberbullying is prohibited. “Cyberbullying” involves the use of information and communication technologies such as e-mail, cell phone, instant messaging, defamatory personal Web sites or social media accounts to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others.

Cyberbullying includes, but is not limited to the following:

- a. Posting slurs or rumors or other disparaging remarks about a student or school staff member on a web site or weblog
  - b. Using a camera phone to take and send embarrassing photographs/recordings of students or school staff members or post these images on video sharing sites such as YouTube,
  - c. Posting misleading or fake photographs of students or school staff members on websites.
- \*\*\* To the extent permitted by the First Amendment, instances of cyberbullying off school grounds that disrupt the school environment or interfere with the learning process will be considered violations of the Student Code of Conduct.

### **Dress Code**

Students who disregard the dress code will be asked to change the inappropriate clothing or call their parents/guardians so that proper clothing can be brought to school. If these alternatives are not possible, isolation in the office area may result. Repeated offenses will result in disciplinary action.

- 1. A student’s appearance shall be modest and not disrupt the educational process.
- 2. Shoes must be worn at all times.
- 3. No clothing with vulgar or suggestive words, slogans, and/or illustrations; no advertising for tobacco products, alcohol, or other illegal substances
- 4. No hats, caps, hoodies, or inappropriate headwear will be worn inside the building.
- 5. All shirts need to be long enough to not expose skin when hands are raised.
- 6. No pajamas, sleep pants, bathrobes and/or slippers
- 7. Underwear is not to be visible
- 8. No wheeled footwear (ie. Heelys, roller skates, skateboards)
- 9. No chains either attached or unattached to clothing
- 10. No sunglasses inside the building.

*Exceptions to these rules may be made on designated days by the administration. It shall be the responsibility of the building administration to determine the acceptability of apparel worn if a question should arise.*

### **Early Dismissal**

No student may leave school prior to dismissal time without a parent or legal guardian either submitting a signed written request or coming to the School Office personally to request the release. No student will be released to a person other than a custodial parent(s) or guardian without a written permission note signed by the custodial parent(s) guardians.

### **Electronic Devices**

Radios, iPod/MP3 Players, Games, Laser Lights, Electronic Toys, Tablets, and any electronics that can access the internet, etc. are not allowed at school. These can be confiscated and kept until a parent/ guardian comes to the office to get the item.

### **Emergency Drills**

Safety Drills including fire, tornado and lock down drills are required by state law. Your cooperation is expected and appreciated. Students are to remain quiet and proceed as directed by the staff.

### **Emergency Medical Information**



Parents/Guardians are responsible for completing an Emergency Medical Form on an annual basis and for keeping information current. In addition, parents have an obligation to inform the school any time custody of a child changes. School officials will need to see and copy court orders pertaining to a child's custody.

### **Enrollment**

New students must be enrolled by their parent or legal guardian. When enrolling, they must provide the following

- A. A birth certificate
- B. Court papers allocating parental rights and responsibilities, or custody (if appropriate)
- C. Proof of residency
- D. Proof of immunization

### **Exterior Doors**

The front entrance is the only entrance that is permitted to be used between the hours of 7:45 AM and 3:15 PM. Once the front doors are locked at 8:00 am, all visitors must push the security bell to be permitted entry and are required to report directly to office.

### **Fees and Report Cards**

Fee notices are sent out annually. The board reserves the right to withhold grade cards and progress reports for a student owing fees. Unpaid fees will be carried from one year to the next and grade cards will not be issued. If families are experiencing financial difficulties, please notify the office so payment plans can be worked out. Students and parents/guardians should also recognize that damaged or lost school property has to be either returned or paid for as do school fees.

### **Field Trips**

Field trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community. Parents/guardians will receive notices of field trips well in advance of the scheduled trip date and will be asked to sign field trip permission forms. **No student will be allowed to attend a field trip without written parental/guardian consent and a current emergency medical form on file in the office.** Sometimes a fee may be requested from each student to help defray admission costs. Students whose conduct tends to reflect poorly on the district may be denied the privilege of future trips and/or other disciplinary action may be taken. Parents/Guardians attending a field trip must have an up to date background check on file with the school prior to the field trip. Students should ride the school provided transportation to and from field trips.

### **Fire Safety Equipment**

Students are not to handle any fire equipment such as hoses or fire extinguishers at any time. It is imperative that all fire equipment be in working condition in the event of an emergency.

### **First Aid**

Students are to report to the office if they are too sick or injured to attend class. Students cannot stay in a restroom. If a student is ill or injured and needs to go home, the student must go to the office so that school officials may contact the student's parent/guardian to secure permission for that student to leave school. No student may call home or leave the school grounds without the permission from someone in the office with proper authority. If the student wishes to go home, he/she must report to the office so school officials can contact the student's parent/guardian to secure permission for the student to leave school.

### **Guidance Counseling**

The school guidance counselor is available to talk with students. Students may refer themselves to talk with the counselor when they feel the need. Parents and teachers may also make referrals. Students have the right to privacy and confidentiality, therefore, information discussed with the counselor will not be divulged to others except when authorized by the student or when there is a clear and present danger to the student and/or other persons. We also have a school social worker that will be utilized upon recommendation of the school guidance counselor and/or administration.

### **Homework**

Homework may be assigned. Students grade will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for assessment tests and graduation.

### **Illness**

If a student becomes too ill to remain in class, we will reach parents/guardians by phone and recommend that you come to the school and pick up your child. That is why it is so important that we have an updated, working phone number on the emergency contact form to reach you. We have some temporary facilities to help comfort the sick child while he/she is waiting. However, transportation cannot be provided for a sick child. If your child is ill, please do not send him/her to school. A student that contracts a contagious disease or condition, such as pink eye, chicken pox, ringworm, impetigo, or pediculosis (head lice) will be sent home from school and must remain home until the condition/disease is corrected. A student with head lice must be checked in the office and found to be "lice-free" upon returning to school before going to the classroom.

### **Incomplete Work**

Students are responsible for completing all work assigned. Failure to hand in work may adversely affect a student's grade.

### **Immunization Records**

All pupils must have up-to-date immunization records, according to state regulations, on file in the school office. Failure to comply with these regulations will result in exclusion from school. For the safety of all students, the school principal may remove a student from school or establish a deadline for meeting State requirements if a student does not have the necessary immunizations or authorized exemption. Any questions about immunizations or exemptions should be directed to Nurse Amanda Sieffring.

### **Interim Reports/Grade Cards**

To update student progress, interim reports will be sent home with your student midway through each grading period. Grade cards will be sent home following each grading period. If parents/guardians are concerned about this report, they are encouraged to call the school and talk with individual teachers.

### **Library Services**

Any material taken out of the library must first be checked out at the circulation desk. Circulation time for books is two weeks although there are some situations where they will be checked out for a longer or shorter period of time. Books may be renewed as many times as necessary unless someone else has requested a particular book. Books should be renewed rather than left to become overdue.

### **Lost and Found**

All items will be sent to the office. Please check with the secretary for an item before you report it missing or look in the lost and found tub located outside of the office.

### **Make-up Work**

Students will be allowed to make up work when absent. It is the responsibility of the student to check for make-up work on his/her first day of return. The students will be given one day to make arrangements with the teacher for make-up work. Any work not made up will receive a "0".

### **Medications**

Some students may need medication during school hours. Appropriate forms, available from the office and the district website, must be completed by both the child's physician and parent before any prescription medication or treatment may be administered to any student during school hours. Only medication in its original container labeled with the student's name, exact dosage and the date will be administered. Parents/guardians may authorize administration of a non-prescribed (OTC) medication on forms that are also available from the office and website. When a child takes a medication all year long (asthma, or allergy medication, for example) one form kept on file all school year long will be acceptable. Parents have an obligation to transport all medications directly to the school office. Cough drops, throat drops, vitamins, etc. are considered medication. Medication must be delivered to the Principal's Office by the student's parent or guardian or by another responsible adult at the parent or guardian's request, students may not bring medication to school. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.

### **Parents and Teachers for Children (PTC)**

The organization Parents and Teachers for Children has been formed to support elementary school activities and facilitate communication among all involved. All parents/guardians and teachers are encouraged to participate in the periodic information meetings. The PTC coordinates volunteer efforts both within the regular classroom setting and for special events. The organization plans a yearly fundraiser with the proceeds going to the financing of special activities with the school, providing extra materials for teachers, and sponsoring additional assemblies, speakers, and field trips.

### **Personal Belongings**

Students are responsible for all belongings brought to school. The school is not responsible for stolen personal belongings. Valuable items should not be brought to school. In the event it is necessary to bring valuables to school, take them to the office for safekeeping.

**Playground Rules** Safety is the number one concern on the Benjamin Logan Elementary School playground.

### **Outdoor Recess Rules**

- Balls are the only object that should be thrown. Balls are only allowed in designated areas. No baseballs or other hard balls.
- Students should play away from the building to prevent injuries and not disrupt the classes.
- Students should not leave the playground without permission from staff.
- Students should remain in the designated play areas in view of staff. Students are not to go to the road or parking lot for any reason.
- Absolutely no fighting, rough play, or games with contact.
- Students should show sportsmanship and be respectful to staff and classmates.
- Students should line up immediately when the whistle sounds. Students should enter the building quietly and walk to their class.
- All children are to go outside for recess unless a note is sent from their physician. Students are permitted to stay inside with a teacher or in the office to complete a specific assignment, if they have permission from a teacher or principal.
- All playground equipment should be used properly.
- Slide- no sliding headfirst, backwards, standing up, or climbing up from the bottom.
- Swings- one student per seat, no jumping off, no swinging on stomach, no standing up or swinging side to side.
- Zip line- only students that can reach the zip line are permitted to use it, do not lift students up.

### **Indoor Recess Rules**

- No running in the room.
- No standing on the furniture.
- Students should only play with designated toys and not the teacher supplies.

### **Safety Equipment**

Students are not to handle any fire equipment such as hoses or fire extinguishers at any time. It is imperative that all fire equipment be in working condition in the event of an emergency. Students are also not permitted to use or deploy the Anchorman door jam device unless an emergency warrants its use.

### **School Bus Safety**

Controlled and reasonably quiet behavior is required. Any misbehavior, which distracts the driver, is a very serious violation and jeopardizes the safety of everyone on the bus. Remember, riding the bus is a privilege which can be denied. Misbehavior on the bus may result in a suspension of bus privileges.

### **Responsibility of Parents and Pupils:**

Parents are responsible for the safety and actions of students while going to and from pick-up points and while waiting for buses.

Parents are responsible for any damage done to a bus by their children. Assessments will be made to reimburse the school district for damages.

Students and parents must consider the school bus as an extension of the classroom. Therefore, students must conduct themselves in a manner consistent with established standards for classroom teachers.

Students should go directly from home to pick-up points and return directly home from drop-off points.

**Regulations for Students:**

1. Students shall arrive at the bus stop five minutes before the bus is scheduled to arrive.
2. Students must wait in a location clear of traffic and away from the bus stops. Students should respect the rights of property owners in the area.
3. Students must cross the street ten feet in front of the bus, in full view of the driver, and at the driver's signal indicating it is safe to cross.
4. Behavior at school bus stops must not threaten life, limb or property of an individual.
5. Students must go to their assigned seat so the bus may safely resume motion.
6. Students must remain seated keeping aisles and exits clear.
7. Students must observe classroom conduct and obey the driver promptly and respectfully.
8. Students must not use profane language.
9. Students must refrain from eating and drinking on the bus except as required for medical reasons.
10. Students must not use tobacco on the bus.
11. Students must not have alcohol or drugs in their possession on the bus except for prescription medication required for a student while on the bus.
12. Students must not throw or pass objects on, from or into the bus.
13. Students may not bring glass containers or balloons on the bus.
14. Students may carry on the bus only objects that can be held in their laps.
15. Students must exit or board the bus at locations to which they have been assigned unless they have parental and administrative authorization to do otherwise.
16. Students must not put head or arms out of the bus windows.
17. Guidelines will be formulated for the use and storage of equipment and other means of assistance required by handicapped students.
18. Proper steps will be taken to collect, store and use medical information related to students known to have medical problems which may require driver attention.
19. Students need to respect the personal space of fellow riders.

**School Cancellations/Delays**

When school or any school related activity is in jeopardy of cancellation due to inclement weather or other circumstances, the All Call program will be activated and the phone number on file will be used to contact each family. Local radio and TV stations will be contacted. The Benjamin Logan School website will also have information regarding school delays/closings.

[www.benjaminlogan.org](http://www.benjaminlogan.org)

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**School Fees**

Students will be provided necessary textbooks for courses of instruction without cost. In accordance with State law, Benjamin Logan Elementary charges specific fees for a variety of activities and materials used in the course of instruction. Charges may also be imposed for loss, damage or destruction of school apparatus, equipment, musical instruments, library materials, textbooks and for damage to school buildings or property. Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. Failure to pay fines, fees, or charges may result in the withholding of grades/grade cards.

**School Visitors**

Due to both safety and instructional concerns, we are requesting that parents/guardians make an appointment with teachers before visiting classrooms. In the mornings and at pick up times, parents/guardians need to stay in the commons and allow children to walk to/from class independently. For the protection of the students and security in the school, all visitors are required to sign in and out through the office. No students will be permitted to leave the building with a visitor without permission from parents/guardians and acknowledgement through the office.

**Sign In/Sign Out Procedure**

Students arriving late or leaving the building for any reason must go to the office and sign in or out.

**Student Services**

Students have available to them services other than academic or vocational education. Listed below are services you may find useful and beneficial:

- Counselor- Any time a student may need assistance in matters of a personal or academic nature, the student needs only to make an appointment.
- Psychologist- The Benjamin Logan Board of Education provides a psychologist who is available to any student.
- Speech & Hearing Therapy- Any student in need of special therapy may use this option provided by the Benjamin Logan Board of Education.

### **Student Valuables**

Students should not bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The School is not liable for any loss or damage to personal valuables.

### **Students with Disabilities**

The American's with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act (Section 504) prohibit discrimination against persons with a disability in any program receiving Federal financial assistance. A student can access special education and related services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEIA, A.D.A. Section 504) and State law. Contact Scott LeVan at 937-593-9211 to inquire about evaluation procedures, programs and services.

### **Substitute Teachers**

Students are to show any substitute teacher the same respect shown a regular staff member. This is a difficult task for the substitute, and your cooperation is expected.

### **Surveillance**

For students' safety and welfare, video surveillance cameras are placed throughout the building, school grounds and on buses. Actions recorded on these cameras may be used as evidence in disciplinary action. Any attempt to damage or interfere with the function of these devices will result in disciplinary action by the school and possible referral to law enforcement agencies.

### **Textbooks and Technology**

Textbooks and school issued technology are the property of the school, and are furnished for student use. Reasonable wear is expected through daily use. Unreasonable wear or damage will result in the student making appropriate payment for damages. Lost books must be replaced at the student's expense.

### **Transportation**

Due to bus capacity, regular residence students of an assigned route will have priority; babysitting stops and open enrollment ridership will only be authorized on a space available basis. If a student has a change in pick up or delivery sites, a parent or guardian must update this information on Final Forms. No transportation for a student to go to another student's home for social purposes will be permitted.

### **Vacation Policy**

Parents/guardians are encouraged to plan vacations in conjunction with school vacations. Although students have the opportunity to make up work missed, it is never possible to regain the information and learning experience provided by daily classroom instruction. Students are to inform the office of any vacation by completing an absence approval document at least one week prior to departure.

### **Visitors**

All visitors must register at the office (be issued a pass) before visiting a student, teacher, the commons, or a classroom. Upon arriving, please sign in at the office, provide proper identification, and obtain a visitor pass. Those who do not register will be asked to leave. Those who refuse to register or continually reappear will be charged with trespassing. For liability purposes, students are not permitted to bring guests to class. Students are to show any visitor (Substitute Teacher, Guest Speaker, Community Members, etc.) the same respect shown to all staff members. We are proud of the Benjamin Logan Elementary School and students should strive to reflect their pride through exemplary behavior.