

**LOGE ELEMENTARY SCHOOL
GENERAL INFORMATION 2011-12**

PHILOSOPHY

The Warrick County School Corporation is dedicated to the task of creating an educational environment that provides the individual with continuing life-time opportunities to develop his/her capabilities and to fulfill his/her aspirations.

The Warrick County schools must help and encourage each individual to acquire a positive attitude toward himself/herself, the learning process, and school—so that as a result of his/her educational experiences, he/she is able to achieve optimum personal growth. Our goal is to assure that each individual will acquire to the fullest extent possible, the basic communication, computation, problem solving, and decision making skills based on the continued evaluation of his/her capabilities, aptitudes, and needs.

In order to achieve our mission, the educational system must recognize students' needs and the resulting implications for community support, curriculum, adaptability, and professional staff obligations. The staff at Loge Elementary will strive to help each child attain his/her highest potential. Your active interest and cooperation will make your child's program much more effective.

MISSION STATEMENT

Loge Elementary's students, staff, parents, and community are dedicated to creating a positive, goal-oriented learning environment. We will provide an academic and social curriculum to address the needs of all students. This supportive atmosphere will foster a love of learning that continues into and throughout their adult lives.

GENERAL SCHOOL POLICIES

ARRIVAL: In the **MORNING** all "**BUS STUDENTS**" will be dropped off next to the sidewalk by the gymnasium between 7:30 a.m. and 7:45 a.m. All bus students will be able to enter the building thru the grade 2 (Entrance #2) southwest doors and the gymnasium entrances #3 and # 4. All bus students should report to their respective 'HOLDING AREAS': Kindergarten students in the hallway outside the Kindergarten rooms. Gr. 1 in the hallway outside the faculty lounge. Gr. 2 in the hallway between room #11 and room #14. Grade 3-4 in the hallway by the office. Gr. 5 in the hallway by the computer room. When the bell rings at 7:45 these students should report to their respective homerooms.

In the **MORNING** all "**NON-BUS STUDENTS**" in grades 1-5 should be dropped off via the front west parking lot and the south parking lot between 7:35 a.m. and 7:45 a.m. All non-bus students will be able to enter the building thru entrances #1, #2, #4, before reporting to their respective "Holding Areas": Kindergarten students in the hallway outside the Kindergarten rooms. Gr. 1 in the hallway outside the faculty lounge. Gr. 2 in the hallway between room #11 and room #14. Grade 3-4 in the hallway by the office. Gr. 5 in the hallway by the computer room. When the bell rings at 7:45 these students should report to their respective homerooms

DISMISSAL: In the **AFTERNOON** all "**BUS STUDENTS**" will be dismissed out the gym doors, exits #3 and #4 and the Gr. 2 exit #2 doors at 2:40 p.m. Buses will be parked in their designated areas in the south parking lot. **Cars are not allowed in the south lot from 2:30-2:45 p.m.** Kindergarten students will need to be picked up in the kindergarten classroom at 2:40 p.m. All other non-bus students in Gr. 1-5 will be dismissed at 2:50 p.m. out exits #2, and #4 (south parking lot) and exit #1 (front west parking lot).

BREAKFAST: Serving will begin at 7:30 a.m. and breakfast will end at 8:00 a.m. Students who arrive in cars or walk to school may enter the school through the gym entrance #3, Gr. 2 entrance #2 and front entrance #1 doors if they plan to eat breakfast. Students must stay in their respective holding areas until the 7:30 a.m. breakfast bell rings. Bus students who are eating breakfast will be allowed to get off the bus as soon as it arrives at school. Bus students may also enter the building through the gym entrance #3 and #4 and the Gr. 2 entrance #2.

LUNCH SCHEDULES:

<u>GRADES</u>	<u>LUNCH</u>	<u>RECESS</u>
K-1	10:40 – 11:15	11:15 – 11:40
2-3	11:15 – 11:45	11:45 – 12:15
4-5	11:45 – 12:15	12:15 – 12:30

STUDENTS LEAVING THE SCHOOL GROUNDS:

Students may not leave the school grounds during the school day without the permission of the principal. Students are permitted to go home for lunch. A one-time parent permission slip/note is needed to verify that a student will eat lunch at home under the supervision of his/her parents.

REPORT CARDS: Report cards will be sent home with the pupil every nine weeks period. This report shows the achievement and the progress made in the development of habits and attitudes of your child. The school shares with the home the responsibility for training the child to be a good citizen. The mutual understanding and communication between the home and the school is necessary to assure the developmental growth of your child.

MID-TERM REPORT: A "Mid-term" is issued mid-way between any two report card dates to every student. This report will be sent home with the student.

ROOM PARTIES: The P.T.O. will schedule room parties for the school year. The date and time will be announced in the monthly activity calendar. Students are allowed to bring in treats on their birthday if their parents desire. The treats need to be store-bought and not home-made. Contact the teacher so they can plan the day to include treats.

CHANGE IN RECORDS: Please notify the school **immediately** when there is a change of address, telephone number, change of employment, or a change in the emergency phone number we are to use when we are unable to reach a parent.

VISITORS: Parents of the students and adults are welcome to visit the school in operation. However, all visitors must stop in the office to sign in and receive a visitor badge. Any adults in the building who are **not** wearing a visitor badge will be asked to report to the office immediately.

CONFERENCES: You are invited to confer with your child's teacher periodically to discuss your child's progress and/or problems. **We request that you make an appointment for a conference with a teacher before coming to the school.**

PHONE CALLS: Pupils are permitted to use the office telephone for teacher directed activities and emergencies. Cell phones may be brought into the building for use before and after school hours at designated locations. Cell phones are **not** to be turned on during school hours. Failure to comply will result in the loss of privileges to carry a cell phone into the building.

GUM: Gum chewing **will not be permitted** at school.

RECESS: Grades K-5 have at least one recess period per day. Students are expected to dress warmly when they come to school so that they may go outside during all or part of the recess period. Any deviation from this procedure will receive consideration if:

1. A doctor issues a statement indicating the necessity for a child to remain in the building.
2. A parent sends a note each day stating just cause for the child to remain inside.

Please do not abuse the privilege of staying in at recess. Keep in mind that the teachers have playground supervision and cannot supervise children left in the room at the same time.

LOST CLOTHING: Valuable clothing and articles are lost at Loge Elementary each year and never claimed. Owners could be found easily if items such as coats, sweaters, caps, gym shoes, raincoats, umbrella, etc., were labeled with names. Encourage your child to check with his/her teacher, at the office, and in the "lost and found" cabinet located in the cafeteria. Unclaimed items will be donated to the clothing bank at the end of the first semester and at the end of the school year.

BOOKSTORE SUPPLIES: A variety of school supplies are available at the school bookstore (located just outside the library). Purchases may be made from 7:45-7:57 a.m. only. Members of the Loge Student Council provide this service daily.

BOOK RENTAL: Book rental fees must be paid in full by October 1. Exceptions and payment plans, when necessary, may be worked out with the principal. Applications for textbook assistance are available in the office. If you qualify for textbook assistance, the state will pay a percentage of the book rental due. Applicants are asked to pay the balance. **NOTE:** Art and Agenda book fees are not part of this program and must be paid at the beginning of the school year. If a book is lost, it is the responsibility of the student to pay the replacement cost. Damages to textbooks will also require reimbursement.

NOTICES-ANNOUNCEMENTS: Announcements pertaining to school and community functions are made daily over the intercom at 8:00 a.m. The cafeteria menu and school activities calendar will be sent home monthly. Our school newsletter will be sent home weekly on "Take Home Thursday".

PLAYGROUND EQUIPMENT AND RULES:

Children should play in the grassy area east of the building. Games or activities that involve running should be restricted to the grassy playground area. Games such as tackle football, take-away, slaughter ball, etc., and those games causing children to be knocked to the ground or having clothing torn are prohibited.

1. Children on the "parallel bars" should travel in one direction only. No sitting will be permitted on top of the bars.
2. One person at a time should go down the slides. No one should attempt to walk up the slide, jump off before reaching the end, walk down the steps or climb down the poles.
3. Students should stay clear of the swings while in operation. Standing in the swings is not permitted, nor is jumping out.

The following are strictly prohibited.

1. Fighting, kicking, biting, etc.
2. Throwing of rocks, dirt, sand, etc.
3. Damage or misuse of equipment.

BICYCLES: Students who ride their bicycles to school assume full responsibility for stolen or damaged bicycles and we strongly recommend that each bicycle be registered at your local fire station.

Each student should park his/her bicycle in the rack provided when he/she arrives at school. It will remain in that area until the afternoon dismissal. **All students must dismount and walk his/her bicycle across street intersections and on school property.**

RULES FOR WALKING:

1. Look both ways before crossing the street.
2. Cross only at crosswalk or corners.
3. Obey school-crossing guards.
4. Watch for turning cars.
5. Obey police officers and crossing guards if they are present.
6. Walk – **don't run!**
7. Walk directly across the street – keep to the right in the crosswalk.
8. Always walk on the right side of the sidewalk.
9. Walk on the left side of the street facing approaching traffic if there is no sidewalk.
10. **Do not walk on private property**, such as lawns, etc.

11. Go directly home.
12. Walk with a friend, if possible.
13. Do not talk with strangers.
14. Take nothing from strangers.
15. **Do not ride in an automobile without your parent's permission.**
16. Respect rights of motorists while waiting for them to pass. Stay on the curb, or at a safe distance from the lane of traffic.
17. Check carefully before stepping into the street to cross.
18. Use common courtesy.
19. Never cross or dart into the street from behind a parked car.
20. Be a **GOOD CITIZEN!**

ATHLETICS: If athletics are to be a part of the general educational program of the student, then they must have clear, well-defined objectives. Interscholastic athletics should not have as their primary objectives the entertainment of the community or student body or the raising of funds to support the program or any other phase of the educational process. Too often, these purposes outweigh the worthwhile objectives developed by the administrator and physical educator.

1. Create an interest in athletics.
2. Provide an exposure to all types of athletics.
3. Provide the fun and enjoyment of participating
4. Help to develop constructive attitudes, loyalty, and dedication.
5. Provide a sense of identification and belonging.
6. Provide a feeling of responsibility to your school and yourself.
7. Provide for the recognition of effort and excellence.
8. Bring together classes and classmates who are separated by the school curriculum.
9. Bring together students, parents, teachers, and the general public in the educational process.
10. Create an atmosphere and respect for hard work.
11. Create and foster a desire to excel.
12. Provide a clean, wholesome attitude and atmosphere in which to compete.
13. Provide natural outlets for students desiring to participate on teams, in competition with other teams of similar ability.
14. Assist in the development of school and student morale.
15. Teach and develop good individual, team, school, and community sportsmanship.
16. Develop ideals of self-sacrifice and denial.
17. Provide a situation in which a physically gifted student will have the opportunity to participate with students who have like gifts.
18. Further the development of the health of each student so that he/she will be a contributing member of society.
19. Develop skills that have carry-over value in terms of worthy use of leisure time.

The following athletic activities are available at Loge Elementary:

** Volleyball—Grade 5, girls only, W.C.S.C. scheduled games in Sept. and Oct., student admission, 50c.

**Basketball—Grade 5, boys only, W.C.S.C. scheduled games in Nov. and Dec. student admission, 50c.

**Basketball—Grade 5, girls only, W.C.S.C. scheduled games in Jan. and Feb., student admission, 50c.

**Track—Grade 4, & 5, boys and girls, W.C.S.C. scheduled meets in Apr. and May, no admission charged.

**Intramurals—Grade 4, boys and girls meet during the 1st semester. Grade 5, boys and girls meet during the 2nd semester.

DRINK MACHINE: According to State Law, soft drinks cannot be purchased by students during regular school hours. Soft drinks cannot be taken on the bus.

PETS: Pet and animals can be brought to school only by teacher and parent permission. **The animals should be in safe, protective cages.**

RULES AND REGULATIONS: All students enrolled are expected to comply with the following rules and regulations:

1. Please walk on the right side of the hallways. Never run in the halls.
2. NO running, pushing, and other boisterous conduct is permitted in the school at any time.
3. Do not loiter in the restrooms between classes and/or during lunch period
4. Please do not walk on the gym floor playing area in street shoes.
5. All rules and regulations applicable during school hours also apply to all students attending extra-curricular activities, such as parties, dances, ballgames, etc. Attendance at such events is a privilege—not a right.
6. Fighting on school grounds during school hours, on the way to and from school, or while attending school functions, is strictly prohibited.
7. Willful disobedience by a student, however expressed to any person supervising students, will be considered insolence or insubordination and may result in serious disciplinary action.
8. Any behavior by a student which interferes with the rights of other students to receive an education or which interrupts the educational process is strictly prohibited.
9. Gambling or games of chance of any nature are prohibited.

10. Money and valuables should not be left in the desks or lockers
11. **Biting** is a health hazard that **will not be tolerated.** Disciplinary action, including **suspension**, will result.
12. Hats or caps should not be worn in the building.
13. Honor and respect to the American Flag should be displayed at all times.
14. Any student, who intentionally commits vandalism, obstruction, or destruction of any exit light, fire extinguishers, fire alarms, smoke detectors, or emergency lights, will automatically receive a 1-10 day school suspension, pending further disciplinary action.
15. Classes moving through the halls should respect the classes in session and move as quickly, quietly and orderly as possible.
16. Students must be quiet and orderly in taking turns at the drinking fountains—**no pushing.**
17. No mp3 players, CD players, etc. are permitted in class or at recesses.
18. Students are not to throw rocks, hard baseballs, etc., on the playground.
19. Football is not allowed.
20. Knives are not permitted on school property.
21. The practice of bringing toys, such as dolls, trucks, etc., should be limited to only those special days set by the homeroom teachers. (Show-n-Tell)
22. Students are to use the playground areas designated by the teacher on outside duty.
23. Loge students should treat all student and adult visitors in a warm, courteous, respectable manner.
24. The trading or selling of cards, games, toys, etc. at school is not permitted.
25. Entry into the building and exiting the building daily should be done in a safe, orderly manner.
26. Guns, gangs, drugs, tobacco, and other acts of violence are addressed by State, Federal and W.C.S.C. policies.

STUDENT DISCIPLINE: The following examples of misconduct will not be tolerated at Loge School. Disciplinary action such as suspension, expulsion, and/or referral to court officials, law enforcement officials and Division of Family & Children Services will be taken against the child/family.

1. **Inciting other to violence or disobedience:** By words, acts, or deeds giving encouragement to demonstrations or protests, which disrupt the normal educational process of the school.
2. **Inappropriate Behavior:** Any behavior that is deemed not proper and/or suitable.
3. **Insubordination:** The willful failure to respond or carry out a reasonable request by authorized school personnel.
4. **Obscenity & Profanity:** The act of using obscene or profane language in verbal or written form or in pictures, caricature or obscene gesture on any school property.
5. **Physical Attack:** The act of physically assaulting any person on school property or going to or from school; including any activity under school sponsorship.
6. **Possession Or Using Weapons Or Possession or Using Guns Or Firearms:** The act of possessing, using or threatening to use any weapon or instrument capable of inflicting bodily injury. The act of possessing, using or threatening to use any gun or firearm. Gun Free Schools Act of 1994.
7. **Sexual Harassment:** Engage in sexual harassment of another person, which includes sexually related verbal statements, gestures, or physical contact.
8. **Theft:** The act of taking or acquiring the property of others without their consent.
9. **Threatening Or Intimidating Acts:** The act of verbally or by gesture threatening the well-being, health, or safety of any person on school property or en route to or from school.

GANG-LIKE BEHAVIOR: The following examples of misconduct will constitute grounds for suspension or expulsion of students, as outlined by Warrick County School Corporation policy. These examples are illustrative only, and do not preclude other examples of student misconduct as grounds for suspension or expulsion.

In a continuing effort to provide a safe and orderly environment for our students, and toward the goal of keeping our schools free from the harmful influence of any groups or gangs which advocate and/or provoke dangerous, disruptive, violent, and/or intimidating behavior, the Warrick County School Corporation has implemented the following guidelines:

A gang is any identifiable group of people who:

1. are perceived as a distinct group by the principal,
2. are perceived by the students, parents, and/or staff of the school as interfering with normal school

- activities by participating in dangerous, disruptive, violent, and/or intimidating acts of behavior,
3. are involved in the commission of disruptive, violent, and/or intimidating act of behavior.

Gang-like behavior will not be tolerated in the schools of the Warrick County School Corporation. Disciplinary measures ranging from a warning to expulsion from school shall be taken upon the observance of gang-like behavior, including, but not limited to:

1. **SELF-PROCLAIMED MEMBERSHIP IN A GANG:** Gangs are known for their involvement in illegal drugs, violence, and other criminal activity; therefore, proclaimed membership in a gang is presumed to be disruptive, intimidating, and potentially dangerous.
2. **GRAFFITI, SPECIAL ALPHABETS OR TERMINOLOGY:** Gangs use symbols, graffiti, and street talk to communicate. Students, who create, wear, or otherwise display gang-related terminology or symbols upon any school or personal property or on one's person shall be considered to be proclaiming themselves as a member of a gang.
3. **HAND SIGNS:** Each gang has its own set of hand signs. Students who make gestures that appear to symbolize gang membership shall be considered to be proclaiming themselves as a member of a gang.
4. **EXHIBITING "PACKING" BEHAVIOR:** The conduct of two or more members forming together to forcibly dictate that the responsibility of the individual be spread to the group is known as "PACKING". This practice is deemed to diminish the importance of an individual's responsible judgment and conscience. Disruptive behaviors, such as excessive noise, yelling, whistling, blocking of hallways and doorways are some examples of the result of "PACKING". Groups of students exhibiting "PACKING" behaviors shall be considered to be proclaiming themselves as members of a gang.
5. **GANG RELATED MODE OF DRESS:** Wearing or displaying known gang "colors" or modes of dress by a student shall be considered a proclamation of gang membership.
6. **RECRUITMENT OF GANG MEMBERS:** Gang members are not to be recruited at school during school hours, at any school sponsored activity, and/or while traveling to and from school.
7. **GANG RELATED THREATS/INTIMIDATION:** Students shall not make gang related verbal remarks, stated and/or implied threats, and/or intimidate any other person or persons at school during school hours, at any school sponsored activity, and/or while traveling to and from school.

LAW ENFORCEMENT: All incidents of gang-like behavior shall be reported to local law enforcement authorities.

SECURITY-SAFETY OF STUDENTS AND STAFF:

Because of recent national and local tragedies occurring at public schools, numerous changes in security will be in effect again this year at Loge School.

Although these changes will cause some inconveniences for students, faculty, school patrons, and guests, the overall safety of our students and staff is a priority well worth the cause.

1. The front doors will be open from 7:30 a.m. to 3:30 p.m. daily.
2. All outside doors (except the front doors) will be locked between the hours of 8:00 a.m. to 2:40 p.m. daily.
3. All visitors parking between the hours of 8:05 a.m. and 2:25 p.m. will be at the front of the building. The lower parking lot may be utilized when the majority of the parking spaces in the front and south parking lot areas are full.
4. Visitors to the school, entering the front doors, may park their automobiles parallel to the sidewalk in the white marked lanes. **Do not park in the thru lane.**
5. Faculty and staff parking will be in the west and south side lot.
6. All visitors to the building between the hours of 8:00 a.m. and 2:40 p.m. must **sign in and sign out** in the office. Failure to report could result in future denial of visitation privileges and possible prosecution. All visitors will be issued badges.
7. Various types of badges with names will be issued:
 - a. Visitor badge
 - b. Helping Hands badge
 - c. Substitute teacher badge
 - d. Substitute custodian badge

ADMINISTERING OF MEDICATION: Should it be necessary that your child have medication while at school, these policies are in effect:

- A. No prescription or non-prescription medications will be given to any student at any time unless there is on file at the school the following:
 - a. The student's name
 - b. The type of medication which has been prescribed
 - c. The dosage to be given
 - d. The times during which the medication is to be given
 - e. **All medication in ORIGINAL container****

****IMPORTANT****

B. A parent's authorization form properly executed by the student's parents or guardians.

All prescription and parental authorization forms must be renewed annually. These forms may be obtained from the school office or from the nurse.

This practice seeks to avoid potential harm to students by the improper use of medications. Hopefully, the slight inconvenience caused in utilizing this procedure will be out-weighted by the protection afforded to all students.

ILLNESS AND ACCIDENTS: Parents should notify the school if their child has a chronic illness, such as epilepsy, allergic reaction, physical impairment, etc. This information will be kept confidential.

Minor injuries will be cared for by general first aid at school. If any questions exist as to the severity of the injury, it is the policy to contact the parents (or person designated on the emergency card) and arrange for the student to be taken home for care and observation.

Generally speaking, if a child is running a temperature, the parents will be contacted to arrange transportation home for care. Student's temperature **must** be under 100 degrees for **24 hours** before returning to school.

****If a child is absent from school, the parent is expected to call the school to report the reason for the absence.**

****If a child has an appointment, you are required to bring a slip from the doctor/dentist confirming that appointment.**

PARENT REMINDER: The Loge Elementary School "Parent—Pupil Handbook" contains information unique to the operation and policies of Loge School. To thoroughly understand the operation and policies of the Warrick County School Corporation, all parents are encouraged to also read the "Warrick County School Corporation Elementary School Policy Handbook" section of the Agenda book.