

# **Logan Elementary School**



## **2024 – 2025 Student Handbook**

**Logan Elementary  
1154 Jacks Run Road  
North Versailles, Pa 15137  
Telephone: (412) 824-6053  
Fax: (412) 824-6095**

**Ms. Cara McKenna, Principal  
Mr. George Little, Assistant Principal**

### **District Information:**

#### **District Vision - Core Values - 2024-2025 School Year**

The East Allegheny School District, in partnerships with families and the community, responsibly engages, inspires and prepares each student for individual success, citizenship and life in the 21st century.

#### **Engaging Academics (EA)**

We will install a **standards-focused academic program** that incorporates common essential lesson practices. This program will consider what we teach, how we instruct students, lesson engagement, and our students' needs as they develop over time.

#### **Supporting Student Growth**

We will identify goal areas based on our student's needs, as evidenced by data review and current performance levels on beginning-of-the-year assessments.

#### **Aligned Professional Growth**

We will provide aligned professional learning opportunities based on these identified goals (teacher SPMs and Act 93 evaluations will reference these goals).

#### **Positive School Culture**

We will build a culture that promotes hard work, celebrates growth, and maintains high expectations for everyone.

## **Logan's Mission Statement**

At Logan we are a school where students ROAR to achieve their highest potential.

## **Logan's Vision Statement**

At Logan we strive to provide a quality education where students are energized, accountable and engaged in learning. Our school community celebrates individuality and empowers everyone to be life-long learners. In partnership with all stakeholders, our goal is to create relevant learning opportunities for students that help them develop the knowledge, critical thinking skills, and resilient character traits needed to succeed in a diverse and ever-changing world.

### **Central Office Administration and Staff:**

|   |                                 |
|---|---------------------------------|
| Superintendent  | Mr. Joseph DiLucente            |
| Executive Assistant to the Superintendent/HR Director | Ms. Jamie Morgan, Ext 4158      |
| Assistant Superintendent                              | TBD                             |
| Business Manager, Transportation Director             | Ms. Toni Valicenti, Ext 4157    |
| Director of Pupil Services/ Jr. High Principal        | Mr. Mark Draskovich, Ext 1250   |
| Director of Special Education                         | Ms. Jennifer Costello, Ext 1502 |
| Special Education Secretary                           | Mrs. Deanna Holby, Ext 1502     |
| School Psychologist                                   | Ms. Christie Paradine, Ext 4153 |
| Automated Systems Coordinator                         | Mr. Jeffrey Mathews, Ext 4167   |
| Tech Assistant, Assessment/Data Analysis Coordinator  | Mr. Alex Eichler, Ext 3504      |
| Food Service Director                                 | Ms. Ardela Wolfe, Ext 4164      |
| Athletic Director                                     | Mr. Dave Loya, Ext 1005         |

### **Logan Elementary School Staff:**

All staff emails follow the format:

Their first initial, followed by their full last name [@eawildcats.net](mailto:jeff@eawildcats.net)

ex: John Doe: [jdoe@eawildcats.net](mailto:jdoe@eawildcats.net)

### **School Board of Directors:**

The Regular School Board of Directors meeting is held the second Monday of each month.

unless otherwise indicated. The meeting begins at 7:00 p.m. in the District Office Board Room. Meetings are live-streamed and archived on the district's YouTube channel.

**Board President:**

Mr. John Savinda

**Board Vice President:**

Miss Tisha Thomas

**Board Treasurer:**

Mr. Erik Meredith

**Board Secretary:**

Ms. Toni Valicenti

#### **School Board Members**

Ms. Shannon Basa-Sabol

Ms. Macey Kinard

Mr. Merle Pusey

Mr. Robert Trout

Mr. George Yusko

Mr. Dan Ziober

### **Board Policies:**

A complete list of board policies is located on the EASD website, [www.eawildcats.net](http://www.eawildcats.net) or upon request. If policies are revised during the school year, updates can be found on the website. The following policies are policies pertinent to Junior Senior High School. Other policies may be utilized as needed. Additional policies are located on the district's website.

### **Disclaimer:**

The items listed in this handbook are subject to change. Activities, events, policies, criteria, and guidelines listed are correct, to the best of our knowledge, at the time of printing and approval.

### **Delays and Closings/Emergency Updates:**

Updated information regarding delays/closing and emergency situations will be posted as soon as information is known on the District website, [www.eawildcats.net](http://www.eawildcats.net), posted publicly on news stations: KDKA, WTAE, and WPXI and shared via communication system directly to parents/guardians registered with the District.

***\*To receive automated updates, please be sure that an accurate phone and email is always on file with the school district.***

### **Notice of Nondiscrimination:**

The East Allegheny School District does not discriminate based on race, color, national origin, sex, or handicap in its programs and activities. The following position has been designated to receive and review any inquiry regarding the nondiscrimination policies or Title IX:

Mark Draskovich  
Director of Pupil Services  
1150 Jacks Run Road  
North Versailles, PA 15137  
(412) 824-8012 x 1250

# 2024-2025 District Calendar:

| 2024-2025  |  |  |  |  |  |  | NOTES REVISE/APPROVED 5/13/2024  |  |
|--|--|--|--|--|--|--|--|--|
| <b>August 2024</b><br>Su M T W TH F Sa<br>4 5 6 7 8 9 10<br>11 12 13 14 15 16 17<br>18 19 20 21 22 23 24<br>25 26 27 28 29 30 31<br>11/13          |  |  |  |  |  |  | <b>August 20, 2024 student first day</b>   |  |
| <b>September 2024</b><br>Su M T W TH F Sa<br>1 2 3 4 5 6 7<br>8 9 10 11 12 13 14<br>15 16 17 18 19 20 21<br>22 23 24 25 26 27 28<br>29 30<br>19/20 |  |  |  |  |  |  | 8/1-8/14/2024: Teacher Flex In-Service Days: NO SCHOOL FOR STUDENTS  |  |
| <b>October 2024</b><br>Su M T W TH F Sa<br>6 7 8 9 10 11 12<br>13 14 15 16 17 18 19<br>20 21 22 23 24 25 26<br>27 28 29 30 31<br>22/23             |  |  |  |  |  |  | 8/15/2024: Teacher In-Service Day: NO SCHOOL FOR STUDENTS  |  |
| <b>November 2024</b><br>Su M T W TH F Sa<br>3 4 5 6 7 8 9<br>10 11 12 13 14 15 16<br>17 18 19 20 21 22 23<br>24 25 26 27 28 29 30<br>17/18         |  |  |  |  |  |  | 8/16-8/19/2024 Act 80 Days: NO SCHOOL FOR STUDENTS   |  |
| <b>December 2024</b><br>Su M T W TH F Sa<br>1 2 3 4 5 6 7<br>8 9 10 11 12 13 14<br>15 16 17 18 19 20 21<br>22 23 24 25 26 27 28<br>29 30 31 14/14  |  |  |  |  |  |  | 8/20/2024: First Day of School for Students  |  |
| <b>January 2025</b><br>Su M T W TH F Sa<br>5 6 7 8 9 10 11<br>12 13 14 15 16 17 18<br>19 20 21 22 23 24 25<br>26 27 28 29 30 31<br>20/21           |  |  |  |  |  |  | 9/2/2024: Labor Day Holiday: District Closed   |  |
| <b>February 2025</b><br>Su M T W TH F Sa<br>2 3 4 5 6 7 8<br>9 10 11 12 13 14 15<br>16 17 18 19 20 21 22<br>23 24 25 26 27 28<br>18/18             |  |  |  |  |  |  | 9/16/2024: Act 80 Day: NO SCHOOL FOR STUDENTS  |  |
| <b>March 2025</b><br>Su M T W TH F Sa<br>2 3 4 5 6 7 8<br>9 10 11 12 13 14 15<br>16 17 18 19 20 21 22<br>23 24 25 26 27 28 29<br>30 31 21/21       |  |  |  |  |  |  | 9/30/2024: Teacher In-Service Day: NO SCHOOL FOR STUDENTS  |  |
| <b>April 2025</b><br>Su M T W TH F Sa<br>6 7 8 9 10 11 12<br>13 14 15 16 17 18 19<br>20 21 22 23 24 25 26<br>27 28 29 30<br>20/20                  |  |  |  |  |  |  | 10/14/2024: Act 80 Day: NO SCHOOL FOR STUDENTS   |  |
| <b>May 2025</b><br>Su M T W TH F Sa<br>4 5 6 7 8 9 10<br>11 12 13 14 15 16 17<br>18 19 20 21 22 23 24<br>25 26 27 28 29 30 31<br>21/21             |  |  |  |  |  |  | 10/22/2024: End of 9 weeks: Term 1   |  |
| <b>June 2025</b><br>Su M T W TH F Sa<br>1 2 3 4 5 6 7<br>8 9 10 11 12 13 14<br>15 16 17 18 19 20 21<br>22 23 24 25 26 27 28<br>29 30 0/2           |  |  |  |  |  |  | 10/25/2024 Teacher In-Service Day: 1/2 clerical 1/2 dept NO SCHOOL FOR STUDENTS  |  |
| <b>July 2025</b><br>Su M T W TH F Sa<br>6 7 8 9 10 11 12<br>13 14 15 16 17 18 19<br>20 21 22 23 24 25 26<br>27 28 29 30 31                         |  |  |  |  |  |  | 10/29/2024: Term 1 Report Cards  |  |
| <b>August 2025</b><br>Su M T W TH F Sa<br>3 4 5 6 7 8 9<br>10 11 12 13 14 15 16<br>17 18 19 20 21 22 23<br>24 25 26 27 28 29 30<br>31              |  |  |  |  |  |  | 11/11/2024: Veteran's Day Holiday: District Closed   |  |
| <b>September 2025</b><br>Su M T W TH F Sa<br>1 2 3 4 5 6 7<br>8 9 10 11 12 13 14<br>15 16 17 18 19 20 21<br>22 23 24 25 26 27 28<br>29 30 31       |  |  |  |  |  |  | 11/21/2024: Gr. K-8 Evening Parent/Teacher Conferences   |  |
| <b>October 2025</b><br>Su M T W TH F Sa<br>5 6 7 8 9 10 11<br>12 13 14 15 16 17 18<br>19 20 21 22 23 24 25<br>26 27 28 29 30 31                    |  |  |  |  |  |  | 11/22/2024: Act 80: K-12 Parent/Teacher conferences NO SCHOOL FOR STUDENTS   |  |
| <b>November 2025</b><br>Su M T W TH F Sa<br>3 4 5 6 7 8 9<br>10 11 12 13 14 15 16<br>17 18 19 20 21 22 23<br>24 25 26 27 28 29 30<br>31            |  |  |  |  |  |  | 11/27/2024: Teacher In-Service Day: NO SCHOOL FOR STUDENTS   |  |
| <b>December 2025</b><br>Su M T W TH F Sa<br>1 2 3 4 5 6 7<br>8 9 10 11 12 13 14<br>15 16 17 18 19 20 21<br>22 23 24 25 26 27 28<br>29 30 31        |  |  |  |  |  |  | 11/28-12/2/2024: Thanksgiving Break  |  |
| <b>January 2026</b><br>Su M T W TH F Sa<br>5 6 7 8 9 10 11<br>12 13 14 15 16 17 18<br>19 20 21 22 23 24 25<br>26 27 28 29 30 31                    |  |  |  |  |  |  | 12/23/2024-1/1/2025: Winter Break  |  |
| <b>February 2026</b><br>Su M T W TH F Sa<br>3 4 5 6 7 8 9<br>10 11 12 13 14 15 16<br>17 18 19 20 21 22 23<br>24 25 26 27 28 29 30<br>31            |  |  |  |  |  |  | 1/14/2025: End of 9 weeks- Term 2  |  |
| <b>March 2026</b><br>Su M T W TH F Sa<br>1 2 3 4 5 6 7<br>8 9 10 11 12 13 14<br>15 16 17 18 19 20 21<br>22 23 24 25 26 27 28<br>29 30 31           |  |  |  |  |  |  | 1/17/2025: Teacher In-Service Day: 1/2 Clerical 1/2 dept NO SCHOOL FOR STUDENTS  |  |
| <b>April 2026</b><br>Su M T W TH F Sa<br>6 7 8 9 10 11 12<br>13 14 15 16 17 18 19<br>20 21 22 23 24 25 26<br>27 28 29 30 31                        |  |  |  |  |  |  | 1/20/2025: Martin Luther King Jr. Holiday  |  |
| <b>May 2026</b><br>Su M T W TH F Sa<br>4 5 6 7 8 9 10<br>11 12 13 14 15 16 17<br>18 19 20 21 22 23 24<br>25 26 27 28 29 30 31                      |  |  |  |  |  |  | 1/21/2025: Gr. 1-12 Term 2 Report Cards  |  |
| <b>June 2026</b><br>Su M T W TH F Sa<br>1 2 3 4 5 6 7<br>8 9 10 11 12 13 14<br>15 16 17 18 19 20 21<br>22 23 24 25 26 27 28<br>29 30 31            |  |  |  |  |  |  | 1/31/2025 Act 80 Days: NO SCHOOL FOR STUDENTS  |  |
| <b>July 2026</b><br>Su M T W TH F Sa<br>6 7 8 9 10 11 12<br>13 14 15 16 17 18 19<br>20 21 22 23 24 25 26<br>27 28 29 30 31                         |  |  |  |  |  |  | 2/10/2025 Snow Day: NO SCHOOL  |  |
| <b>August 2026</b><br>Su M T W TH F Sa<br>3 4 5 6 7 8 9<br>10 11 12 13 14 15 16<br>17 18 19 20 21 22 23<br>24 25 26 27 28 29 30<br>31              |  |  |  |  |  |  | 2/13/2025: Gr. K-8 Evening Parent/Teacher Conferences  |  |
| <b>September 2026</b><br>Su M T W TH F Sa<br>5 6 7 8 9 10 11<br>12 13 14 15 16 17 18<br>19 20 21 22 23 24 25<br>26 27 28 29 30 31                  |  |  |  |  |  |  | 2/14/2025: Act 80 Day: Parent/Teacher Conferences  |  |
| <b>October 2026</b><br>Su M T W TH F Sa<br>6 7 8 9 10 11 12<br>13 14 15 16 17 18 19<br>20 21 22 23 24 25 26<br>27 28 29 30 31                      |  |  |  |  |  |  | 2/17/2025: President's Day Holiday: NO SCHOOL FOR STUDENTS   |  |
| <b>November 2026</b><br>Su M T W TH F Sa<br>3 4 5 6 7 8 9<br>10 11 12 13 14 15 16<br>17 18 19 20 21 22 23<br>24 25 26 27 28 29 30<br>31            |  |  |  |  |  |  | 3/25/2025: End of 9 weeks: Term 3  |  |
| <b>December 2026</b><br>Su M T W TH F Sa<br>1 2 3 4 5 6 7<br>8 9 10 11 12 13 14<br>15 16 17 18 19 20 21<br>22 23 24 25 26 27 28<br>29 30 31        |  |  |  |  |  |  | 3/26/2025: Act 80 Day, 1/2 clerical 1/2 departmental: NO SCHOOL FOR STUDENTS   |  |
| <b>January 2027</b><br>Su M T W TH F Sa<br>5 6 7 8 9 10 11<br>12 13 14 15 16 17 18<br>19 20 21 22 23 24 25<br>26 27 28 29 30 31                    |  |  |  |  |  |  | 3/28/2025: Gr. 1-12 Term 3 Report Cards  |  |
| <b>February 2027</b><br>Su M T W TH F Sa<br>3 4 5 6 7 8 9<br>10 11 12 13 14 15 16<br>17 18 19 20 21 22 23<br>24 25 26 27 28 29 30<br>31            |  |  |  |  |  |  | 4/18-4/21/2025: Spring Break 4/21 Snow Day   |  |
| <b>March 2027</b><br>Su M T W TH F Sa<br>1 2 3 4 5 6 7<br>8 9 10 11 12 13 14<br>15 16 17 18 19 20 21<br>22 23 24 25 26 27 28<br>29 30 31           |  |  |  |  |  |  | 5/23/2025: Act 80 Day: NO SCHOOL FOR STUDENTS  |  |
| <b>April 2027</b><br>Su M T W TH F Sa<br>6 7 8 9 10 11 12<br>13 14 15 16 17 18 19<br>20 21 22 23 24 25 26<br>27 28 29 30 31                        |  |  |  |  |  |  | 5/24/2025: Kenneywood Picnic   |  |
| <b>May 2027</b><br>Su M T W TH F Sa<br>4 5 6 7 8 9 10<br>11 12 13 14 15 16 17<br>18 19 20 21 22 23 24<br>25 26 27 28 29 30 31                      |  |  |  |  |  |  | 5/26/2025: Memorial Day Holiday: District Closed   |  |
| <b>June 2027</b><br>Su M T W TH F Sa<br>1 2 3 4 5 6 7<br>8 9 10 11 12 13 14<br>15 16 17 18 19 20 21<br>22 23 24 25 26 27 28<br>29 30 31            |  |  |  |  |  |  | 5/30/2025: Last Day of School for Students: Senior Graduation  |  |
| <b>July 2027</b><br>Su M T W TH F Sa<br>6 7 8 9 10 11 12<br>13 14 15 16 17 18 19<br>20 21 22 23 24 25 26<br>27 28 29 30 31                         |  |  |  |  |  |  | 6/2/2025: Teacher In-Service Day: 1/2 clerical 1/2 departmental NO SCHOOL FOR STUDENTS   |  |
| <b>August 2027</b><br>Su M T W TH F Sa<br>3 4 5 6 7 8 9<br>10 11 12 13 14 15 16<br>17 18 19 20 21 22 23<br>24 25 26 27 28 29 30<br>31              |  |  |  |  |  |  | 6/3/2025: Teacher In-Service Day: NO SCHOOL FOR STUDENTS   |  |
| <b>September 2027</b><br>Su M T W TH F Sa<br>5 6 7 8 9 10 11<br>12 13 14 15 16 17 18<br>19 20 21 22 23 24 25<br>26 27 28 29 30 31                  |  |  |  |  |  |  | 7/4/2025: Independence Day: District Closed  |  |
| <b>October 2027</b><br>Su M T W TH F Sa<br>6 7 8 9 10 11 12<br>13 14 15 16 17 18 19<br>20 21 22 23 24 25 26<br>27 28 29 30 31                      |  |  |  |  |  |  | <b>183 Student Days, 191 Teacher Days</b><br>9 Act 80 Days 8 Inservice days  |  |
| <b>November 2027</b><br>Su M T W TH F Sa<br>3 4 5 6 7 8 9<br>10 11 12 13 14 15 16<br>17 18 19 20 21 22 23<br>24 25 26 27 28 29 30<br>31            |  |  |  |  |  |  | <b>ACT 80 DAYS</b><br>8/16; 8/19; 9/16; 10/14; 11/22; 1/31; 2/14; 3/26; 5/16   |  |
| <b>December 2027</b><br>Su M T W TH F Sa<br>1 2 3 4 5 6 7<br>8 9 10 11 12 13 14<br>15 16 17 18 19 20 21<br>22 23 24 25 26 27 28<br>29 30 31        |  |  |  |  |  |  | <b>TEACHER IN-SERVICE DAYS</b><br>8/1-8/14 Flex; 8/15; 9/30; 10/25; 11/27; 1/17; 6/2; 6/3  |  |
| <b>January 2028</b><br>Su M T W TH F Sa<br>5 6 7 8 9 10 11<br>12 13 14 15 16 17 18<br>19 20 21 22 23 24 25<br>26 27 28 29 30 31                    |  |  |  |  |  |  | <b>SNOW MAKE-UP DAYS:</b><br>The District has 5 Approved FID days. Snow Make up days 2/10 or 4/21 will be used as needed: Please note that additional days may be added to the end of the school year. |  |
| <b>February 2028</b><br>Su M T W TH F Sa<br>3 4 5 6 7 8 9<br>10 11 12 13 14 15 16<br>17 18 19 20 21 22 23<br>24 25 26 27 28 29 30<br>31            |  |  |  |  |  |  | <b>PSSA TEST ADMINISTRATION DATE WINDOWS</b><br>Gr. 3-8: ELA 4/22-4/25/2025<br>4/28-4/29 Gr. 3-8: Math Gr. 5 & 8 4/30-5/1 Science 5/2 Gr 3-8 Make-ups  |  |
| <b>March 2028</b><br>Su M T W TH F Sa<br>1 2 3 4 5 6 7<br>8 9 10 11 12 13 14<br>15 16 17 18 19 20 21<br>22 23 24 25 26 27 28<br>29 30 31           |  |  |  |  |  |  | <b>KEYSTONE EXAMS TESTING WINDOWS</b><br>Algebra, Biology, Literature 5/12-5/23/2025   |  |
| <b>April 2028</b><br>Su M T W TH F Sa<br>6 7 8 9 10 11 12<br>13 14 15 16 17 18 19<br>20 21 22 23 24 25 26<br>27 28 29 30 31                        |  |  |  |  |  |  | <b>DISTRICT HOLIDAYS: DISTRICT CLOSED</b><br>9/2; 11/11; 11/28; 11/29; 12/24; 12/25; 1/1; 4/18; 5/26; 7/4  |  |
| <b>May 2028</b><br>Su M T W TH F Sa<br>4 5 6 7 8 9 10<br>11 12 13 14 15 16 17<br>18 19 20 21 22 23 24<br>25 26 27 28 29 30 31                      |  |  |  |  |  |  | <b>Friday, May 30, 2025</b><br><b>LAST DAY FOR STUDENTS</b><br><b>SENIOR GRADUATION</b>  |  |
| <b>June 2028</b><br>Su M T W TH F Sa<br>1 2 3 4 5 6 7<br>8 9 10 11 12 13 14<br>15 16 17 18 19 20 21<br>22 23 24 25 26 27 28<br>29 30 31            |  |  |  |  |  |  | <b>Tuesday, August 20, 2024</b><br><b>FIRST DAY OF SCHOOL FOR STUDENTS</b>   |  |

Please visit our website: [www.eawildcats.net](http://www.eawildcats.net) for more detailed information about each school.

### **Logan's Mission Statement**

At Logan we are a school where students ROAR to achieve their highest potential.

### **Logan's Vision Statement**

At Logan we strive to provide a quality education where students are energized, accountable and engaged in learning. Our school community celebrates individuality and empowers everyone to be life-long learners. In partnership with all stakeholders, our goal is to create relevant learning opportunities for students that help them develop the knowledge, critical thinking skills, and resilient character traits needed to succeed in a diverse and ever-changing world.

**School Mascot:** East Allegheny Wildcats

**School Colors:** Blue and Gold



## **Academics:**

### **Grading Scale: Grades 1-6**

Percentage grades will be assigned based on the following performance.

100% - 90% = A

89% - 80% = B

79% - 70% = C

69% - 60% = D

59% - 40% = F

Incomplete = I\*

Medically Excused = M

\*If assignments are still incomplete after the two-week period, the grade will be a "40%."

### **Grade Averaging:**

All grade averages will be arrived at by adding the percentage grades together and then dividing the sum by the appropriate number. Kindergarten will evaluate using a standards based report card.

### **Honor Roll:**

There are two classifications of honor roll students. One is the High Honor Roll and the other is the Honor Roll.

**High Honor Roll: 3.50 - 4.00**

**Honor Roll: 3.00 - 3.49**

Any grade under 70% will disqualify a student from the honor roll for that quarter.

### **Retention Guidelines:**

| For promotion from    | A student must pass  |
|-----------------------|--|
| First Grade           | Reading <b>AND</b> Math  |
| Second Grade          | Reading <b>AND</b> Math  |
| Third Grade           | Reading <b>AND</b> Math  |
| Fourth or Fifth Grade | Reading <b>AND</b> Math<br><br><b>AND 2 of the following:</b><br><br>English/Spelling/Science/Social Studies |

When recommending students who have **failed Grade 5** for middle grade placement in Grade 6, the student must have been in Grade 5 during the current school year **AND:**

Will be 13 on or before September 30 of the current year, **OR** Has had two (2) retentions, **OR** Has already repeated Grade 5



## **AM Arrival and Dismissal Procedures:**

K- 3 Students enter the building down the ramp at door 2 and 4-6 students enter the building at the main entrance at door 1. All students turn in their cell phones to their dismissal bins upon entering the building. Students must have their bags checked prior to entering the metal detectors. Once students enter the building, they can go to the cafeteria for breakfast, unpack at their lockers, and report to homeroom promptly.

Large bags of snacks, pop/soda, and seeds will not be permitted and will be confiscated upon entrance of the building. Any small/individual type of snack or drink must be in a lunchbox, lunch bag, or remain in their locker until lunch time. Any drinks that have been opened will not be permitted and will be confiscated and thrown away at the metal detectors. Cups must be empty and may be filled at the water fountain.

Students will be dismissed at the end of the day from their grade level teachers. Announcements will be made for car riders to be picked up at 3:05 PM. All van and bus students will remain in their classrooms until an announcement is made to report to buses. All students will be dismissed after the announcement and escorted by staff members to their bus.

## **Attendance:**

### **Importance of Regular Attendance:**

**Academic Success:** Students who attend school regularly are more likely to achieve higher grades and academic performance.

**Continuity of Learning:** Regular attendance allows students to stay on track with lessons, assignments, and class discussions, minimizing the need for catch-up work.

**Social and Emotional Development:** Attending school regularly fosters positive relationships with peers and teachers, contributing to your child's overall well-being and sense of belonging.

**State Requirements:** Under Pennsylvania law, regular school attendance is compulsory, and absences must be justified with valid reasons.

**School Policy:** Our school policy outlines expectations for attendance, including procedures for reporting absences and requesting makeup work.  
PBIS Field trips and Rewards: Regular school attendance is required to participate in PBIS activities.

**Establish Routines:** Set regular bedtime and morning routines to ensure your child is well-rested and prepared for the school day.

**Communicate Early:** Send in an excuse within 3 days of your child's absence.



**Encourage Engagement:** Reinforce the importance of attending school regularly and participating actively in class activities. If your child is experiencing challenges that impact their attendance, please reach out to our school counselor or social worker. We are here to provide support and explore solutions together. Regularly review your child's attendance records through our school's online portal or communication channels.

Celebrate milestones and improvements in attendance as part of recognizing their commitment to their education.

### **Cell Phone Policy:**

**Collection Process:** Upon arrival at school, students will be directed to place their cell phones in designated storage bins located at the entrance of the building. These bins will be supervised by school staff to ensure the safe storage of students' devices.

### **Retrieval Process:**

At the end of the school day, students will have the opportunity to retrieve their cell phones/smartwatches from the designated storage bins in their classrooms. Students are responsible for remembering to collect their devices before departing.

### **Enforcement and Compliance:**

We kindly ask for the support and cooperation of students, parents, and guardians in adhering to this new policy. Compliance with the cell phone collection procedure is essential to its effectiveness in creating a focused learning environment for all students.

### **Chromebook Policy:**

#### **Responsibility:**

Students are responsible for the care and proper handling of their assigned Chromebooks.

Chromebooks should be used for educational purposes in alignment with classroom activities and assignments.

#### **Internet Safety/Security/Privacy:**

Students must adhere to our school's acceptable use policies and guidelines for internet safety.

Encourage your child to report any inappropriate content or online behavior to a teacher or administrator immediately.

Remind your child to protect their login credentials and use their Chromebook in a secure environment.

Encourage responsible use of personal information and respect for the privacy of others.

All devices are monitored with GoGuardian.

**Device Care:**

Chromebooks should be kept clean and free of stickers or decorations that could damage the device.

Ensure that Chromebooks are stored securely and are taken back to their Homeroom cart at the end of each day to support classroom learning the next day.

**Software and Updates:**

Students should not attempt to install software or apps without permission from a teacher or administrator. Regularly check for updates to ensure Chromebooks are running the latest software and security patches.

**Reporting Issues:**

Instruct your child to report any technical issues or damage to their Chromebook to their teacher promptly.

Communicate with teachers or school administration regarding any concerns or questions about Chromebook use.

**Parental Involvement:**

We encourage you to engage in conversations with your child about responsible technology use.

Stay informed about school policies and expectations regarding Chromebook use.

**Control of Communicable Diseases:**

There are many current communicable diseases or conditions for which children must be excluded from school, and for which the school should be notified.

These include:

- Streptococcal Infections
- Ringworm
- Scarlet Fever
- Scabies
- Chicken Pox
- Head Lice (\*Exclusion lasts until the child is totally free from all nits.
- Impetigo
- MRSA
- Pink Eye
- H1N1
- COVID

### **District Notices of Parent/Student Rights**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's educational records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The School Official will make arrangements for access and notify the parents or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the school to amend a record should write to the school principal (or appropriate school official), clearly identify the part of the record they want changed and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board, a person or company with whom the School has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.)
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA.

**Family Policy Compliance Office U.S. Department of Education**  
**400 Maryland Avenue, SW      Washington, D.C. 20202-5920**

## **Enrollment in School:**

### **Registration:**

New student registration will take place via the Alma student information system.

Registration will be managed centrally at the District Office.

- Please contact Ms. Kristin Wagner, (412) 824-8012 Ext 4150 to make a registration appointment.
- Registration of new students requires documentation of residency within the district.
- Students attending charter, private or parochial schools requesting transportation must complete and submit a hardcopy "Transportation Registration Packet" also attainable on our website.

### **Transferring or Withdrawal from School:**

Transfer requests may be enacted by the parent/guardian only. Once approved, the parent/guardian must sign an official withdrawal form. The student will then obtain the signatures of his/her teachers and must return all books/locks/calculators and pay any fines that may be due. When the withdrawal form is completed, the student will return it to his/her counselor and receive a transfer.

### **Exceptional Children's Program:**

- The East Allegheny School District provides a wide variety of services for exceptional children including Learning Support, Gifted Support, Emotional Support, Hearing Support, Vision Services, Autistic Support, Speech and Language Support and Life Skills Support. Additionally, the East Allegheny School District provides a free and appropriate public education to all students with disabilities through either service provided within District schools or through partnerships with other providers of educational services.
- The district supports including students with disabilities in the regular education environment as much as possible based upon the needs of the student. The district is committed to providing all services for students with disabilities within the least restrictive environment.

## **Federal Programs:**

The East Allegheny School District provides educational opportunities for students through the implementation of federally funded Title I Programs. Title I funded, Parent Resources are available in each building to show parents how to help their children with reading and math skills. Starting in 2024-2025, East Allegheny will be utilizing the Schoolwide Approach for Title I services, which expands all Title I services in reading and math to students in the district.

## **Field Trips:**

Field trips could have a cost depending on the trip. Field trips are a privilege and must be earned with ROAR behavior.

### **Homebound Instruction:**


Instruction in the home may be requested by parents if a physician has certified that the student will be absent from school for an extended period of ten (10) or more days. Application for instruction is made through the principal and counselors.

### **Immunizations (Required):**

As per Allegheny County Health Department Regulations, a complete list can be found on our website [www.eawildcats.net](http://www.eawildcats.net) under Departments – Health Service and is shared below:

## SCHOOL VACCINATION REQUIREMENTS FOR ATTENDANCE IN PENNSYLVANIA SCHOOLS

**FOR ATTENDANCE IN ALL GRADES CHILDREN NEED THE FOLLOWING:**




- 4 doses of tetanus, diphtheria, and acellular pertussis\* (1 dose on or after the 4th birthday)
- 4 doses of polio (4th dose on or after 4th birthday and at least 6 months after previous dose given)\*\*
- 2 doses of measles, mumps, rubella\*\*\*
- 3 doses of hepatitis B
- 2 doses of varicella (chickenpox) or evidence of immunity

\*Usually given as DTP or DTaP or if medically advisable, DT or Td  
\*\*A fourth dose is not necessary if the third dose was administered at age 4 years or older and at least 6 months after the previous dose  
\*\*\*Usually given as MMR

**ON THE FIRST DAY OF SCHOOL**, unless the child has a medical or religious/philosophical exemption, a child must have had at least one dose of the above vaccinations or risk exclusion.

- If a child does not have all the doses listed above, needs additional doses, and the next dose is medically appropriate, the child must receive that dose within the first five days of school or risk exclusion. If the next dose is not the final dose of the series, the child must also provide a medical plan (red and white card) within the first five days of school for obtaining the required immunizations or risk exclusion.
- If a child does not have all the doses listed above, needs additional doses, and the next dose is not medically appropriate, the child must provide a medical plan (red and white card) within the first five days of school for obtaining the required immunizations or risk exclusion.
- The medical plan must be followed or risk exclusion.



**FOR ATTENDANCE IN 7TH GRADE:**

- 1 dose of tetanus, diphtheria, acellular pertussis (Tdap) on the first day of 7th grade.
- 1 dose of meningococcal conjugate vaccine (MCV) on the first day of 7th grade.

**ON THE FIRST DAY OF 7TH GRADE**, unless the child has a medical or religious/philosophical exemption, a child must have had the above vaccines or risk exclusion.


**FOR ATTENDANCE IN 12TH GRADE:**

- 1 dose of MCV on the first day of 12th grade. If one dose was given at 16 years of age or older, that shall count as the twelfth grade dose.

**ON THE FIRST DAY OF 12TH GRADE**, unless the child has a medical or religious/philosophical exemption, a child must have had the above vaccines or risk exclusion.

These requirements allow for the following exemptions: medical reason, religious belief, or philosophical/strong moral or ethical conviction. Even if your child is exempt from immunizations, he or she may be excluded from school during an outbreak of vaccine preventable disease.

Pennsylvania's school immunization requirements can be found in 28 Pa.CODE CH.23 (School Immunization). Contact your healthcare provider or call 1-877-PA-HEALTH for more information.



**The vaccines required for entrance, 7th grade and 12th grade continue to be required in each succeeding school year.**

**McKinney Vento Homeless Information:**  
**Educating Children and Youth Experiencing Homelessness - Board Policy 251**

Under McKinney Vento all school districts are responsible for identifying students experiencing homelessness and connecting them with the resources needed to ensure academic success. Reach out to our Homeless Liaison, Mr. Mark Draskovich. He can be reached at [mdraskovich@eawildcats.net](mailto:mdraskovich@eawildcats.net) or 412-824-9700 x 1004.

**Who is considered homeless:** Children or youth living in a shelter, transitional housing, hotel/motel, vehicle, campground, on the street or doubled up with friends or family due to a lack of alternate resources are considered homeless. An unaccompanied homeless youth is a child or youth that is not in the care of their parent or legal guardian and meets the definition of homeless under McKinney Vento.

**Where can students experiencing homelessness attend school:** The law indicates that homeless students have the right to remain in their school origin (the school they attended at the time of the homeless episode or last school attended) through the end of the school year in which they find permanent housing, provided it is in the child/youth's best interest.

If through consultation between the school and the family and/or unaccompanied youth it is determined that remaining in the school of origin is not in the student's best interest, then the student has the right to immediately enroll in the school that non-homeless students living in the attendance area in which the child/youth is actually living are eligible to attend, even if they do not have all of the required documentation. Additionally, unaccompanied homeless youth have the right to immediately enroll in school, even if they do not have a legal guardian present.

**What supports can school districts provide to homeless students:** Homeless students are eligible for supports and services to remove barriers to educational success. This may include transportation to the school of origin, referrals to physical/mental health providers, clothing to meet school requirements, access to school supplies and resources, assistance with credit recovery, tutoring, assistance to participate in school activities, sports, club, etc.

**Homeless Dispute Process:** If at any time there is a disagreement about homeless status or best interest for school placement, the district will notify the family in writing of their determination that the family/unaccompanied youth is ineligible for McKinney Vento services. At this time, the district will provide the family/unaccompanied youth with the ability to dispute their determination. Throughout the dispute process, the child/youth, including unaccompanied youth, will continue to be educated in the school of origin or immediately enrolled in the school they are seeking enrollment until the dispute process is finalized. Transportation will continue throughout the dispute process. All disputes will be sent to the ECYEH Regional Coordinator who will issue a determination. If any party is unhappy with the determination, they can elevate the dispute to the state coordinator.

### **Medication Policy:**

All medications, including over-the-counter and prescription drugs, must be kept and administered through the school nurse's office.

Students are not permitted to carry medications with them, except under specific circumstances outlined in our policy. Please refer to Policy #210.

It is crucial to provide accurate information about any medications your child may require during school hours.

### **Procedure for Bringing Medications to School:**

Please complete the attached Medication Authorization Form for each medication your child needs to take at school. This form must be signed by both a parent/guardian and a healthcare provider.

Medications must be brought to school in their original, labeled container by a parent or guardian. This includes both prescription medications and over-the-counter medications.

Ensure that medications are properly labeled with your child's name, dosage instructions, and any other relevant information.

### **Emergency Medications:**

If your child requires emergency medications (e.g., EpiPen, inhaler), please ensure these are readily accessible and that the school office has a current Emergency Action Plan on file.

### **Confidentiality and Safety:**

The health information provided will be treated with strict confidentiality and will only be shared with staff who are directly responsible for your child's well-being.

### **Contact Information:**

Please keep us informed of any changes in your child's health condition or medication regimen throughout the school year. **For any questions or concerns regarding our medication policy or procedures, please contact Nurse Stark at [jstark@eawildcats.net](mailto:jstark@eawildcats.net).**



### **Metal Detectors:**

All students and visitors will be required to pass through metal detectors upon entering the school building. This process will involve walking through the metal detector, placing all personal belongings, such as backpacks and bags on the tables to the side. All visitors will also go through our raptor system, in which a Driver's license/photo ID is required. All visitors must have a scheduled appointment to enter the main office.

### **Security Personnel:**

Trained security personnel will be stationed at each entrance to oversee the screening process and provide assistance as needed. They will ensure that the process is conducted efficiently and respectfully, with minimal disruption to the school day.

### **Confidentiality and Privacy:**

We understand that privacy is important, especially for our students. Rest assured that the screening process will be conducted in a manner that respects individuals' privacy and maintains confidentiality. Any items flagged by the metal detector will be discreetly inspected by security personnel in a private area.

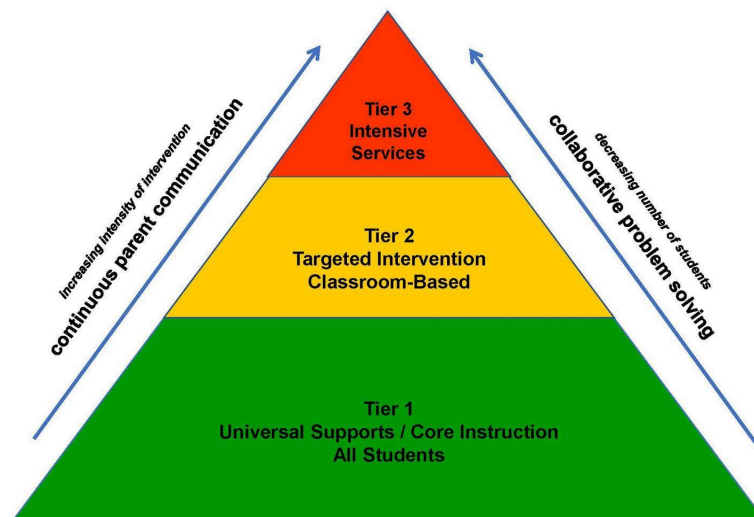
### **Support and Cooperation:**

We kindly ask for your support and cooperation as we implement these new security measures. We understand that change can be challenging, but our primary goal is to create a safe and secure learning environment for everyone at Logan.

### **Multi-Tiered Systems of Support (MTSS):**

MTSS is designed to help schools identify struggling students early and intervene quickly. It focuses on academic growth, behavior, social and emotional needs, and truancy. The three-tiered model is applied across each area of focus.

- Tier 1: The Whole Class –Interventions and support that are given to all students.
- Tier 2: Small Group Intervention--Students in Tier 2 get more targeted support. A student who isn't making progress may stay in Tier 2 or move to Tier 3.
- Tier 3: Intensive Individualized Support



### **National Elementary Honor Society:**

The National Elementary Honor Society (NEHS) provides students in grades 4–6 a place to develop and apply their passion for service, while obtaining the skills to be confident young leaders for years to come.

NEHS membership is centered on recognizing students for their accomplishments while challenging and equipping them to develop further as leaders through service to their school and community.

### **Safety & Security:**

#### **Bullying & Cyberbullying:**

Bullying, in any form, will not be tolerated. Violations will be addressed as per The Code of Conduct.

- Treat other students with kindness and respect.
- Don't engage in verbal, relational, physical, or cyberbullying.
- Be aware of and abide by, the school's anti-bullying policies and procedures.
- Support students who have been targeted and encourage them to report the behavior.
- Advocate for a safe space free from harassment and bullying.
- Notify a parent, teacher, or school administrator if you become aware of concerning situations.
- Be a good role model for other students.

#### **Fire & Emergency Drills:**

Fire and Emergency drills are held to ensure the safety of all children. Pennsylvania State Law requires drills to be conducted in every school building on an average of once a month.

#### **Safe2Say Something:**

Safe2Say Something is a youth violence prevention program run by the Pennsylvania Office of Attorney General. The program teaches youth and adults how to recognize warning signs and signals, especially within social media, from individuals who may be a threat to themselves or others and to “say something” BEFORE it is too late. With Safe2Say Something, it's easy and confidential to report safety concerns to help prevent violence and tragedies.

Students and/or parents can submit an anonymous tip report through the Safe2SaySomething system <https://www.safe2saypa.org/tip/> or by calling 1-844-SAF2SAY

### **Threats:**

All threats will be taken seriously by the East Allegheny School District, even those made in jest. Anyone making threats against faculty, staff, or students at East Allegheny will be subject to all appropriate criminal or civil penalties as well as discipline.

### **Visitor Screening:**

All visitors to our buildings must sign in at the front office before going anywhere else in the building. Visitors must present a valid ID to be scanned by the RAPTOR system. Visitor passes will be given to visitors and must be always visible. Passes and lanyards are returned when visitors check out. Only the main access door is open from the outside during the day.










### **Student Discipline**

In addition to all rules of Code of Student Conduct of the East Allegheny School District, the following school rules have been established to maintain a safe and orderly learning environment:

- Appropriate language will be used at all times
- Keep all body parts to yourself
- Book bags are to be kept in lockers
- Food and drink are only to be in the cafeteria
- Electronic devices are not permitted/**All cell phones will be collected at the metal detector and handed back at the end of the school day. No exceptions.**

The school reserves the right to determine the appropriate consequence for any violation given the severity of the act and the disciplinary history of the student

## ROAR Behavior Matrix:

|  <span style="font-size: 4em; font-weight: bold; letter-spacing: 0.5em;">R O A R</span> |  |   |   |  |
|--|--|---|---|--|
| Logan PBIS Matrix  | Respectful   | Organized   | Accountable   | Responsible  |
| <b>Classroom</b><br>  | Report any student conflicts to an adult<br>Complete assignments and homework<br>Stay in your assigned seat                                  | Be prepared and on time<br>Keep your area clean<br>Take care of classroom materials     | Accept responsibility for your actions<br>Stay on task<br>Be ready to learn and listen                | Follow directions from adults<br>Use appropriate language and volume<br>Keep hands, feet, and objects to yourself              |
| <b>Hallway</b><br>  | Report any student conflicts to an adult<br>Keep our hallways clean<br>Set a good example  | Walk in a single file line<br>Have a pass<br>Use your locker when permitted             | Stay out of other classrooms<br>Go directly to your destination<br>Return to class promptly           | Follow directions from adults<br>Use appropriate language and volume<br>Keep hands, feet, and objects to yourself              |
| <b>Cafeteria</b><br>  | Report any student conflicts to an adult<br>Stay in your assigned area and seat<br>Throw food items away                                     | Leave tables and floor clean<br>Wait your turn<br>Get all items needed while in line    | Remain seated at your table<br>Eat only your food<br>Keep food in the cafeteria                       | Follow directions from adults<br>Use appropriate language and volume<br>Keep hands, feet, and objects to yourself              |
| <b>Gym</b><br>  | Report any student conflicts to an adult<br>Stay in your assigned spot<br>Remember to take all personal items                                | Line up on time<br>Follow directions<br>Return equipment to appropriate place           | Show good sportsmanship<br>Play by the rules of the game<br>Take care of equipment                    | Follow directions from adults<br>Include others<br>Take turns and share  |
| <b>Playground</b><br>   | Report any student conflicts to an adult<br>Stay in assigned area with grade level<br>Remember to take all personal items                    | Line up on time<br>Follow directions<br>Return equipment to appropriate place           | Show good sportsmanship<br>Play by the rules of the game<br>Take care of equipment                    | Follow directions from adults<br>Include others<br>Take turns and share  |
| <b>Auditorium</b><br>   | Stay in designated area<br>Wait patiently and quietly for program to begin<br>Participate appropriately                                      | Keep hands and feet to yourself<br>Sit appropriately<br>Sit in every other seat         | Follow Directions<br>Allow presenter to talk<br>Enter and exit the auditorium area in orderly fashion | Eyes and ears on speaker<br>Take turns asking/answering questions by raising hand when appropriate<br>Use appropriate applause |
| <b>Bus</b><br>  | Report any student conflicts to the bus driver<br>Be on time for pickup before and after school<br>Exit the bus with all personal belongings | Wait your turn loading and unloading the bus<br>Keep the aisles clear<br>Keep bus clean | Accept responsibility for your actions<br>Greet the bus driver<br>Eat and drink when off the bus      | Follow directions from the bus driver<br>Use appropriate language and volume<br>Keep hands, feet, and objects to yourself      |
| <b>Bathroom</b><br>   | Report any student conflicts to an adult<br>Report any bathroom concerns<br>Go directly to your destination                                  | Have a pass<br>Wait your turn<br>Use designated hand drying station properly            | Use toilet and sink appropriately<br>Flush after use<br>Wash hands with soap and water                | Respect privacy of others<br>Maintain personal space<br>Keep hands, feet, and objects to yourself                              |

## The Wildcat Pledge:

# THE WILDCAT PLEDGE

**I am a Wildcat, watch me roar!**  
**We are Wildcats, we are:**



R  
O  
A  
R

RESPONSIBLE  
ORGANIZED  
ACCOUNTABLE  
RESPECTFUL

**ROAR** is an acronym for students to follow and to remember:

R- Responsible

O- Organized

A- Accountable

R- Respectful

**Student Behavior Expectations & Code of Conduct/Progressive  
Disciplinary Consequences & Interventions:**

Although the consequences and interventions listed below are available for discipline, the specific discipline will be determined by an investigation of the incident by the building principals and/or assistant principal and consistent with board policy.

The East Allegheny School District believes it is the responsibility of the school, home and community to provide an atmosphere of purpose and concern for education and the individual. Everyone in the school community must assume a role in providing an orderly school environment. An orderly school environment requires a code of discipline that defines responsibilities, categorizes unacceptable behaviors and provides for appropriate disciplinary responses and options. A discipline code must:

- Be preventative in nature.
- Promote self-discipline and personal responsibility.
- Concern itself with the welfare of the individual and the school community.
- Promote a positive relationship among students, parents/guardians and the school staff.
- Distinguish between minor and serious infractions as well as between first and repeated infractions.
- Be reasonable and consistent.

A set of rules does not replace the administrator's judgment in the review of discipline incidents. Discretion may be exercised considering disclosed circumstances regarding exclusionary discipline; however, students will be held accountable for their behavior appropriately. Students cannot learn unless they feel safe. The health, safety, and welfare of our students is in the highest regard.

# **Logan Elementary School**



## **Student LogHandbook & Code of Conduct Grades K - 6 2024-2025**

| <b>K-12<br/>Infraction<br/>Code<br/>Description</b>            | Level 1 Student Behaviors  | Level 2 Student Behaviors  | Level 3 Student Behaviors   |
|--|--|--|---|
|  | Level 1 actions do not necessarily pose a threat to the health, safety, or property of others.   | Level 2 actions are more serious in nature than a Level 1 action & may pose a threat to the health, safety, or property of any person.   | Level 3 actions pose a serious or imminent threat to the health, safety, or property of any person.   |
|  | Students are not referred to an administrator for Level 1 actions unless they continue after appropriate intervention & support. If the behaviors occur repeatedly after intervention, the staff members should <b>create a minor referral in ALMA</b> to help the administrator & support team identify the most appropriate interventions available for the student. | An administrator is notified when a Level 2 action occurs. Staff members should <b>create a major referral in ALMA</b> when documenting Level 2 actions. Students in Grades 6-12 may be suspended for Level 2 actions. | An administrator is notified when a Level 3 action occurs. Staff members should <b>create a major referral in ALMA</b> when documenting Level 3 actions <b>and/or call for immediate support from the office or school security.</b> Students in Grades 6-12 may be suspended for Level 2 actions. Notifications to Law Enforcement and other appropriate agencies may correspond with Level 3 actions. |
| Academic Dishonesty (Cheating, Plagiarism)                     |  | X  |   |
| Arson  |  |  | X   |
| Assault on a School Employee (Simple or Aggravated)            |  |  | X   |
| Assault on a Student (Simple or Aggravated)                    |  |  | X   |
| Bullying   |  | X  |   |
| Class Cut  |  | X  |   |
| Cyberbullying  |  | X  |   |
| Damage, Destruction, or Vandalism of Personal Property         |  | X  |   |
| Damage, Destruction, or Vandalism of School Property           |  | X  |   |
| Disorderly Conduct   |  |  | X   |
| Disrespect   | X  |  |   |
| Disruption of Class  | X  |  |   |
| Dress Code Violation   | X  |  |   |
| Fighting   |  | X  | X   |
| Harassment (Disability)  |  | X  | X   |
| Harassment (Gender Based)                                      |  | X  | X   |
| Harassment (other forms)                                       |  | X  | X   |
| Harassment (Racial/Ethnic)                                     |  | X  | X   |
| Harassment (Sexual)  |  | X  | X   |
| Harassment (Violent)   |  | X  | X   |
| Hazing   |  | X  | X   |
| Horseplay, Teasing, Pestering                                  | X  |  |   |
| Inappropriate Display of Affection                             | X  |  |   |
| Inappropriate Language or Gesture                              | X  |  |   |
| Inappropriate Sexual Behavior                                  |  | X  | X   |
| Inciting a Disturbance or Melee                                |  | X  | X   |
| Insubordination/Non-Compliance                                 |  | X  |   |
| Misuse of School Issued Computers /Networks/Electronic Devices | X  | X  |   |



| <b>K-12<br/>Infraction<br/>Code<br/>Description</b>               | Level 1 Student Behaviors  | Level 2 Student Behaviors  | Level 3 Student Behaviors  |
|---|--|--|--|
|   | Level 1 actions do not necessarily pose a threat to the health, safety, or property of others.   | Level 2 actions are more serious in nature than a Level 1 action & may pose a threat to the health, safety, or property of any person.   | Level 3 actions pose a serious or imminent threat to the health, safety, or property of any person.  |
|   | Students are not referred to an administrator for Level 1 actions unless they continue after appropriate intervention & support. If the behaviors occur repeatedly after intervention, the staff members should <b>create a minor referral in ALMA</b> to help the administrator & support team identify the most appropriate interventions available for the student. | An administrator is notified when a Level 2 action occurs. Staff members should <b>create a major referral in ALMA</b> when documenting Level 2 actions. Students in Grades 6-12 may be suspended for Level 2 actions. | An administrator is notified when a Level 3 action occurs. Staff members should <b>create a major referral in ALMA</b> when documenting Level 3 actions <b>and/or call for immediate support from the office or school security</b> . Students in Grades 6-12 may be suspended for Level 2 actions. Notifications to Law Enforcement and other appropriate agencies may correspond with Level 3 actions. |
| Non-Compliance with Bus Rules & Expectations                      | X  | X  |  |
| Non-Compliance with School Rules & Expectations                   | X  | X  |  |
| Personal Technology Violation (cell phone, smart watch, air pods) | X  | X  |  |
| Physical Aggression/Altercation (Staff, Violent)                  |  | X  |  |
| Physical Aggression/Altercation (Student, Violent)                |  | X  |  |
| Possession of Inappropriate Personal Property                     | X  |  |  |
| Possession/Use of Alcohol, Drugs, Controlled Substance            |  |  | X  |
| Possession/Use of Tobacco or Vaping Device                        |  | X  |  |
| Possession/Use of Weapons   |  |  | X  |
| Profanity & Vulgarity / Verbal Altercation (Staff)                |  | X  |  |
| Profanity & Vulgarity / Verbal Altercation (Student, Non-Violent) |  | X  |  |
| Sexual Assault  |  |  | X  |
| Tardy/Late to Class   | X  |  |  |
| Tardy/Late to School  | X  |  |  |
| Technology Violation  |  | X  |  |
| Terroristic Threats (School-wide, Bomb, Fire, Community-Based)    |  |  | X  |
| Theft   |  | X  |  |
| Threats/Intimidation  |  | X  |  |
| Trespassing   |  | X  |  |
| Truancy   |  | X  |  |
| Unauthorized Presence of Students During School Hours             |  | X  |  |

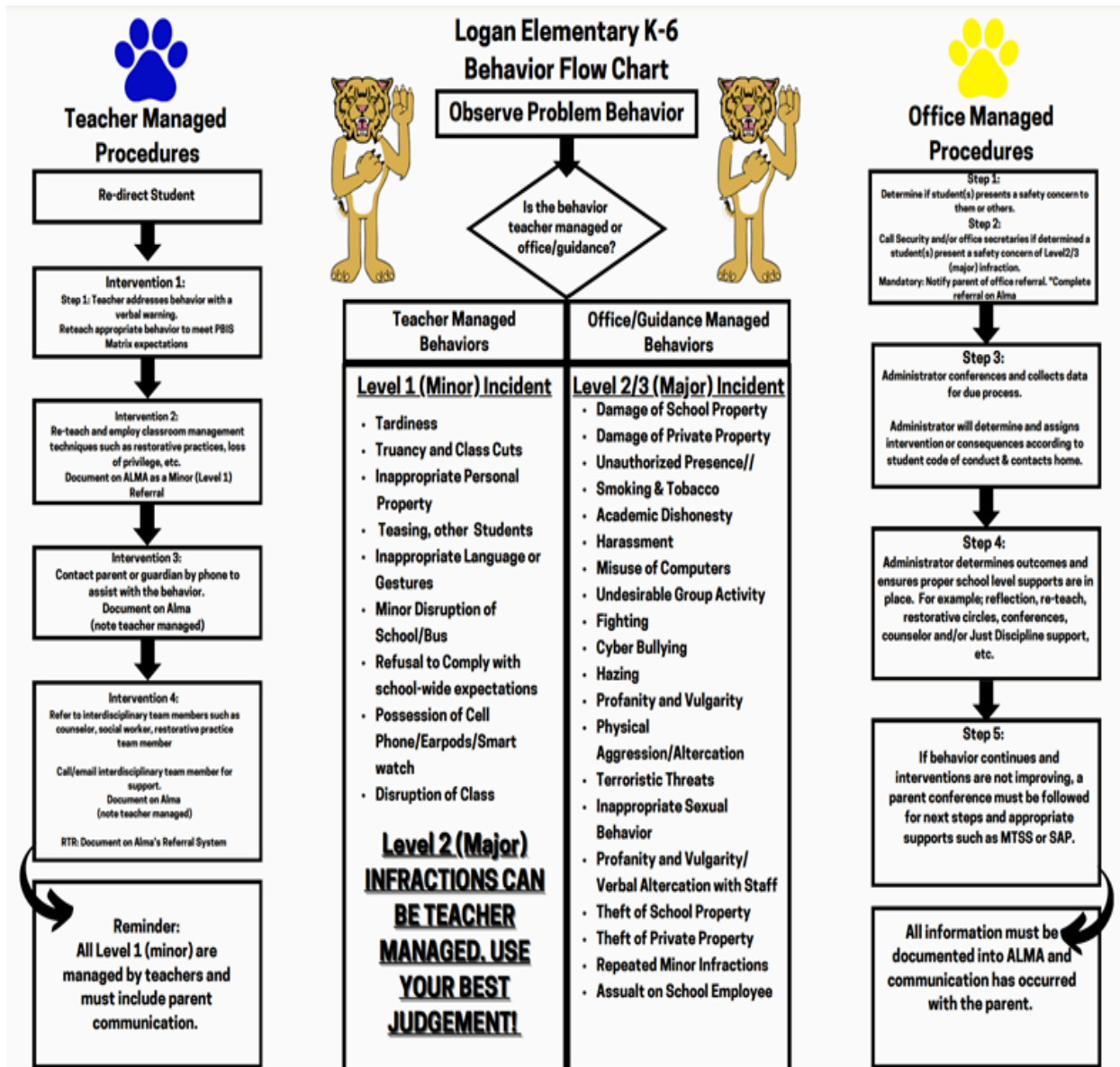
## Grades K-6 at Logan Elementary: ROAR

|  |   |
|--|---|
| <p><b>Minor Student Incidents</b></p> <p>Minor student behaviors do not directly pose a threat to the health, safety, or property of others.</p> <p>Students are not referred to an administrator for minor student incidents unless it is documented in ALMA that the students actions are continuous after appropriate interventions and support. <b>All Minor Student Incidents should be intervened in Tier 1 classroom management strategies initially that are documented.</b> If the behaviors occur repeatedly after intervention the staff members should <b>create a minor referral in ALMA</b> to help the administrator and support team identify the most appropriate interventions available for that student.</p> | <p style="text-align: center;">Level 1<br/>Minor Incident</p> <p>Minor Incident:</p> <ul style="list-style-type: none"> <li>- Disrespect</li> <li>- Disruption of Class</li> <li>- Dress Code Violation</li> <li>- Teasing</li> <li>- Horseplay</li> <li>- Inappropriate Display of Affection</li> <li>- Inappropriate Language or Gesture</li> <li>- Misuse of technology</li> <li>- Misuse of electronic Devices</li> <li>- Misuse of cell phone, smart watch, ear pods.</li> <li>- Non- Compliance with Bus Conduct</li> <li>- Non-Compliance with school-wide rules (ROAR)</li> <li>- Possession of Inappropriate person item (ex?)</li> <li>- late to class</li> </ul> |
|--|---|

|  |  |
|--|--|
| <p><b>Major Student Incidents</b></p> <ul style="list-style-type: none"> <li>• Level 2 and level 3 actions that are more serious in nature than a Level 1 action &amp; may pose a threat to the health, safety, or property of any person.</li> <li>• An administrator is notified when a Level 2 action occurs. <b>Staff members should create a major referral in ALMA when documenting Major Referral actions.</b> Students in Grades K-6 could potentially receive a punitive school level disciplinary action for Major Referrals.</li> </ul> | <p style="text-align: center;">Level 2-3<br/>Major Incident</p> <ul style="list-style-type: none"> <li>- Academic Dishonesty</li> <li>- Bullying</li> <li>- Class Cut</li> <li>- Cyber Bullying</li> <li>- Damage, Destruction or Vandalism to Personal Property</li> <li>- Damage, Destruction or Vandalism to School Property</li> <li>- Fighting</li> <li>- Minor Altercation</li> <li>- Harassment (Disability)</li> <li>- Harassment (Gender Based)</li> <li>- Harassment (Racial/Ethnic)</li> <li>- Harassment (Sexual)</li> <li>- Harassment (Violent)</li> <li>- Harassment (Other)</li> <li>- Inappropriate sexual behavior</li> <li>- Inciting a Disturbance</li> <li>- Insubordination/Defiance</li> <li>- Misuse of school issued computers/networks/electronics</li> <li>- Continuous non compliance of bus conduct</li> <li>- Continuous non compliance of school-wide rules and expectations (ROAR)</li> <li>- Continuous personal technology violation ( cell phone, smart watch, ear pods, handheld gaming device)</li> <li>- Physical Aggression</li> <li>- Possession of Tobacco or Vape</li> </ul> |
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| <b>Major Student Behaviors</b> <ul style="list-style-type: none"> <li>Level 2 and level 3 actions that are more serious in nature than a Level 1 action &amp; may pose a threat to the health, safety, or property of any person.</li> <li>An administrator is notified when a Level 2 action occurs. <b>Staff members should create a major referral in ALMA when documenting Major Referral actions.</b> Students in Grades K-6 could potentially receive a punitive school level disciplinary action for Major Referrals.</li> </ul> |  | <b>Level 2<br/>Major Incident</b><br>(the consequences listed below are possible options)   |
|---|--|---|
| <b>Responsible</b><br><br>Students remain prepared & focused on their academic, social & behavioral, goals  | <ul style="list-style-type: none"> <li>Students are consistently and intentionally talking with other classmates over the teacher.</li> <li>Students consistently and intentionally talk out of turn.</li> <li>Students choose to cut class, not report to their assigned class or location, or wander the halls.</li> </ul>   | <ul style="list-style-type: none"> <li>Conference with student, parent/guardian, administrator, or counselor</li> <li>1-3 Days In School Suspension &amp; parent or guardian contacted by letter &amp; phone</li> <li>1-3 Days Out of School Suspension &amp; parent or guardian contacted by letter &amp; phone</li> <li>Informal Hearing with parent/guardian, student, &amp; administrator following 3 or more days of Out of School Suspension</li> <li>Restriction of Privileges:               <ul style="list-style-type: none"> <li>Technology (Chromebook, Earbuds/AirPods, Cell Phone, etc.)</li> <li>Cafeteria seating</li> <li>Revoke of privileges from school related activities.</li> </ul> </li> <li>Referral to Support Systems               <ul style="list-style-type: none"> <li>Student Assistance Program (SAP)</li> <li>Multi-Tiered Systems of Support (MTSS)</li> <li>School Based Therapy</li> <li>Functional Behavioral Assessment (FBAA)</li> <li>Threat Assessment Team Referral</li> </ul> </li> </ul> |
| <b>Organized</b><br><br>Students demonstrate respect for themselves, others, school property & school expectations in safe, positive ways.  | <ul style="list-style-type: none"> <li>Students yelling, arguing, talking back, to the teacher.</li> <li>Students harass another student or staff member in school verbally or via social media / technology.</li> <li>Students continually demonstrate disrespect toward teachers or classmates.</li> <li>Students continually not meeting ROAR expectations regarding hoods, cell phones, coats, food, running</li> </ul>  |   |
| <b>Accountable</b><br><br>Students are accountable for their choices.   | <ul style="list-style-type: none"> <li>Students continually have phones/earpods and smart watches out during class instead of being kept in HR bins.</li> <li>Students continually use school issued Chromebook for non-educational or inappropriate purposes.</li> <li>Students continually demonstrate behaviors that are extremely disruptive to the educational process</li> <li>Students making threats toward individual people or verbal arguments between students</li> <li>Students engage in a physical altercation with another student.</li> <li>Students possess any tobacco substance or vaping device.</li> </ul> |   |
| <b>Respectful</b><br><br>Students set goals & make decisions in order to achieve success.   | <ul style="list-style-type: none"> <li>Students are continually not using time appropriately in the classroom.</li> <li>Students are continually not putting forth appropriate effort into the class work.</li> <li>Students' actions continually disrupt the learning environment of other students.</li> <li>Students use aggressive or foul language directed at a teacher or student.</li> <li>Students engage in vandalism or destruction of property.</li> </ul>   |   |

| <b>Major Student Behaviors</b><br><b>Level 3 Student Behaviors</b>  |  | <b>Level 3</b><br><b>Major Incident</b><br>(the consequences listed below are possible options)  |
|---|--|--|
| <ul style="list-style-type: none"> <li>Level 3 actions pose a serious or imminent threat to the health, safety, or property of any person.</li> <li>An administrator is notified when a Level 3 action occurs. <b>Staff members should create a major referral in ALMA when documenting Level 2 actions and/or call for immediate support from the office or school security when necessary.</b> Students in Grades K-6 may be suspended for Level 2 actions. Notifications to Law Enforcement and other appropriate agencies may correspond with Level 3 actions.</li> </ul> |  | <b>Major Incident:</b> <ul style="list-style-type: none"> <li>Assault on School Employee ( Simple or Aggravated)</li> <li>Assault on Student ( Simple or Aggravated)</li> <li>Arson</li> <li>Weapons</li> <li>Drugs</li> </ul>   |
| <b>Responsible</b><br><br>Students remain prepared & focused on their academic, social & behavioral, goals.   | <ul style="list-style-type: none"> <li>Students are engaged in verbal or physical actions in the classroom that create a significant disruption to the learning of others and the students need to be immediately removed from the classroom.</li> </ul>   | ( Potential School level Consequences) <ul style="list-style-type: none"> <li>3-5 Days In School Suspension &amp; parent or guardian contacted by letter &amp; phone</li> <li>3-5 Days Out of School Suspension &amp; parent or guardian contacted by letter &amp; phone</li> <li>10 Days Out of School Suspension &amp; parent or guardian contacted by letter &amp; phone</li> <li>Informal Hearing with parent/guardian, student, &amp; administrator following 3 or more days of Out of School Suspension</li> <li>Referral to the appropriate law enforcement agency in accordance with PA School Code &amp; District Policies</li> <li>Citation to the magistrate</li> <li>Confiscation of technology device by school administration</li> <li>Revoke of <u>privileges</u> of school activities.</li> <li>Mandatory enrollment in the East Allegheny Online Learning Academy</li> <li>Placement in alternative public school</li> <li>Expulsion Hearing with possible Expulsion from the School District</li> <li>Referral to Support Systems             <ul style="list-style-type: none"> <li>Student Assistance Program (SAP)</li> <li>Multi-Tiered Systems of Support (MTSS)</li> <li>School Based Therapy</li> <li>Functional Behavioral Assessment (FBAA)</li> <li>Threat Assessment Team Referral</li> </ul> </li> </ul> |
| <b>Organized</b><br><br>Students demonstrate respect for themselves, others, school property & school expectations in safe, positive ways.  | <ul style="list-style-type: none"> <li>Students are engaged in verbal or physical actions in the classroom that create a significant disruption to the learning of others and the students need to be immediately removed from the classroom.</li> <li>Students initiate a physical altercation with another student.</li> <li>Students possess any controlled, illegal substance or are under the influence of an illegal substance.</li> <li>Students possess a weapon.</li> <li>Students making specific verbal or written threats toward specific people or the school that create an unsafe environment.</li> </ul> |  |
| <b>Accountable</b><br><br>Students are accountable for their choices.   | <ul style="list-style-type: none"> <li>Students' inappropriate use of technology accessing inappropriate, unsafe, or illegal materials requires the student to be removed from the classroom and the device confiscated and turned over to law enforcement if necessary.</li> </ul>  |  |
| <b>Respectful</b><br><br>Students set goals & make decisions in order to achieve success.   | <ul style="list-style-type: none"> <li>Students' lack of effort is causing the student to risk failing the class.</li> <li>Students are engaged in verbal or physical actions in the classroom that create a significant disruption to the learning of others and the students need to be immediately removed from the classroom.</li> </ul>   |  |



## **Student Records & Information:**

### **Alma (Student Information System):**

- The district will be utilizing Alma as our student information system. Through Alma, students and parents will have access to grades and report cards, student attendance, schedule, school calendar, staff directory, fees, complete district forms, get important district notifications and more.
- Parents will be able to view information for all their students in one account without needing to log out of one student and in for another student in a different building. Alma can be accessed through any web browser as well as a smartphone app. Parents/Guardians MUST have an email on file in order to have access to their student(s) accounts.

### **Updating of Contact & Health Information:**

- Your child's building office must be notified immediately when there is a change in their contact information. Please be sure if there are changes throughout the year, that those are communicated to their school, via a phone call, email, or Alma update. Everyone permitted to pick up your child from the school must be listed in your child's Alma account as a contact. Early dismissal notes, and phone calls will be verified by a building secretary to ensure their authenticity. Your child's health, safety, and welfare are our highest priority. It is for that reason that we take such precautions.
- Health information must also be updated with the school nurse each year in case of an emergency.
- Nearly all communication from the school is through electronic means; please be vigilant in maintaining their accuracy.

### **Photo Release:**

Should you wish not to have your child photographed, please contact your child's school building secretary to make this request.

## **Tardiness:**

**Punctuality is an important habit to develop.** Students may enter the building beginning at 8:30 a.m. Breakfast will be served between 8:30am and 8:55am, and homeroom begins at 8:55am. **Students are expected to be in class and prepared for learning by 8:55am.** Anyone who enters after that time is considered tardy and should receive a tardy slip from the security officers at the main entrance.

## **Take Home Tuesday Folders:**

All Logan students will carry a Take Home Tuesday Blue Folder. This folder will have any important information and documents that need to be signed or seen by the parent and guardian. Teachers will also be able to utilize this folder for homework items, etc.

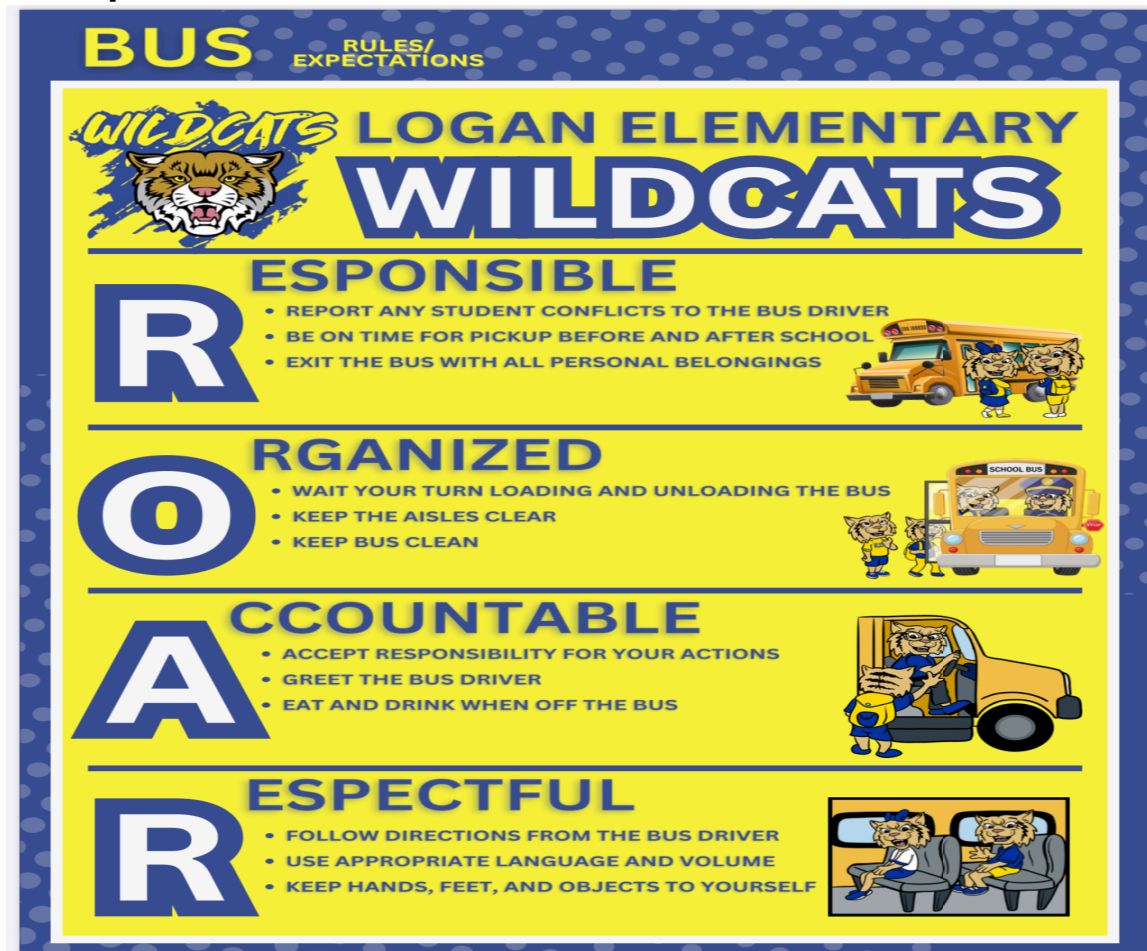
## **Take Your Child To Work Day:**

The East Allegheny School District understands that "Take Your Child to Work Day" has evolved into a nationwide program and has many benefits. The EASD is still held accountable for student attendance as per the Pennsylvania Department of Education



attendance guidelines. If your child is absent from school, written notification on the company letterhead stating the reason for the absence is required to be considered for an excused absence. A copy of the district's attendance policy is available for parents to review online or upon request.

### **Transportation ROAR Matrix:**



East Allegheny School District has a contract with Allegheny Transportation Services (ATS) for student transportation. Please, contact the ATS directly for transportation needs/questions at 412-349-8737. [Bus schedules are posted on our website's transportation page.](#)

All students will be transported to and from school by bus unless the district is adequately notified otherwise. Students are to ride on the bus assigned to them by ATS and get on and off of the bus at their designated stop. If you would like your child to be a walker, please send a letter to the school giving this permission. Students are not permitted to ride an unassigned school bus on a temporary basis unless an emergency exists and the school has granted approval. Students are not permitted to change buses without permission from the District Office.



**Tutoring:**

**Tutoring Schedule:**

Days: Tuesdays and Thursdays

Time: 8:00-8:30 AM

Location: Logan Elementary

**These tutoring sessions are designed to:**

Provide additional support in challenging subjects or areas where students may need reinforcement.

Offer personalized guidance and assistance tailored to individual student needs.

Help students improve their understanding, confidence, and overall academic performance.

**Registration:**

Participation in tutoring sessions is voluntary but highly encouraged for students who may benefit from extra help.

Your child's HR teacher will be in contact regarding additional information about start dates and times.

**Cost:**

There is no charge for these tutoring sessions as they are provided as part of our commitment to student success and support.

**Tutoring Transportation:**

Transportation is not provided by the school.

LOGAN ELEMENTARY SCHOOL

Student Handbook Sign-Off Sheet

I HAVE READ THE ENTIRE 2024-2025 STUDENT HANDBOOK,  
AND I UNDERSTAND THAT I WILL BE HELD ACCOUNTABLE FOR  
THE ITEMS DETAILED IN THIS HANDBOOK.

STUDENT NAME: \_\_\_\_\_

STUDENT SIGNATURE: \_\_\_\_\_

PARENT NAME: \_\_\_\_\_

PARENT SIGNATURE: \_\_\_\_\_

DATE \_\_\_\_\_