

LOGAN ELEMENTARY SCHOOL

Handbook Grades K – 6

2018-2019

1154 Jacks Run Road
North Versailles, PA 15137

412-824-6053
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East Allegheny School District
1150 Jacks Run Road
North Versailles, PA 15137
www.eawildcats.net

DISTRICT ADMINISTRATION

Superintendent.....Mr. Don Mac Fann
Director of Fiscal Affairs.....Ms. Toni Valicenti
Director of Pupil Personnel.....Mr. Mark Draskovich
Assistant Superintendent/
Federal Programs Director.....Dr. Betsy D’Emidio
Coordinator of Special
Education/School Psychologist.....Dr. Joseph Howell
Technology Coordinator.....Mr. Jeff Mathews
Assessment/Data Analysis.....Mr. Alex Eichler

BOARD OF SCHOOL DIRECTORS

President	Mr. John Savinda	
Vice President	Mrs. Gerri McCullough	
Treasurer	Mr. Stephen Volpe	
Mr. Alan Eichler	Mr. Frank Pearsol	Ms. Lisa Green
Mr. Michael Paradine	Ms. Connie Rosenbayger	Dr. Richard King
Board Secretary:	Ms. Toni Valicenti	

LOGAN ADMINISTRATION

Mr. Sean Gildea
Principal
412-824-6053 x3000
sgildea@eawildcats.net

Mr. Ryan Encapera
Dean of Students
412-824-6053 x3504
rencapera@eawildcats.net

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EAST ALLEGHENY SCHOOL DISTRICT

MISSION STATEMENT

The mission of the East Allegheny School District is to recognize that each student is unique and that through cooperation with parents, community, and schools, each student will have educational opportunities to achieve Individual educational success within district financial restraints.

VISION STATEMENT

A Great and Safe Place for Students
Academic Excellence is the Major Focus
Staff Goes the Extra Mile
PSSA & Achievement Test Scores will Steadily Improve
Reduce the Number of Disciplinary Actions
Respected by the Academic Community
Teachers will Improve their Instructional Skills

PRINCIPAL'S MESSAGE TO STUDENTS AND PARENTS

Welcome to the 2018-2019 school year at Logan Elementary School. The elementary school program is specifically designed to meet the educational, social, and emotional needs of today's young adolescent. Recognizing that every student is unique, this instructional staff is committed to providing each child with educational opportunities that are rigorous, relevant, and engaging. We will bolster our programming with the academic supports designed to generate successful outcomes in all subject areas. We want our students to experience activities that are supported, meaningful and meet the needs of the 21st century learner. We urge each student to strive for academic success and to take responsibility for their learning. You must develop your skill sets to realize your true capabilities. We offer activities in the arts, sports, music, and other areas of interest that can offer every child a well-rounded educational experience. We will provide an environment that is nurturing and safe for all. We ask that our parents be active and totally involved in your child's education. You are important and we value your input. Welcome to the Logan family and we wish all an outstanding school experience.

The School Board, administration, teachers and support staff work together to insure exemplary academic and social growth of the students in our school district. In addition, students are encouraged to participate in non-academic activities such as sports, music, art and dramatic activities that provide opportunities for personal achievement, growth of self-esteem and the development of pride in our schools. The role of the parents in the personal and educational growth of the children cannot be minimized. District personnel and parents need to work together, be proud of our schools, and support each other to meet the challenge of educating children for society today. As in any society, there are policies, procedures, and expectations for everyone to follow in order to create an atmosphere that is safe and conducive to learning. With student rights there are also student responsibilities; therefore, parents are urged to closely read this handbook and discuss the contents with their children. If additional information is needed or there is a particular concern, contact your teachers, counselors, or administrator by calling or visiting the the school office. Working together throughout the school year as "partners" will ensure achieving our goals.

Mr. Gildea

LOGAN ELEMENTARY SCHOOL SCHEDULE

8:30 a.m. – Bus arrival and admission

9:00 a.m. Tardy Bell

3:15 – Walker Dismissal begins

3:20 – Bus Dismissal begins

OFFICE HOURS ARE 7:30 AM to 4:00 PM

8:24 – Teachers Report

4:00 – Teachers Dismissal

OFFICE SECRETARY

Mrs. Beverly Pici – Building Secretary
412-824-6053 Extension 3000

Mrs. Phyllis Lowery – Building Secretary
412-824-6053 Extension 3855

LOGAN ELEMENTARY SCHOOL STAFF

Kindergarten

Mrs. Jennifer Kolodychak	Room 101
Mrs. Tracy Socci	Room 102
Mrs. Cathy Maloney	Room 103
Mrs. Crystal Flebotte	Room 104
Mrs. Kristina Fennell	Room 105
Mrs. Amanda Rhoten	Room 106

First Grade

Mrs. Kristen Farabaugh	Room 113
Mrs. Stacey Mayer	Room 114
Mrs. Heather Maurizio	Room 115
Mr. Zach Reed	Room 116
Mrs. Anissa Comunale	Room 117
Mrs. Brenna Mac Fann	Room 131

Second Grade

Ms. Ashley Schmidt	Room 108
Mrs. Ashley Humberston	Room 109
Mrs. Denise Snyder	Room 110
Mrs. Susan Hensley	Room 111
Mrs. Debbie Hlavach	Room 112

Third Grade

Mrs. Kathy Reigh	Room 118
Mrs. Kristina Miller	Room 119
Mrs. Natalie Ciccanti	Room 120
Mr. Chris Liptak	Room 121
Mrs. Kathy Weaver	Room 122

LOGAN ELEMENTARY SCHOOL STAFF

continued

Fourth Grade

Mrs. Tracy Yusko	Room 207
Mrs. Deniece Lenart	Room 208
Mrs. Karen Humeston	Room 211
Mrs. Delcie Schweitzer	Room 212
Mr. Wade Brown	Room 213

Fifth Grade

Mr. James Catone	Room 214
Mr. Peter Drakulic	Room 215
Mrs. Jessica Pierce	Room 216
Mr. Lou Gerbi	Room 217
Mr. Frank Cortazzo	Room 218

Sixth Grade

Mr. David Janusek	Room 201
Mrs. Kim Palermo	Room 202
TBD	Room 203
Mrs. Kelly Lindke	Room 204
Mrs. Hope Gerbi	Room 205

Special Education Teachers

Mrs. Lynn Palmieri	Room 127	Mrs. Susan Simko	Room 136
Mrs. Stephanie Goldstein	Room 107	Mr. Charles Bandurski	Room 126
Mrs. Chemen Callaway	Room 132	Mrs. Mallory Parrish	Room 226
Ms. Robin Highlands	Room 222	Mrs. Jennifer Costello	Room 207
Mrs. Brittany Hultberg	Room 220	Ms. Stacy Rizza	Room 228
Mrs. Christie Bacco	Room 129	Ms. Kaitlyn Gida	Room 307
Mr. Matt Lorenzo	Room 310 (ESL)	TBD	Room 135
TBD	Room 207		

Special Area Teachers

Library - Mrs. Linda Carlson

PE - Mr. Bryan Dull / Mrs. Jessica Lukes Health - Mr. Dan Lorigan

Music - Mr. Fred Moyes - Room 318 / Mrs. Cheryl King - Room 320 / Mr. Stephen Ehrlich - Stage

Art - Miss Lauren Demsey and Mrs. Mary Cook - Room 221

LOGAN ELEMENTARY SCHOOL STAFF

Continued

Nurse

Mrs. Beverly Burgess

Title I Teachers

Ms. Janine Montgomery	Room 123	Ms. Donna Grzyb	Room 124
Mrs. Angela Turkowski	Room 125		

Guidance

Mrs. Leslie Hawkins	Room 100	Mrs. Cheryl Ihnat	Room 303
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ATTENDANCE

State law requires all enrolled children who attend an approved educational institution to have consistent attendance. Legal excuses for absence are:

Illness / Death in the immediate family / Personal religious holidays / other urgent reasons (which the principal must approve)

A written excuse to the child's homeroom teacher within three days of returning from an absence is required. The note must have the date of the absence, the reason for it, and the signature of a parent or guardian. If no excuse, is turned in within the required time period the absence is considered illegal.

After three days of illegal absence, parents will be sent a warning letter. The school is required by law to institute legal action for any subsequent illegal absences.

When a student accumulates ten excused days of absence during the school year, each absence thereafter is subject to review by school authorities to determine whether such an absence represents chronic irregular attendance. At that point, authorities may request a physician's statement verifying the absence.

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. This being said, 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 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.

ATTENDANCE GUIDELINES

TARDY 9:00 a.m. - 10:00 a.m.

If a student is tardy 4 times he/she will be charged with a half day absence.

1/2 DAY ABSENCE 10:00 a.m. - 12:00 p.m.

FULL DAY ABSENCE - 12:00 p.m. or later

EARLY RELEASE

ABSENCE FULL DAY - before 11:00 a.m.

ABSENCE 1/2 DAY - 11:00 a.m. -1:00 p.m.

NO PENALTY - after 1:00 p.m.

CHANGE OF ADDRESS/TELEPHONE NUMBER

It is important that the office be notified immediately when you change your address or phone number. Parents must provide clear instructions to the school on how they can be contacted during the school day. This is for the safety of your child. EMERGENCY INFORMATION AND INSTRUCTIONS MUST BE KEPT CURRENT THROUGHOUT THE SCHOOL YEAR

BOARD POLICIES

A complete list of board policies is located on the EASD website, www.eawildcats.net or upon request. In the event that policies are revised during the school year, updates can be found on the website. The following policies are policies pertinent to Logan Elementary School. Other policies may be utilized as needed. Additional policies are located on the District's website.

DRESS CODE, Policy 221

DRESS CODE

The purpose for implementing this student dress code policy for all students in grades Kindergarten through 12 is to strengthen the learning environment for classroom instruction and academic performance; prevent disruption to the educational process; prevent distraction to students, staff and the educational process; facilitate learning; increase the atmosphere for school pride and personal appearance; and enhance the image of students and the school in the community. While requiring a specific type of clothing, it is not the district's purpose to interfere with student decisions or freedom of expression. However, the safety of all students, the security of the building, and the environment in which our students learn must be the foremost objective of the district.

This dress code policy shall be in effect during the regular school year.

Dress Code for Grades K to 6

BOYS-

1. Tops - Shirts with a collar and sleeve, in solids, stripes, or plaids, are required. Pictures or wording on the shirt are prohibited. Solid color, striped or patterned sweaters including crew neck, v-neck, full length zipper, half-zipper pullover, boat neck, vest/sweater vest, and cardigan can be worn as part of a layered outfit with a collared shirt or turtleneck. Button down dress shirts, with a collar and long or short sleeves, which have patterns.

No more than the top two (2) buttons may be unbuttoned on any style of a collared shirt.
A manufacturer's logo/emblem is permitted on the upper front corner of the shirt or on the sleeve.

All shirts must have finished seams, including sleeves, collars, and shirt sides.

Clothing that is torn, revealing, or tight is inappropriate school attire. Clothing that promotes drugs, alcohol, weapons or is offensive either by racial or sexual reference is prohibited.

2. Bottoms - Bottoms are permitted in the following colors: shades of **black, blue, and brown/tan** and must be solid in color. Jeans-denim-are permitted, **without holes**. Pants can be pleated or unpleated. Length of pants should not extend beyond the bottom of the shoe and should not drag on the floor. The width of the pant bottom should be no larger than the shoe size. Shorts that are near the knee are permitted.

It is recommended that students wear a belt with bottoms. All bottoms must be worn at the waist. *The waist is defined as the area between the bottom of the rib cage and top of the hip bone.*

All bottoms must have a finished hem.

3. Shoes - Dress shoes, boots, sneakers, and sandals are permitted. Slippers, flip-flops, and sneakers with wheels are not permitted.

4. All clothing must be sized appropriately; therefore clothing must be no more than one (1) regular size larger or smaller than the student actually measures.

GIRLS-

1. Tops - Shirts with a collar and sleeve, in solids, stripes, or plaids, are required. Pictures or wording on the shirt are prohibited. Solid color, striped or patterned sweaters including crew neck, v-neck, full length zipper, half-zipper pullover, boat neck, vest/sweater vest, and cardigan can be worn as part of a layered outfit with a collared shirt or turtleneck. Button down dress shirts, with a collar and long or short sleeves, which have patterns.

No more than the top two (2) buttons may be unbuttoned on any style of a collared shirt.

A manufacturer's logo/emblem is permitted on the upper front corner of the shirt or on the sleeve.

All shirts must have finished seams, including sleeves, collars, and shirt sides.

Clothing that is torn, revealing, or tight is considered to be inappropriate school attire. Clothing that promotes drugs, alcohol, weapons, or is offensive either by racial or sexual reference is prohibited.

2. Bottoms - Bottoms are permitted in the following colors: shades of **black, blue, and brown/tan** and must be solid in color. Jeans-denim-are permitted, **without holes**. Pants can be pleated or unpleated. Length of pants should not extend beyond the bottom of the shoe and should not drag on the floor. The width of the pant bottom should be no larger than the shoe size. In addition to these choices, capri pants, jumpers, skirts, shorts, and skorts are also permitted but limited in colors to those outlined above. The hemline must be near the knee.

It is recommended that students wear a belt with bottoms. **All** bottoms must be worn at the waist. *The waist is defined as the area between the bottom of the rib cage and top of the hip bone.*

All bottoms must have a finished hem.

3. Dresses - All dresses must have a collar and sleeves. All jumpers must be worn with an approved collared top. Dresses and jumpers must be a solid color, the appropriate length and have a finished hem. Dresses with collar and long or short sleeves, with patterns or plaids.

4. Socks - Any color sock is permitted. Leggings, tights, leotards, etc. are recommended under dresses, skirts, and skorts and must be in a solid color.

5. Shoes - Dress shoes, boots, sneakers, and sandals are permitted. Slippers, flip-flops, and sneakers with wheels are not permitted.

6. All clothing must be sized appropriately; therefore clothing must be no more than one (1) regular size larger or smaller than the student actually measures.

PROHIBITED

Hooded tops or “hoodies” are prohibited. Hooded tops or “hoodies” may be worn as outerwear but must be placed in lockers upon arrival to school.

Outerwear/Outdoor clothing is not permitted once classes begin.

Wearing an oversize/draping shirt hanging at the knee area, touching the knee, or below the knee is strictly prohibited.

Draping articles of clothing, towels, or other objects out of pant pockets are not permitted.

Tops which expose cleavage, undergarments, or waist/belly button /stomach area are strictly prohibited.

Cut-offs or holes of any kind are not permitted in bottoms. Students are not permitted to wear leggings/jeggings as pants, pajama bottoms, yoga pants, athletic style pants and shorts, or sweat pants/jogging pants and sweat shorts, which includes fleece, stretch knits, cotton, nylon, spandex and velour.

Wearing bottoms which expose skin or undergarments or wearing oversized, draping baggy style pants to create a “sag” look is strictly prohibited.

Fishnet or ripped-up stockings are not permitted.

No head coverings are permitted. This includes but is not limited to caps, hats, hoods, bandanas, wave caps, sweatbands, skull caps, sunglasses, headsets, or any other head covering. Combs, rakes, or picks should not be worn in the hair

Any gang attire, symbols, signs, tattoos, hairstyles, or other evidence of membership in, or affiliation with, recruitment of, or desire to be affiliated with any gang is prohibited.

JEWELRY AND ACCESSORIES

Jewelry or accessories that may be used as weapons are not to be worn to school. This includes but is not limited to jewelry such as spiked rings, spiked bracelets, spiked dog collars, chained wallets, two (2) or three (3) finger rings that are connected, and bulky chains worn around the neck or waist.

Chains and sharp objects such as spikes are not allowed on clothing or book bags.

Students may not wear tinted glasses or sunglasses. Gold teeth or grills of any type are strictly prohibited.

RELIGIOUS/OTHER EXEMPTIONS

Students may be required to wear certain types of clothing while participating in physical education classes, technical education, extracurricular activities, or other situations where special attire may be required to ensure the health or safety of the student. This may be determined by the building principal.

Requests for exemptions from the dress code based upon one's religion or religious beliefs must be made at least seventy-two (72) hours in advance in writing to the Principal. The letter must include an explanation of why the religion/religious belief prevents compliance with the dress code.

Other exceptions will require approval from the Building Principal. Such exception requests must be made in writing at least twenty-four (24) hours in advance and must include a reason/explanation for the request.

GENERAL

All clothing is to be clean and neat.

Attire that is not in compliance with this dress code policy is not permitted. In addition to the clothing items expressly prohibited under this policy, Principals and District Administration have discretion to address any attire/body art that is offensive, degrading, vulgar, contrary to the educational mission of the school, disrupting the learning environment, or infringing upon the rights of others.

Transfer Students

Transfer students must be in compliance with the dress code policy by the first attended day of school.

VIOLATIONS

***TBA by building**

Repercussions for dress code violations will be determined by the building principals. Infractions could result in:

- Notification to parents
- Detentions
- In-school suspensions
- Out-of-school suspensions

EASD Bus Policy

All Logan Elementary students will have the opportunity to be transported to school via bus. Safety is the prime concern of everyone. It is important that you and your child review the bus regulations as prescribed by the Bureau of Traffic Safety and the East Allegheny School District. Students are to ride on the bus assigned to them by ATS, and get on and off the bus at their designated stop. If you would like your child to be a walker, please send a letter to school giving this permission.

Students are not permitted to ride an unassigned school bus on a temporary basis unless an emergency situation exists and the school has granted approval. Students are not permitted to change buses without permission from school office. RIDING THE SCHOOL BUS IS A PRIVILEGE.

LEAVING THE BUS STOP

If the school bus does not arrive at the bus stop on time because of mechanical failure, road or weather conditions, the pupil is expected to wait for the bus at least one-half hour in inclement weather and one hour in fair weather. If the pupil leaves the bus stop, the pupil is to return to his/her home so that he/she can be contacted by the school if need be. Failure to be at home will result in an unexcused absence.

BUS BEHAVIOR

1. Bus riders are to be at their scheduled bus stop five minutes before the bus is due.
2. Bus riders **MUST** follow driver directions the first time given.
3. Bus seats are assigned by the driver and must be occupied until permission is given by the driver or school personnel to make any changes.
4. Bus riders must remain in their seats facing forward while the bus is in motion.
5. Bus riders must use appropriate voices, language and gestures.
6. Bus riders must treat others and their property with kindness and courtesy.
7. Any person willfully damaging or marring a bus will be held responsible for any such actions.
8. Bus behavior infractions carry the same penalties as school infractions (see section on discipline).
9. Students are only permitted to ride their assigned buses home and get off at his/her designated stop. Failure to adhere to these procedures will result in disciplinary action.

BUS OFFENSES

Fighting, throwing objects, arms, head, and hands hanging out the window, moving from seat to seat while the bus is in motion, failure to follow directives of bus personnel, profanity, disrespecting bus personnel, excessive horseplay, bullying, eating or drinking on the bus, loud obnoxious behavior, or any action that poses a threat to the safety of students or bus personnel,

First offense - meeting with the principal and/or detention assigned.

Second offense - 1 day bus suspension

Third offense - 3 days bus suspension; parent conference will be held.

Fourth offense - 5 days bus suspension; parent placed on notice.

After a fifth incident, a parent conference will be held to determine if the child should lose bus privileges for the rest of the year.*

*And any other disciplinary action deemed necessary and appropriate by the principal. The consequences listed on this page are viewed as minimum consequences. Different consequences may be levied in consideration of aggravating circumstances.

**Fighting on the bus and/or at the bus stop is a MAJOR OFFENSE and will be dealt with as per the Discipline Policy.

PLEASE NOTE: Should a student receive a bus suspension, the student is still expected to be in school. It is the responsibility of the parent/guardian to arrange transportation for the student to attend school.

EASD DISCIPLINE POLICY

The proper functioning of any social system requires some regulation of its members. This is no less true of a school system than it is of a society. For a school system to function properly the conduct of student must conform to conditions that are conducive to learning.

The procedures, including rules, by which order is maintained in a school, are referred to as discipline. In general the system of discipline in a school will reflect the system found in a broader society.

Discipline strives to seek proper conduct through learning rather than by arbitrary authority. The student is to be guided in the development of self-control and of a sense of responsibility to other students and the school. Discipline entails the organization and operation of the school in such a way that situations leading to disorder will be largely avoided, and at the same time a maximum amount of opportunity for the development of self-control is provided.

DISCIPLINE CODE

In order for a discipline code to be effective in reducing behavior problems, it must structure misbehaviors into categories from minor to major and provide appropriate disciplinary options for these misbehaviors. Through dissemination of information, students, parents and staff will become aware of which options will be utilized for disciplinary action. With the correlation of misbehaviors with disciplinary options, the school district ensures that its disciplinary procedures are fair, firm, reasonable and consistent. The discipline code represents a continuum of misbehaviors based on the seriousness of the act and the frequency of occurrence. In each level, examples are listed with possible disciplinary options.

The discipline code is applicable on school grounds, in school buildings, on school buses, during school activities, field trips, and excursions and from the time of departure for school until arrival at home.

Any of the foregoing policy consequences as applied to exceptional children shall be subject to compliance with IDEA.

PHILOSOPHY

Logan Elementary School believes it is the responsibility of the school, home and community to provide an atmosphere of purpose and concern for education and the individual. To achieve this goal, Logan Elementary School subscribes to the following rules:

1. Keep your hands and feet to yourself at all times.
2. THERE IS NO SUCH THING AS "JUST PLAYING!"
3. Walk quietly in the halls.
4. Treat others as you want to be treated.
5. Follow the directives of teachers and staff members.

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:

1. Be preventative in nature.
2. Promote self-discipline and personal responsibility.
3. Concern itself with the welfare of the individual and the school community.

4. Promote a positive relationship among students, parents and the school staff.
5. Distinguish between minor and serious infractions as well as between first and repeated infractions.
6. Provide disciplinary responses that are appropriate to the misbehavior.
7. Be enforced by all in a fair, firm, reasonable and consistent manner

A set of rules does not replace the administrator's judgment in the review of discipline incidents. In order for schools to be safe and orderly places of learning, rules must be obeyed. These rules are written to provide direction. However, in daily activities, one basic rule is that good sound judgment must be exercised in light of the conditions of the moment.

Responsibilities of the School Community

Discipline is the responsibility of the entire school community. Members of the school community expect the school environment to be safe, organized and conducive to teaching, learning and living.

It is the responsibility of the students, teachers, parents, administrators and the Board of School Directors to provide and maintain such an environment.

Student Responsibilities

Students attend school to receive a quality education. Therefore, each student should:

1. Know all the rules and regulations for student behavior.
2. Accept responsibilities for his/her actions.
3. Understand that, by law, the teacher functions in place of the parent while the student is in school.
4. Recognize that teacher and principal authority extends beyond the classroom and to all school sponsored activities.
5. Respect and protect school property and the property of others.

Parent Responsibilities

A positive relationship between the home and the school enhances the student's achievement and development. To achieve this relationship parents are expected to:

1. Know all the rules and regulations for student behavior.
2. Be aware of the responsibilities established for their children by school personnel.
3. Teach and provide a model for self-respect, respect for the law, respect for the rules of the school, respect for school personnel and students and respect for public property.
4. Provide a home atmosphere conducive for study.
5. Support prompt and regular school attendance.
6. Contact the teacher before contacting the administration to work out any concerns.

Teacher Responsibilities

Teachers have the largest proportion of contact hours with students than any other school personnel. Teachers' responsibilities extend beyond content matter instruction to the support and enforcement of school rules and regulations. In order to achieve educational goals, teachers must:

1. Know all the rules and regulations for student behavior.
2. Reinforce the discipline code as it relates to the classroom.
3. Enforce all rules in all areas of the school.
4. Contact the parent in regards to positive and negative aspects of a child's academics or behavior.
5. Provide an atmosphere of mutual respect and encourage a positive self-image and sense of self-worth for each student.
6. Serve in place of the parent in matters of discipline in accordance with Pennsylvania School Law.
7. Handle minor student infractions of the discipline code. Report to the principal any student who threatens his own safety or the safety of others or who seriously interferes with the educational process.
8. Develop a cooperative relationship with parents and students.

Principal Responsibilities

Principals assume total responsibility for the orderly operation of the schools. The building principal must:

1. Know all the rules and regulations for student behavior.
2. Provide a climate of mutual respect and assume responsibility for dissemination and enforcement of the discipline code.
3. Be available to teachers, parents and students in order to resolve discipline problems.
4. Provide orientation and in-service programs on student discipline.
5. Hold each student accountable for the academic and behavioral success.

Central Office Administration and School Board of Directors Responsibilities

As the educational leaders and policy makers, the Board of School Directors and the Central Office Administration must:

1. Maintain an atmosphere of openness and mutual respect.
2. Develop, implement and maintain an appropriate discipline code.
3. Provide a safe and secure environment for all members of the school community.

Discipline

For possible disciplinary actions, please refer to the EASD website, and view the on-line policy manual at: <http://www.boarddocs.com/pa/eall/Board.nsf>. In the event that policies are revised during the school year, updates can be found on the website. The consequences listed are recommendations for disciplinary actions. Administration has the right to administer more or less depending on the circumstances.

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 any and all appropriate criminal or civil penalties as well as discipline.

Threat Assessment Team

Threats made to a student or staff member must be reported immediately to a district administrator. The District now uses a Threat Assessment Team made up of the District Psychologist, Counselor, Administration and other staff as appropriate to properly address and investigate threats.

REFERRALS MAY BE MADE DIRECTLY TO THE DISTRICT'S ANONYMOUS TIPLINE BY CALLING 412-223-0394

LOGAN ELEMENTARY HOMEWORK POLICY

Students at Logan Elementary School should expect to be receiving homework assignments in every cognitive, textbook oriented class for which they are registered. The amount of homework done daily or weekly will vary among various courses. However, every teacher in textbook oriented academic courses is expected to provide proper and adequate homework assignments for students.

Homework allows the student to apply concepts learned in class, take responsibility for doing a task on his own and practice study skills. Suggested time allotment may be roughly determined by multiplying the grade the child is in by 10. This indicates the minutes recommended for homework assignments. When a student is absent, it is his/her responsibility to make up all missed work. Parents can request homework through the office with 24 hours' notice for preparation of materials.

Teachers are instructed to use the following guidelines in homework assignments:

1. All assignments should have a definite relevance and purpose to overall objectives and student learning outcomes.
2. Teacher expectations for all assignments should be clearly explained to students regarding format, grade value, relevance to the course, and due dates.
3. All assignments should be checked and returned to students for learning reinforcement.
4. Academic homework assignments should never be assigned as a disciplinary measure.

Obviously, the administration has developed this homework policy upon a theoretical base that supports its need. The rationale for assigning the aforementioned type and amount of homework to students is based upon these principles:

1. Homework can reinforce what was learned in the classroom by providing an opportunity to assimilate, practice, and apply new concepts. It takes time for learning to crystallize in some students. After a new phase of subject is taught, homework can provide practice and a chance for the pupil to solve variations of the problem.
2. Home study allows students to complete unfinished class assignments and make up work missed during absences. One of the prime advantages of homework is to allow the student to make up work missed during absences. This is only true, however, when proper instruction precedes the assignment.

3. Homework can provide a background for classroom activities by allowing students to preview work that is to be taken up in the near future. This goal involves searching for sources of information, formulating questions that will need to be answered and organizing tentative groups (committees) for an all-class attack on a new unit. A preview further permits the teacher to diagnose areas of academic strength and weakness.
4. Home assignments allow teachers to adjust class instruction to individual differences in ability and interest.
5. The material studied in class sometimes needs to be supplemented by projects that cannot be done in class. Homework allows worthwhile projects such as reviewing materials, watching special TV programs or writing themes, reports.

The following four homework advantages serve to enhance and enrich the learning process in general:

1. Home study gives the pupil the experience of working by himself. This experience will help him develop initiative, self-discipline, responsibility and independence.
2. Homework can help the student develop the study skills needed for obtaining knowledge independently. Permanent leisure interests in learning may be developed by homework that calls for a questioning and searching attitude.
3. Many homework assignments enrich the classroom experience by relating what has been learned in school to everyday problem solving situations in the home, the community, and the nation.

****Failure to complete homework can result in discipline as per the minor offense section of the discipline policy.**

EASD Internet Policy

The Board's goal in providing this service to teachers and students is to promote educational excellence in the East Allegheny School District by facilitating resource sharing, innovation, and communication.

The **Internet** is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Students and teachers may have access to:

1. Electronic mail communication with people all over the world
2. Information and news
3. Public domain and shareware of all types.
4. Discussion groups on a plethora of topics ranging from diverse cultures to the environment to music to politics.
5. Access to many university catalogs.

Excerpted from PA Title 18, Crimes and Offenses

Unlawful use of a computer is defined as a person committing an offense if he/she:

1. Accesses, alters, damages, destroys any computer, computer system, computer network, computer software, computer program, or data base or any part thereof, with the intent to interrupt the normal functioning of an organization or to devise or execute any scheme or artifice to defraud or deceive or control property or services by means of false or fraudulent pretenses, representations or promises.

2. Intentionally and without authorization accesses, alters, interferes with the operation of, damages, or destroys any computer, computer system computer network, computer software, computer program or computer data base or any part thereof.
3. Intentionally or knowingly and without authorization gives or publishes a password, identifying code, personal identification number or other confidential information about a computer, computer system, computer network or data base.

Definitions- as used in this section the following words and phrases shall have the meanings given to them in this subsection:

Grading- an offense under subsection 1 is a felony of the third degree. An offense under subsection 2 or 3 is a misdemeanor of the first degree.

Access- To intercept, instruct, communicate with, store data in, retrieve data from or otherwise make use of any resources of a computer, computer system, computer network or data base.

Computer- An electronic, magnetic, optical, hydraulic, organic, or other high speed data processing device or system, which performs logic, arithmetic or memory functions and includes all input, output, processing, storage, software or communication facilities which are connected or related to the device in a system or Network.

Computer Network- The interconnection of two or more computers through the usage of satellite, microwave, line, or other communication medium.

Computer Program- An ordered set of instructions or statements and related data that when automatically executed in actual or modified form in a computer system causes it to perform specified functions.

If a user violates any of these provisions, his/her access will be terminated and future access could be denied. The signature (s) on the Document Review and Authorization Form in regards to Internet Use Policy #815 is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand (s) their significance.

Privileges - The use of the Internet is a privilege, not a right; inappropriate use will result in a cancellation of those privileges. The system administrators and teachers will deem what is inappropriate use. The district may deny, revoke, or suspend specific user access.

Consequences for Inappropriate Use - The network user shall be responsible for damages to the equipment, systems or software resulting from deliberate or willful acts. Disciplinary action will be in accordance with district policy and/or the law.

REPORT CARDS

Every nine (9) weeks students in grades one through sixth will receive a report card informing parents and students of his/her performance in each subject area. The following symbols are used to indicate academic progress in grades K-6:

A 90%-100% = Superior
B 80%-89% = Above Average
C 70%-79% = Average
D 60%-69% = Need for Improvement
F Below 59% = Failing

E = Excellent
S = Satisfactory Progress
N = Needs Improvement

The following criteria should be met to obtain Honor Roll status based on the core academic classes. In addition to be eligible, students cannot receive unsatisfactory marks from the special area subjects or a "C" in any academic course.

<u>High Honor:</u>	Receive a 3.75-4.00
<u>Honor Roll:</u>	Receive a 3.50-3.74

TUTORING

Tutoring programs provide students with extra help in academic subject areas. Tutoring is the approach many teachers and parents take when they see a child struggling with reading, mathematics, or other specific subjects. Students are encouraged to take advantage of after school tutoring. Please contact your child's teacher to discuss tutoring opportunities.

INTERIM REPORTS

Progress reports will be mailed home four times a year. Please review them with your child. Students then have sufficient time to improve their performance before the end of the marking period when a grade is recorded. In addition, teachers will contact parents by phone if a student is experiencing difficulty in specific subject areas. Students should be encouraged to take advantage of after school tutoring.

HOMEBOUND INSTRUCTION

If a student is absent from school for an extended period of time due to illness or injury, a homebound instructor will be assigned to go to the student's home. The *Districts Verification Form* from a physician will be required stating the illness and approximate length of absence from school.

PARENT COMMUNICATIONS

If parents wish to speak with a teacher personally, they are encouraged to call the school office and arrange for the teacher to return the call. A note or e-mail is also a convenient way to communicate with your child's teacher. Teachers are expected to return calls within 24 hours. Teacher contact information is also listed on our website.

**EAST ALLEGHENY PHYSICAL EDUCATION
LOGAN ELEMENTARY SCHOOL POLICIES AND PROCEDURES
GRADES K-6**

Course Description

This class has been designed to educate the student physically, mentally, socially and emotionally through participation in various activities. Students are expected to participate in a variety of sports, fitness activities, cooperative games, and wellness activities. In addition, students are expected to demonstrate their content knowledge through written assignments and written evaluations.

Class Participation

Elementary parents should be aware of their child's gym day. This is extremely important so that your child comes dressed appropriately for activity. Elementary students will report directly to the gym area from their classrooms so they are to wear their gym clothes to school on gym days. Appropriate gym attire is:

- Students may change if necessary, but not required.
- Crew Neck T-shirts (no button Blouses, V Neck, or scoop neck shirts)
- Shorts, sweatpants, wind-pants (as per school policy, shorts/sweatpants must remain at waist, and be of appropriate length as per EASD dress code.)
- Non-skid tennis shoes with full back and laces which must be tied.

Grading

Students can earn a maximum of 5 points per day based on participation, safety, effort, sportsmanship, and behavior. Grades will be determined based on the total points earned divided by the total points possible, i.e. $44/50 = 88\%$. Students earning grades of 90% or better will receive a grade of "E" (Excellent). Students earning grades of 70% -89% will receive a grade of "S" (Satisfactory). Students earning a grade of 69% and below will receive a grade of "N" (Needs Improvement).

Classroom Expectations

Students are expected to:

- Be dressed and ready to participate (For the safety of the students, shoes must be tied not have their laces tucked in. This rule will be enforced)
- Remove necklaces, large earrings, large rings prior to the beginning of class.
- Be in their exercise spot when class begins.
- Respect teachers, peers, self, equipment, and facility
- Listen at appropriate times, i.e. when teachers are talking, peers asking appropriate questions.
- Safely play at all times.
- Have good sportsmanship.
- Put forth an honest effort and try their best.
- Follow all school rules.

ALTERNATIVE BEHAVIOR CLASSROOM

Students are assigned to the Alternative Behavior Classroom (ABC Room) when it is determined the student needs additional supports at school.

Students assigned to the ABC classroom are provided both academic support and behavior modification. The goal of the program is to help students acquire the academic and social skills to be successful in the regular educational classroom. When students demonstrate positive academic and behavior choices, they are returned to the regular education setting. The program continues to monitor and support student achievement.

RETENTION GRADES K-6

As Per School District Policy

CAFETERIA

The cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced meal is offered. Students may bring their lunch. Free meals are offered to all students in the EASD school district.

Students are expected to:

1. Behave in a courteous manner while they are in the lunchroom.
2. Deposit all lunch litter in the wastebaskets.
3. Pick up all their debris.
4. Leave the table and floor around their place in a clean condition for others.
5. Not take any food from the cafeteria area.
- 6.

EARLY DISMISSAL

Children will NOT be excused during the time school is in session except for reasons approved by the principal. If possible, medical and dental appointments should be arranged after school hours. All shopping and social engagements should also be scheduled after school hours. Requests for early dismissal must be made in writing and signed by the parent. Telephone requests are not preferred.

No child will be excused at any time, other than regular dismissal times, without permission from the parent or guardian. When a home emergency arises and a request for a child to leave school is made, the person making the request must be personally identified as the parent /guardian or as one bearing the written request of a parent or guardian. Parents who request such dismissals are to call for the child at the office. **Students may never leave the building without permission.**

If it is necessary for a child to leave school for health reasons, the nurse or school office will make arrangements with the parents or person designated on the Emergency Care Card. Every child must go directly home from school unless accompanied by their parent or guardian. If other arrangements are scheduled, a written request signed by the parent or guardian must be presented at the office prior to dismissal from school.

SCHOOL CLOSINGS AND DELAYS

School closings and delays because of inclement weather will be announced on major radio and television stations. Unscheduled early closings due to equipment failure or weather may also be necessary. Each child should know where to go if an emergency arises and in the event of school being dismissed early and parents are not home. These closings will also be announced on major radio and television stations.

Certain situations, such as a gas leak, water line damage, etc. may necessitate the emergency evacuation of students. Logan Elementary School students will proceed to East Allegheny High School or the East Suburban Seventh Day Adventist Church, Luehm Avenue.

When necessary, the District's mass communication system, ParentLink, will be utilized. ParentLink will send a message recorded by the District to the phone numbers the school has on file for you. Please be sure contact information on record is up to date at all times.

TESTING PROGRAM

State mandated testing is conducted at various grade levels. The results of these tests provide a continuing record of each child's academic progress in comparison with national norms. Teachers use them to diagnose individual strengths and weaknesses and to provide instruction. Children's scores on all tests are reviewed carefully and maintained in the school records as long as the child attends schools in this district. Should the child transfer to another school district, copies of his/her records will be transferred to the new district.

The district's standardized testing program consists of the following tests:

Grades 3 thru 8, 11	PSSA testing in the areas of English Language Arts and Mathematics – Spring
Grades 4, 8, 11	PSSA Science – Spring

HEALTH PROGRAM

ADMINISTERING MEDICATION AT SCHOOL

A copy of the school medication policy is sent home for each student at the beginning of every school year. Parents are advised to retain the policy and accompanying form for possible use throughout the school year. The form, to be completed by parent and physician, should be taken to any doctor's appointment when medication is anticipated. **NO MEDICATION** will be administered at school unless all requirements of the medication policy are met.

REQUIRED IMMUNIZATIONS

As per Allegheny County Health Department Regulations, a complete list can be found on our website www.eawildcats.net under Departments – Health Services.

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	Pediculosis (lice)*	Impetigo Contagiosa	MRSA
Contagious Conjunctivitis (pink eye)		H1N1	

*Exclusion lasts until child is totally free from all nits.

SICKNESS AND INJURY

Students who become ill or injured at school should report immediately to the teacher in charge who will refer the child to the nurse. When children become ill at school, it is the parents' responsibility to provide transportation from school to home.

Emergency care cards are completed by the parents annually. These cards enable the school nurse to see that children receive the best possible aid in the event of an emergency.

ACCIDENT INSURANCE

A limited student insurance policy is offered to each child. This insurance basically covers medical and hospital expenses resulting from accidental injury that might occur during the school hours and on the way to and from school. A twenty-four (24) hour insurance coverage is also available. Both are available at the parents' expense. Parents may request these from the school office.

PARENT-TEACHER ORGANIZATION

The education of a child requires a cooperative effort between the home and school. Each school has a Parent-Teacher Organization. All parents are urged to become active members of this group. The Logan PTO meets the second Tuesday of every month in the Library. It is requested that all parent volunteers refrain from posting pictures on social media while volunteering at the school.

STUDENT VISITORS

Students from other schools are not allowed to visit during the school day unless approved by the administration.

VISITORS

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 carried at all times and are returned when visitors check out. Only the main access door is open from the outside during the day. All doors open from the inside but may not be unlocked from the outside. Periodically, the metal detectors at the entrances will be activated and those entering at that time will be screened.

The security of our students is, mutually, our first concern. However, legitimate visitors are always in our school. We warmly invite you to visit for conferences, PTO activities, class performances, or other such events.

Should you desire to speak personally with a teacher, please schedule an appointment.

TELEPHONE CALLS

Telephone calls to the school requesting that messages from parents be delivered to students should be restricted to emergency situations only. Students may use the office telephone with teacher permission.

FIRE AND EMERGENCY DRILLS

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

CARE OF BOOKS AND MATERIALS

Students are obligated to pay for damaged or lost books at the current replacement cost. The title of the book in question will be sent to the office and the student will be informed of the amount due. A receipt for the debt will be given to the student. Upon presentation of the lost book and student's copy of the receipt, the money will be refunded. Students who do not pay for damaged or lost books will not receive their report cards at the end of the school year.

LOST AND FOUND

Logan Elementary School has a system for handling lost and found articles. We recommend that parents place names on boots, gym shoes, lunch boxes, sweaters, gloves, etc. and envelopes containing letters and money. Unclaimed items are donated to charitable organizations after the last day of school.

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 services 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 provide all services for students with disabilities within the least restrictive environment.

ELEMENTARY SPEECH AND HEARING CORRECTION

The Speech and Hearing Correction Program operates under the guidance of the East Allegheny School District with possible support through the Allegheny Intermediate Unit. Speech therapists screen all kindergarten children, those referred by classroom teachers and children who are newly enrolled in district schools.

The program includes individual and group sessions that focus on the child's particular area of difficulty.

FEDERAL PROGRAMS AVAILABLE

The East Allegheny School District provides educational opportunities for students through the implementation of federally funded Title I Programs. Also through the Title I program is a Parent Resource Room in each building, which contains reference material to help the children with their reading and math skills.

GUIDANCE SERVICES

Our guidance department is actively involved in helping students adjust to middle school life, cope with adolescence, and prepare for the transition into high school. We have numerous programs and services such as:

1. Individual counseling sessions
2. Small group meetings
3. Classroom sessions
4. Career explorations
5. Special interest group activities

Students may be called down to the guidance office via a pass sent to their home room teacher or they can make arrangements to see their guidance counselor by requesting a pass from their homeroom teacher.

FIELD TRIP / EXTRA-CURRICULAR ACTIVITIES

Starting a month prior to a particular field trip or activity, students must demonstrate eligibility which include, but not limited to, the following: proper attendance, appropriate behavior (including the following: no suspensions, discipline referrals, detention, bus, ABC room, bullying), no outstanding classroom assignments (homework and any missed class work) and no outstanding balances (cafeteria money, outstanding library books)

NONDISCRIMINATION POLICY

East Allegheny School District is an equal opportunity educational institution and will not discriminate on the basis of race, color, national origin, sex, handicap or limited English proficiency in its activities, programs or employment practices as required by Title VI, Title IX and Section 504.

For information regarding civil rights or grievance procedures, contact the Title IX Coordinator, Mr. Mark Draskovich at 1150 Jacks Run Road, North Versailles, PA 15137, (412) 824-9700, extension 1000. For information regarding services, activities and facilities that are accessible to handicapped persons, contact the District Compliance Officer, East Allegheny School District, (412) 824-9700, extension 3511.

WHO OWNS LOGAN ELEMENTARY SCHOOL?

YOU DO! Your parents and all taxpayers are legally required to pay taxes that build and maintain the public school system. Everyone pays taxes in one form or another. Therefore, any damage done to this building, equipment, buses, or books must be paid with your own family's money! While you may not engage in this type of behavior, which increases the cost to your parents, neighbors as well as yourself, it is not enough! You must help protect the school by discouraging such activity by others. We should not do anything that would detract from our own reputation or that of our school. Please help us to keep our building clean and safe as an example of our pride in ourselves and our school. Thank you.

