Family Handbook

2019-2020 School Year
**General Information:**
Logan Elementary School  
2685 Traver Road  
Ann Arbor, MI 48105  
734-994-1807

Principal: Will Wright, wrightw@aaps.k12.mi.us  
Office Professional: Christy Landefeld, landefelc@aaps.k12.mi.us  
Teacher Clerk: Anne Lawrence, lawrencca@aaps.k12.mi.us

Office Phone: 734-994-1807  
Office Fax: 734-994-1473  
Child Care Phone: 734-994-1702
Stay connected!

Website: http://www.a2schools.org/logan

@A2_Logan (Logan Elementary)
@A2Schools (Ann Arbor Public Schools)
#A2Logan

@A2LoganElementary (Logan Elementary)
@LoganPTSOAnn Arbor (Logan Elementary PTSO)
@AnnArborPublicSchools (Ann Arbor Public Schools)
#A2Logan
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School Hours

8:53am - First Bell
8:56am - Second Bell, class begins
3:59pm – Dismissal

Early Release Days
1:29 – Dismissal*
*Lunch will be served

Last day of School
11:39 – Dismissal*
No lunch served

2019-2020 School Calendar

| SEPTEMBER | Tuesday 3 | First Day for Students - Full Day of School |
| OCTOBER   | Wednesday 25 | Early Release for Elementary/Middle School/High School |
| NOVEMBER  | Tuesday 5 | No School for Students - Election Day |
|           | Wed-Friday 27-29 | No School for Students & Staff - Thanksgiving Break |
| DECEMBER  | Mon-Friday 23-Jan 3 | No School for Students & Staff - Winter Break |
| JANUARY   | Monday 6 | School Resumes |
|           | Monday 20 | No School for Students & Staff - Martin Luther King Jr. Day |
| FEBRUARY  | Wednesday 12 | Student Count Day |
|           | Tuesday 25 | Early Release for Elementary/Middle School/High School |
| MARCH     | Tuesday 10 | No School for Students & Staff - Election Day |
|           | Mon-Friday 30-Apr 3 | No School for Students & Staff - Spring Break |
| APRIL     | Monday 6 | School Resumes |
|           | Friday 10 | No School for Students & Staff |
| MAY       | Tuesday 5 | No School for Students & Staff - Election Day |
|           | Thursday 7 | Early Release for Middle School/High School - Transition Day |
|           | Wednesday 20 | Early Release for Elementary/Middle School/High School |
|           | Monday 25 | No School for Students & Staff - Memorial Day |
| JUNE      | Friday 12 | End of School Year - Half Day for Students & Staff |
|           | Monday 15 | Each emergency closing day of the 2019-20 school year that reduces the District's attendance days below that required by the state will be made up beginning with this day and each consecutive weekday thereafter. |
Logan PTSO Calendar

Dates are tentative and subject to change. Check the school webpage for most current information.

<table>
<thead>
<tr>
<th>Month</th>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>August</td>
<td>17th 7-8:30 PM</td>
<td>PTSO Meeting - Logan mini theater</td>
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<tr>
<td></td>
<td>21st 10 am</td>
<td>Y5 &amp; K Playdate on the Playground lower el</td>
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<td></td>
<td>27th 11:30 AM</td>
<td>Teachers full day back lunch in Teachers Lounge</td>
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<td></td>
<td>28th 5-7 PM</td>
<td>Beautification - Summer Clean Up Date</td>
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<td></td>
<td>29th 10am-12pm</td>
<td>Packet Stuffing Logan mini theater</td>
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<td></td>
<td>29th 3:45 - 5:30 pm</td>
<td>New Family Orientation (3:45 - 4:30 pm)/ Welcome Back Meet &amp; Greet Popsicles (4:30 - 5:30 pm)</td>
</tr>
<tr>
<td>September</td>
<td>3rd 9AM</td>
<td>First Day of School - Coffee &amp; bagels&amp; first PTSO meet and greet</td>
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<tr>
<td></td>
<td>13-30th</td>
<td>Free Shipping Promotion for Logan Spiritwear orders</td>
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<td></td>
<td>19th</td>
<td>Picture Day</td>
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<tr>
<td></td>
<td>19th 6-7:30 PM</td>
<td>Curriculum Night</td>
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<td></td>
<td>20th 9:15 AM</td>
<td>Brainstormers Takeoff Show</td>
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<td></td>
<td>25th 1:29 pm</td>
<td>Early Release Day AAPS</td>
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<td></td>
<td>27th</td>
<td>Teacher Appreciation Lunch</td>
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<tr>
<td>October</td>
<td>2nd 9AM</td>
<td>Student Count Day &amp; PTSO Meeting - 9 AM Mini Theater</td>
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<tr>
<td></td>
<td>16th</td>
<td>Fall Fun Run Fundraiser</td>
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<td></td>
<td>23rd 1:29 pm</td>
<td>Early Release Day AAPS</td>
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<tr>
<td></td>
<td>Fri 25th 6-8 PM</td>
<td>Fall Social - Beats &amp; Treats</td>
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<tr>
<td></td>
<td>28th &amp; 29th</td>
<td>Science Alive</td>
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<tr>
<td>November</td>
<td>7th 7 PM</td>
<td>PTSO Meeting 7 PM Mini Theater</td>
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<tr>
<td>December</td>
<td>2nd - 6th</td>
<td>Library Book Fair</td>
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<tr>
<td></td>
<td>4th 9 AM</td>
<td>PTSO Meeting - 9 AM Mini Theater</td>
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<td></td>
<td>5th &amp; 6th</td>
<td>Talent Show Auditions</td>
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<tr>
<td>January</td>
<td>8th 9 AM</td>
<td>PTSO Meeting - 9 AM Mini Theater</td>
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<tr>
<td></td>
<td>Fri 31st 6-8 PM</td>
<td>Talent Show</td>
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<tr>
<td>February</td>
<td>6th 7PM</td>
<td>PTSO Meeting - 7 PM Mini Theater</td>
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<td></td>
<td>10th</td>
<td>NAAPID - lunch</td>
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<td></td>
<td>25th</td>
<td>Early Release Day AAPS</td>
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<td></td>
<td>Thurs 27th 6-8 PM</td>
<td>Science Fair</td>
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<tr>
<td>March</td>
<td>2nd-6th</td>
<td>Scholastic Book Fair</td>
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<td></td>
<td>4th 9 AM</td>
<td>PTSO Meeting - 9 AM Mini Theater</td>
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<td></td>
<td>Thurs 5th 6-8 PM</td>
<td>Family Reading &amp; Art Night</td>
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<td></td>
<td>20th</td>
<td>Brainstormers Skywriter Show</td>
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<tr>
<td>April</td>
<td>8th 9 am</td>
<td>PTSO Meeting - 9 AM Mini Theater</td>
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<td></td>
<td>30th or 1st</td>
<td>Heritage Festival</td>
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<tr>
<td>May</td>
<td>4th - 8th</td>
<td>Teacher Appreciation Week</td>
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<td></td>
<td>7th 7 pm</td>
<td>Logan PTSO Meeting - 7 PM Mini Theater</td>
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<td></td>
<td>Fri 29th 6-8 PM</td>
<td>Carnival</td>
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<tr>
<td>June</td>
<td>2nd-4th</td>
<td>Logan Book Drive</td>
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<td></td>
<td>3rd 9AM</td>
<td>PTSO Meeting - 9 AM Mini Theater</td>
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<tr>
<td></td>
<td>5th</td>
<td>Field Day</td>
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**Google Calendar**

You can subscribe to Logan’s Google Calendar. Just search for “Logan Community Calendar. It is available on the school webpage as well.
Attendance

Teachers take attendance each morning and afternoon. If your child will be absent or tardy from school, please call the school office at 734-994-1807 before the start of the school-day. There is voicemail available to record messages when the office is closed or when the office staff is unavailable to answer the phone. If your child arrives after 9:00am, he/she must get a tardy slip from the office before going to class. If your child is absent due to a contagious disease, please inform us so that we may alert other parents in the class to watch for symptoms.

Parents who wish to pick up their child during school hours should notify the school in advance by phone, email, or written notice. Children must be signed out in the office when they are picked up and can be signed back in if they return to school. Students will only be released to those listed in a student’s emergency contacts. Please note that we will not release students to minors. This includes older siblings. Students will be called down to the office only when their parent/guardian arrives in the office and not before in order minimize the amount of instructional time missed.

If you need to contact the office to make a change to your child’s end-of-day plan, please contact the office before 3:00pm. Examples might include changing the plan from riding the bus to going to parent pickup or from going to parent pick up to going to After Care.

Visiting Logan

All building doors will remain locked throughout the day except during the times outlined below. Visitors must be buzzed in at the main entrance. During the school day, visitors must proceed directly to the office to sign in and get a visitor sticker. Parents and guardians who wish to visit a child’s classroom must make prior arrangements with the teacher. In order to ensure the safety of all children, guests who wish to volunteer in the classroom or participate in a field trip must complete a background check in the main office. The forms are available in the office and must be completed at least 72 hours in advance.

Door Locking Schedule

7:00AM - 8:30AM – All outside doors will remain locked
School Aged Childcare staff will be responsible to buzz in childcare parents/guardians and students. Childcare families will ring the buzzer for entry and you will proceed to the childcare room when admitted. Childcare staff will not be responsible to buzz in any non-childcare student or family member. If your student participates in a before school activity, that activity leader will welcome your student at the main door at the start of the activity.

8:30AM – 9:05AM – Outside doors will be open
Logan’s main entrance doors will be open for the beginning of the school day. Staff will be located at these doors while students enter for school.

9:05AM – 3:55PM All outside doors will remain locked
Logan’s main entrance door will be locked for the school day. Logan’s office staff are responsible for allowing entry into the school. Please use the buzzer/camera system to request entry. Please identify yourself and the reason for your visit.
3:55PM - 4:15PM – Outside doors will be open
Logan’s main entrance doors will be open for the end of the school day. Staff will be located at these
doors while students exit the school.

4:15PM - 6:00PM – Outside doors will remain locked
School Aged Childcare staff will be responsible for admitting in parents/guardians who have a student
in the childcare program for pick-up. For other after school activities, that adult who is responsible for
the program will bring your student to the main door when the activity concludes.

Arrival, Departure, and Parking

Logan’s parking lot is very busy at the beginning and end
of the day. In order to ensure everyone’s safety, please
take great caution when driving through the parking lot.
During the 2016-2017 school year, we created the
following video to explain our parking lot procedures:
http://bit.do/loganparkinglot

Arrival

• Students should arrive at school no earlier than
8:45am. Any student who arrives earlier than
8:45am must be accompanied by a parent or
guardian or be registered for childcare.
• Students should wait at the exterior door to their
classroom. When the first bell rings, teachers will
open the doors and allow students to enter.
• If it is raining or cold (zero degrees or below with
wind-chill), students are permitted to wait inside the building. We ask that they wait inside the
doors at the front of the building or in the entrance from the lower elementary playground.
• Students who ride the bus will unload in the driveway on the east side of the building next to
the lower elementary playground. This is a no parking zone.
• Parents who wish wait with their children until the first bell rings must park in one of the
available parking areas. DO NOT park in the driveway or the staff parking lots. If the lot is full,
there are additional spaces available along Traver. Please do not park in the no parking zones.
• Parents who wish to drop their children off should pull all the to way to the end of the driveway
allowing other cars to pull up behind you. DO NOT stop in front of the school.

Dismissal

• Dismissal is the busiest time of day in our parking lot. PLEASE USE EXTREME CAUTION
when driving through the lot. Be patient! Safety is our most important priority.
• Students will be released from their classrooms at the dismissal bell and will exit from the
exterior doors.
• Students who ride the bus will load along the driveway on the east side of the building next to
the lower elementary playground. This is a no parking zone.
• Parents who wish to wait in the car for their children should remain in the right lane when
entering the parking lot driveway. Students will be permitted to load in front of the building in
the designated loading zones. Students should enter their vehicles on the right side of the car.
Cars MUST pull all the way forward to the end of the driveway. This helps prevent traffic from
backing up onto Traver Rd. When exiting the parking lot, all vehicles must turn right.

- Parents who wish to park and walk their child to the car can park in the front parking lot or in a
  legal parking spot along Traver. DO NOT use the back parking lot.
- When crossing the street and driveway, please use the crosswalk.
- Children who walk to school should use the sidewalk on the west side of the building. Anyone
crossing Traver must cross at the crosswalk where there is a crossing guard.

Parking
Parking is available in the parking lot in front of the school and on Traver Rd. At no time should
anyone park in the driveway entering and exiting Logan’s parking lot. The parking lot in the rear of the
building is for staff only and visitors should refrain from parking there. Please reserve handicapped
spaces for those vehicles allowed to legally park there.

Transportation

The Ann Arbor Public Schools provides bus transportation to each student who lives one and a half or
more miles from school. We want the trip to be a safe and enjoyable experience for all students. Bus
routes and schedules are published on the district’s website. Please check the schedule as it may have
changed from last year.

All students living within the Logan attendance area, and
at least 1.5 miles from the school, are assigned a bus stop.
Students living closer should walk or use alternate
transportation. Students are highly encouraged to ride the
bus on the first and every day of the school year. This
helps alleviate traffic congestion and provides for a safe
means of transportation. Please ensure safety by having
an adult at the bus stop with children each morning and afternoon if possible. Students should be
courteous and safe while awaiting the arrival of the bus. They should refrain from throwing things or
playing at the bus stop. Students will enter and exit the building through the designated door that has
been chosen by his/her teacher. Students are to adhere to safe bus practices and appropriate bus
behavior. Expectations are printed clearly on all buses and reinforced at school.

Alternate Bus Plans
When students who ride the bus plan to go somewhere other than their home address after school,
written notification by the parent must be given to the school. The note should be given to the office
staff notifying them what alternate plan your child will follow at the end of the day. This note will be
initialed and given back to the child so that he/she can give it to the bus driver. Without written
notification from parents, bus drivers are instructed to have children board their regular bus and be
dropped off at their regular stop. If this address is a permanent, every-day stop (perhaps a day care),
written notice should be given to the office staff and the transportation department before the school
year begins.
Students who do not regularly ride the bus are permitted to ride home with a friend if arrangements have been made in advance. The guest rider must have a dated note from his/her parent or guardian indicating the name and address of the student that the child will go home with. This note must be initialed in the office prior to the end of the school day. A copy will be kept on file in the office and the original will be given to the bus driver.

**Bus Rules**
The first responsibility of bus drivers is the safe transportation of passengers. If any student’s behavior endangers the safety of others, the driver will issue misconduct reports. These reports can result in bus suspension. The school administrator is responsible for any disciplinary action for misbehavior on the bus and at the bus stop. Riding privileges may be suspended for up to ten days at a time for serious offenses. Expulsion from riding privileges may also occur.

The rules listed below are provided by AAPS and should be followed by all students:
- Observe classroom conduct.
- Be courteous, use no profane language.
- Do not eat or drink on the bus.
- Keep the bus clean.
- Cooperate with the driver.
- Do not smoke.
- Do not damage bus or equipment.
- Stay in your seat.
- Keep head, hands and feet inside bus.
- Do not fight, push or shove.
- Do not tamper with bus equipment.
- Do not bring pets on the bus.
- Do not bring flammable material on the bus.
- The bus driver is authorized to assign seats.
- Have a safe trip.

**Health and Wellness**

*When should my child stay home from school?*
To help reduce the spread of illness and for the health and safety of your children and our staff, please keep your child home from school for the following reasons:
- Fever: Your child should be fever free, without medication, for 24 hours before returning to school.
- Rash: Check with the doctor before sending your child to school with a rash.
- Vomiting: Your child should not have thrown up for 24 hours and be back on his/her regular diet before returning to school. Diarrhea: If your child is having loose stools, he/she needs to stay home to make sure he/she gets enough fluids.
- Doctor Recommendation: If your child has been to see the doctor, check with the doctor as to when the child can return to school. If your child has been prescribed an antibiotic, check to see how long your child needs to be on the antibiotic before returning to school.

**Medication**
Occasionally, children may need to take medication during the school day. In accordance with district policy, no medication of any kind may be given in the school unless a physician prescribes it. This includes prescription medicine and over the counter medicines. The medicine must be in the original container from the pharmacy. Medication must be accompanied by the written, signed instructions from the physician prescribing the medication and must be specific as to the time, method, and dosage to be administered. Please request the proper form from the school office. Written permission from parents must accompany the medication. Instructions on the medication label prepared by a pharmacist, are not sufficient. This policy also applies to all “over the counter” medication, including aspirin, ibuprofen, acetaminophen, cold pills, and medicated lozenges.

Emergency Cards
Emergency cards will be online through each student’s PowerSchool account so that the school has a contact person for your child in the event of illness or an accident. Please assist the school staff in keeping the names and telephone numbers of the contact persons current. Any changes should be immediately reported to the school office i.e., home phone, work, cell phone changes, e-mail addresses.

Illness and Injury
A student who is injured or reports not feeling well at school is monitored in the school office for a short period of time. Minor cuts and scrapes are cleaned and attended to as needed. Parents may be notified at the discretion of the office staff if the condition is mild. Parents are always notified and the child is sent home if (s)he has a temperature of 100 degrees or more or if there is an injury or other condition that prevents the student from a productive return to class. The school nurse is notified and consulted whenever there is a serious injury or apparent medical condition. Students who have been ill must be fever-free — without fever-reducing medication — for 24 hours before returning to school.

Students who have vomited must wait 24 hours from the last episode before returning to school.

Emergency Situations
We have established procedures to follow in the event of an emergency at school. Fire, severe weather, lockdown, and indoor emergency drills are held to ensure that children know what to do in these circumstances. During an emergency situation, all occupants of the building are expected to respond to instructions of the school staff.

School Closings

Families will receive information regarding school closings and cancellations via School Messenger, Ann Arbor Public Schools’ communication system. A recorded message will be sent to your phone and email. School closings and/or cancellations due to severe weather or building problems will be announced on social media platforms like Facebook and Twitter. They will also be announced on television channels 2, 4 or 7 and over radio Stations WEMU (89.1 FM), WTKA (1050 AM), WQKL (107.1 FM), WUOM (91.7 FM), WNRS (1290 AM), and WJR (760 AM) early in the morning. In case of severe weather, please listen to the radio or television rather than calling the school office.
closing information can also be found on the district web page, http://www.a2schools.org. You can also call the School Closing Hotline at 734-994-8684.

Homework Policy

Purpose Statement
Homework at Logan provides children with additional practice of skills learned in school, serves as a tool to build personal responsibility and accountability, helps teachers monitor progress of student learning, and builds awareness of student learning for families. As a school, we also recognize the importance of family time, the rich extracurricular activities in which many children in our community participate, and the importance of unstructured time for children to play and explore. Therefore, we seek to create balance between homework responsibilities and the lives of children and families outside of school.

Homework Guidelines

Literacy
Reading is crucial to children’s academic development and should be part of every family’s home life. It is expected that all students engage in literacy activities every day at home. Children are encouraged to read high-interest books from a range of genres. Families can support their children by reading books and stories to their children, by asking their children to read to a family member, and by ensuring that children have time set aside for reading. Logan serves an international community and families are encouraged to read in their home languages as well as in English.

Grades Y5-2
Teachers in grades Y5-2 work to create homework assignments that fulfill the above purpose statement. These assignments are considered optional and serve to enrich school learning. Students who do not complete the assignments will not be placed at a disadvantage to peers who do complete the work. Teachers will communicate to individual families when they feel a student needs additional support and a personalized plan for that student will be established.

Grades 3-5
Teachers in grades 3-5 will work to create homework assignments that fulfill the above purpose statement. These assignments are required and students are expected to complete them. Assignments will be designed to last no longer than thirty minutes. Anytime homework takes longer, parents should contact the classroom teacher to inform him/her of the difficulties. Students will not be penalized for incomplete work when the time on the task exceeded thirty minutes.

Guidelines for Parents:
The best way for teachers to help children succeed and continue learning is to know what the child can do independently. Therefore, homework should be completed by the student. If your child struggles with an assignment, it is best to communicate this to the teacher so he/she knows additional instruction is needed. Any circumstance that may prevent children from regularly completing homework should be communicated directly to the teacher. Teachers will work with families to accommodate student and family needs and ensure all children can be successful. Logan serves a range of children with varied skills and strengths. Some students require additional accommodations and supports to complete their work and it is important for families to communicate these needs to Logan teachers. Assignments can be accommodated so all children can succeed at Logan.
Breakfast and Lunch Program

A breakfast program is available to any student every morning from 8:33am - 8:53am in the school cafeteria. Payment is made on the day breakfast is purchased or your student’s lunch account may be used. No advance ordering is required. Breakfast typically includes these choices: cold cereal, bagel, cheese stick, muffin, waffle, milk and juice. Students may bring a lunch from home or buy their lunch at school. Menus are sent home each month with your child. Regular or chocolate milk can also be purchased. Parents are encouraged to order and pay for lunches and milk ahead of time in 5, 10 or 20-day increments, but lunches can also be purchased daily. An envelope can be used to send in your payment. Please make sure that your child’s complete name, grade and teacher’s name is written on the envelope. You can also pay online for your child’s lunch. Information about online payment can be found at https://www.a2schools.org/Page/621. All you need is your child’s student identification number that can be obtained by calling the school office or by accessing it online via your student’s Powerschool account. Students are asked to maintain a positive balance in their lunch money account. The cost of the breakfast and lunch programs is published at the beginning of each year.

Your child may have free or reduced lunch and breakfast if your family qualifies for this program. Applications for the free and reduced meal program are included in the packets sent home with students on the first day of school. They are also available in the school office all year long and online. We recommend that you apply in August, but you may apply any time during the school year if your circumstances change. New applications must be submitted each school year. All new students applying for the program must pay the full price until their application is approved (unless they were approved for free or reduced lunches during the previous year at an Ann Arbor Public School).

Nut Restricted Building

Logan Elementary School is a “nut restricted” building, which means that specific areas have been designated as being free of peanuts or foods processed in factories that may contain nuts. Students may bring nuts in their lunches but will be asked to refrain from sitting at Nut Restricted Tables. They may also bring nuts in their snacks unless their classroom has been designed a “No Nut Zone” (see below).

We do have several students with severe allergies and want to make sure these students are provided with a safe and healthy learning environment. We will individualize any child’s allergy care plan depending on the child’s need. This could mean that a specific classroom will be designated a “No Nut Zone” and children with nut allergies will have the opportunity to sit at a “No Nut” table during lunchtime. All special area classrooms and the computer lab are also “No Nut Zones.” Classrooms with students who have nut allergies will be “No Nut” rooms and will have signs posted. Please be advised the school lunch menu will continue to exclude items that contain nut/peanut products.
Logan Snack Policy
Logan has a healthy snack only policy. Students are allowed to bring a snack to school, but we ask families to send healthy snacks. Options include fruit, vegetables, dairy items such as cheese or yogurt, meat options such a rolled piece of lunch meat, or a whole grain snack. Please remind your child not to share/touch their fellow classmates’ snacks.

There may be more restrictions in your child’s classroom based on the specific food allergies that are present in their class. If restricted items are brought into the classroom, your child will be asked to put it back into their backpack for after school and you will be notified. Every attempt will be made to provide them with an allergy safe alternative to ensure that they have a snack.

At the start of each school year, all classrooms avoid serving any foods/snacks with peanuts or nuts (bring fruits/vegetables), during the first 2 weeks of school. This precaution allows time for families to complete their emergency information online and provide more complete information about students with allergies and the severity of those allergies.

Birthday Celebrations
If you would like your child to celebrate his/her birthday at school, we ask that you adhere to the following guidelines:

• Please notify your child’s teacher 1-2 days prior to the day that you would like your celebration. This allows our teachers to plan accordingly.
• If you are sending food, we ask that you only send in fruit, vegetables and/or healthy snacks such as crackers, popcorn, etc. These foods should be brought in ready-to-serve and be easy for children to handle.
• It will also be helpful if all necessary materials are provided (paper plates, napkins, etc.).
• You may also send a small token gift instead of a snack, like pencils, erasers, bookmarks, etc.
• Our Leopards who have birthdays in the summer are encouraged to celebrate their “half-birthday” by making arrangements in the Spring.
• Invitations for outside birthday parties may be brought to school and passed out if ALL students in the classroom are invited.

School Dress
Logan Elementary School students are expected to come to school in clean and comfortable clothing appropriate for the classroom. Please help your child consider the weather when choosing clothes for the day. Layers are often a good choice. Children will have outdoor recess every day unless it is raining or the temperature or wind-chill drops below zero degrees Fahrenheit.

• Hats (unless worn for religious purposes) should be removed during the school day.
• NO WHEELIES are allowed on shoes.
• Please review any sayings on your child’s clothing before sending him/her to school. Those that are disrespectful or contain inappropriate language should not be worn to school.
• Please have your student bring gym shoes or shoes with rubber soles to wear in PE class.
Field Trips

Students at Logan have regular opportunities to attend field trips. Logan uses a blanket permission form for all field trips within Washtenaw County. Parents will receive a permission slip in the beginning of the year that, when signed, grants Logan permission to take their child on all local field trips. Trips outside Washtenaw County will require a separate and specific field trip form. Classroom teachers will always notify families of an upcoming trip well in advance and they will provide information about any specific items (e.g. boots, lunch, etc) that are needed.

We often need additional volunteers to help us chaperone field trips. Classroom teachers will communicate their needs for chaperones with families and recruit an appropriate number of volunteers. If you would like to attend a trip, please communicate with the teacher in advance. Because we often have to plan transportation and purchase tickets in advance, we cannot always accommodate parents who decide at the last minute to join their child for a trip. Although parents might help chaperone a field trip, Ann Arbor Public School buses may not transport younger siblings.

Personal Communication Devices

Possession and/or use of a personal communication device (PCD) by a student while at school is a privilege that may be forfeited by any student who fails to follow these guidelines. PCDs include computers, tablets, e-readers, cell phones, and iPods (and other similar devices). Unless approved by the teacher, PCD devices must be kept in student backpacks during the school day. The school assumes no responsibility for theft, loss, damage to, or misuse or unauthorized use of PCDs brought onto its property. Students and parents are strongly encouraged to take appropriate precautions to make sure the devices are not left unattended or unsecured. Failure to follow these guidelines may result in loss of this privilege, additional disciplinary action, and confiscation of the PCD (to be returned to the parent or guardian only).
Recess

Recess is held outdoors when the weather permits. As a general rule, we feel that if students are well enough to be in school, then they are well enough to go outside for recess. Requests for indoor recess must be accompanied by a physician’s statement. Recess is held inside when temperatures drop below zero degrees Fahrenheit (including wind chill) or when it is raining.

During recess, the children are always supervised by teachers or lunchroom supervisors. The supervisors’ relationship with the children is the same as a teacher’s. The students are expected to be cooperative with and obey the supervisors.

Playground Rules
1. Wear the right clothes for the weather!
2. Be courteous and respect others. Don’t interrupt other children’s games.
3. Only safe play is allowed. That means no throwing snowballs, sticks or stones, no pushing, shoving, fighting, tripping, wrestling, tackling, or pulling on clothes.
4. Be careful on swings and slides. Stay seated!
5. Do not pick up stones or sticks.
6. Throwing snow is not allowed.
7. Stay outdoors for the entire recess period, except for emergencies.
8. Tell the teachers or supervisors if you see an accident or misbehavior.
9. Talk nicely to each other! Bad language, mean teasing and harassing other students are not permitted at any time during school.
10. Please do not bring expensive toys to school. No toys or trading cards are allowed on the playground.
11. Electronic games are not allowed.

Indoor Recess Rules
1. Students must remain within their designated classroom or indoor space.
2. Loud talking, shouting and running are not permitted.
3. Remember to use indoor behavior: move about the classroom slowly and quietly.

District Recess Policy
The Ann Arbor Public Schools is committed to supporting whole child development. Student health and wellbeing is at the core of our mission. Research supports the positive impact of regular free play on peer interactions, focus, engagement, and academic performance. Therefore, all elementary school students will have at least 20 minutes per day of supervised recess, during which moderate to vigorous physical activity will be encouraged. Recess will only be withheld in the event of extreme weather or when student safety is of significant concern. Recess will not be withheld for academic purposes.
District Behavior Policies

The Ann Arbor Public Schools' Discipline Policy is published the *Student’s Rights and Responsibilities* handbook. This booklet is available on the district website and in the School Office. The Ann Arbor Board of Education has declared its commitment to exercise fair and impartial treatment of all students, parents and employees of the Ann Arbor School District.


Application of School Rules

District rules apply to students wherever they are including:

- Any school or on property of the school district.
- At any school-sponsored activity, regardless of its location.
- Traveling directly to and from school.

Conclusion

We hope that the 2018-2019 handbook helps to inform families of basic protocols and procedures. As always, if you have any further questions, please feel free to contact your child’s teacher, the office, or Mr. Wright.
## Frequently Called Numbers

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<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td>Logan Elementary</td>
<td>734-994-1807</td>
</tr>
<tr>
<td>Logan Fax Number</td>
<td>734-994-1473</td>
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<tr>
<td>Logan School Age Childcare</td>
<td>734-994-1702</td>
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<tr>
<td>Durham Transportation</td>
<td>734-994-2330</td>
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<tr>
<td>School Closing Hotline</td>
<td>734-994-8684</td>
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<tr>
<td>Community Education and Recreation</td>
<td>734-994-2300</td>
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