



Family Handbook

2024-2025 School Year



General Information:

Logan Elementary School
2685 Traver Blvd.
Ann Arbor, MI 48105
734-994-1807

Principal: Will Wright, wrightw@aaps.k12.mi.us

Office Professional: Christy Landefeld, landefeldc@aaps.k12.mi.us

Teacher Clerk: Sarah Jenkins, jenkinss@aaps.k12.mi.us

Logan Attendance Email: log_attendance@aaps.k12.mi.us

Office Phone: 734-994-1807

Office Fax: 734-994-1473



Stay connected!

Website:

<http://www.a2schools.org/logan>



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

@A2LoganElementary (Logan Elementary)
@LoganPTSOAnnArbor (Logan Elementary PTSO)
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Contents

School Hours	4
School Calendar	4
Attendance	4
Visiting Logan	5
Arrival, Departure, and Parking	5
Transportation	7
My Stop Bus Arrival App	9
Health and Wellness	10
School Closings	11
Curriculum Diversity Statement	11
Homework Policy	12
Breakfast and Lunch Program	13
Allergy Awareness	13
Logan Snack Policy	13
Birthday Celebrations	14
School Dress	14
Cell Phones/Personal Communication Devices/Watches	14
Recess	15
District Behavior Policies	16
AAPS Securly Tip Line	16
Frequently Called Numbers	17



School Hours

8:42am - First Bell
8:45am - Second Bell, class begins
3:48pm – Dismissal

Early Release Days
1:00pm – Dismissal*
*Lunch will be served

2024-2025 School Calendar

The complete district calendar and bell schedule can be found [here](#).

Google Calendar

You can subscribe to Logan’s Google Calendar. Just search for “Logan Community Calendar” or use [this link](#) to subscribe. It is available on the school webpage as well.

Attendance

Attendance will be taken every day. Teachers take attendance each morning and afternoon. If your child will be absent or tardy from school, please email our attendance address at log_attendance@aaps.k12.mi.us or 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 8:50am, 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 to minimize the amount of instructional time missed. Please refrain from signing your student out after 3:30pm.

If you need to contact the office to make a change to your child’s end-of-day plan, please contact the office before 2:00pm. Examples might include changing the plan from riding the bus to going to parent pickup.

Visiting Logan



All building doors will remain locked throughout the day. Visitors must be buzzed in at the main entrance and must proceed directly to the office to sign in and get a visitor badge. All visitors will be asked to show a photo ID before being issued a visitor badge, and badges must be worn at all times while at Logan. 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.

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. Please watch this video to explain our parking lot procedures:

<http://bit.do/loganparkinglot>

This video shows the traffic flow patterns.

Arrival

- Students should arrive at school no earlier than 8:38am. Any student who arrives earlier than 8:38am must be accompanied by a parent or guardian. Parents can pull up in front of the school, allow their children to exit the car, and proceed out of the parking lot. Parents who wish to drop their children off should pull all the way to the end of the driveway allowing other cars to pull up behind you. **DO NOT** stop in front of the school.
- Parents who wish to walk their walk with their children to their designated entrance can 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 Blvd. Please do not park in the no parking zones or behind the building.
- Students proceed directly to the exterior door to their classroom. Teachers will open the doors and allow students to enter. Parents **WILL NOT** be permitted to enter the classroom.
- 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.



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.
- Dismissal will begin at 3:48pm.

Bus Riders

- 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.
- Bus riders will be dismissed at 3:48pm

Walkers

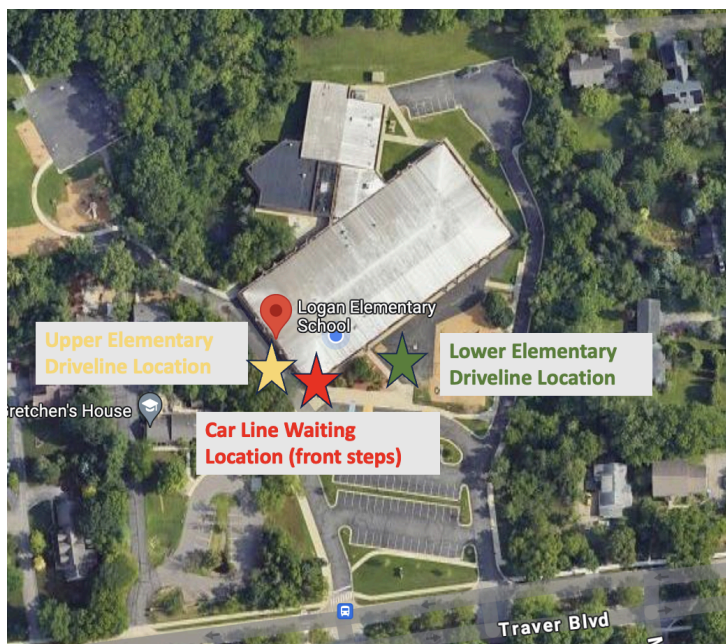
- Children walking home from school must use the sidewalk on the west side of the building.
- Anyone crossing Traver Blvd must cross at the crosswalk where there is a crossing guard.

Parent Pick Up

- Parents should arrive at 3:40pm.
- We will use the [Driveline App](#) to manage dismissal for students being picked up.
- All families will be given a Driveline code. Upon arrival, staff will enter family codes into the system. This will alert the teacher that the child’s parent/guardian has arrived. The teacher will send the child to one of three designated pick up locations (see map below).
- Students will remain in the classroom during the dismissal until their parent arrives at school.
- Parents who wish to wait in the car for their children should remain in the right lane when entering the parking lot driveway. Please have your Driveline code prominently displayed in the window so the staff can alert the teacher of your arrival. Students will load along the sidewalk as you exit the parking lot. Students must 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 Blvd. 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 Blvd. DO NOT use the back parking lot.
- Parents who are walking with their children can proceed to either the “Lowel El Side” or “Upper El Side” locations. Staff will be there to enter your Driveline code and alert the teacher

to your arrival. Teachers will send students to your pick-up location.

- When crossing the street and driveway, please use the crosswalk. Do not walk between cars in the parent pick up line.



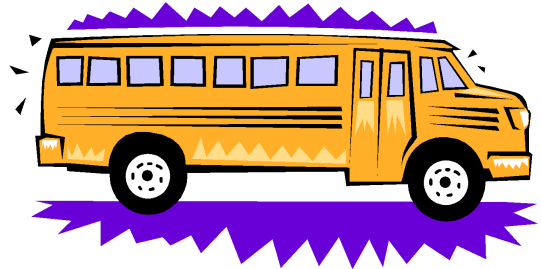
Parking

Parking is available in the parking lot in front of the school and on Traver Blvd. 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 1.5 miles or more 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. Families must register for bus service.

All students living within the Logan attendance area, and at least 1.25 miles from the school, are assigned a bus stop. Students living closer should walk or use alternate 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. Students should refrain from throwing things or playing at the bus stop. Students are to adhere to safe bus practices and appropriate bus behavior. Expectations are printed clearly on all buses and reinforced at school. They are also listed below.



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.

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 the bus or any 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.

My Stop Bus Arrival App

My Stop is a free desktop and mobile app that provides parents access to bus route information such as a child's assigned bus, bus stop location and updates on the estimated time of arrival at the bus stop. My Stop allows parents and students to plan for late or on-time arrival and prevent missed pick-ups. We are aware of a 1–2-minute lag that may occur as the bus route information is being processed and transmitted to the app through the GPS system. We continue to work with My Stop to improve this issue.

Please still have your student at their bus stop 10 minutes before the posted arrival time. Instructions on how to set up My Stop from the app store as well as My Stop FAQs are below.

- [How To Use My Stop](#)
- [My Stop FAQs](#)

MyStop Instruction Translations

[Arabic My Stop Instructions](#)

[Chinese MyStop Instructions](#)

[Japanese MyStop Instructions](#)

[Korean MyStop Instructions](#)

[Spanish MyStop Instructions](#)

If you have any questions, please contact margolis1@aaps.k12.mi.us

Health and Wellness

COVID Safety Protocols

- COVID-19 safety protocols are established by AAPS in conjunction with the Washtenaw County Health Department. These protocols can change over the course of the year. For the most up-to-date guidance, please refer to the Ann Arbor Public Schools homepage.

When should my child stay home from school?

To help reduce the spread of illnesses including COVID-19 and other illnesses, and for the health and safety of your children and our staff, please keep your child home from school for the following reasons:

- Any symptoms related to COVID-19. Please refer to the family screener provided by AAPS.
- 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 Contacts

Emergency contact information 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

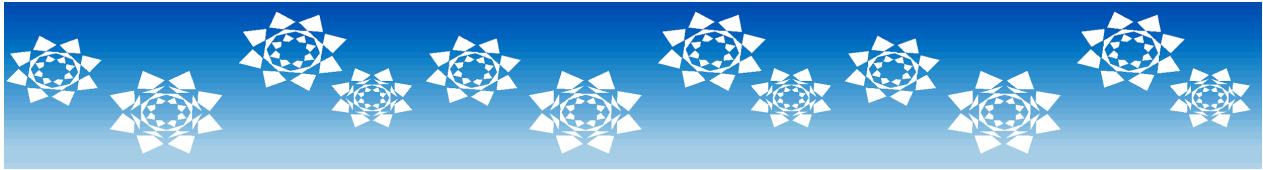
A student who is injured or reports not feeling well at school is monitored in the school office for a short period of time. Minor cuts and scrapes are cleaned and attended to as needed. Parents may be notified at the discretion of the office staff if the condition is mild. Parents are always notified and the child is sent home if (s)he has a fever 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, unless they have been directed to quarantine by a school contact tracer, the Washtenaw County Health Department, or your family physician. 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. School 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.

Curriculum Diversity Statement

Logan is a wonderfully diverse community, composed of students and families from diverse socio-economic backgrounds, cultures, races, religions, sexual orientations, and gender identities. We consider this diversity to be a strength, and we work to create an inclusive community for all. We seek to honor each student as an individual, and we strive to create a learning environment that prepares students for their lives in a multicultural society.

As a school, we implement the [Ann Arbor Public Schools curriculum](#). Within the curriculum, there are many opportunities for teachers to select literature and plan learning experiences for our students. We are committed to creating a learning environment that reflects the diversity of our community and gives students opportunities to learn about people and families who are different from their own. Students will read literature and engage in learning experiences that reflect, affirm, and honor the diversity of this community throughout the school year.

We extend an open invitation to our school community to join us and share your family's rich traditions, culture, and history with us. Your stories and experiences enrich the lives of all of our students, and we welcome them in our classrooms.

We encourage families to engage in discussions with their children about their own values and beliefs at home. We believe that rooting students in their own culture, history, and traditions helps develop pride and confidence in their own identity, and will help them share and engage with our Logan community.



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.

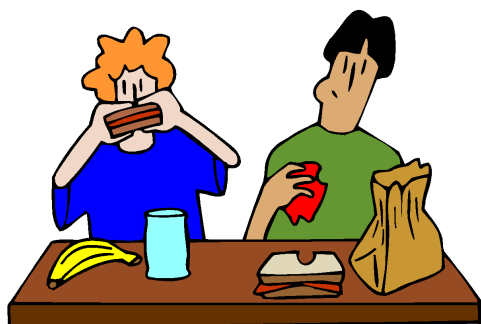
Grades 3-5

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 in the school cafeteria. 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 eat a school lunch. Menus are available [online](#).



For the 2024-2025 school year, lunch and breakfast is free for all students. As part of the Michigan law that provides free lunch to all students, all families, regardless of income, must complete the free and reduced lunch application. These applications are vital to our district's funding, enabling us to secure crucial financial support from state and federal governments. Completing the application takes a few minutes; you only need one per household. The application will be available in opening day packets, at the office, and [online](#).

Allergy Awareness

Logan Elementary School is an allergy aware building. We 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" or free some other allergens. Signs will be posted outside classrooms where there are allergy restrictions and those restrictions will be communicated to all families in that class. Children with allergies will be provided with an allergy safe area to eat lunch and snacks. All special area classrooms are also "No Nut Zones." Please be advised the school lunch menu will continue to exclude items that contain nut/peanut products. Students may bring nuts in their lunches but will be asked to refrain from sitting at Nut Restricted Tables

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 ONLY if ALL students in the classroom are invited. **DO NOT** distribute invitations at school if only a select group of friends will be 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.



- NO WHEELIES are allowed on shoes.
- Please review any sayings and images on your child’s clothing before sending him/her to school. Those that are disrespectful or contain inappropriate language or images should not be worn to school.
- Please have your student bring gym shoes or shoes with rubber soles to wear in PE class.

Cell Phones/Personal Communication Device/Watches

All students are expected to care for their school-issued device. These devices will be transported to and from school. 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 personal computers, personal tablets, e-readers, cell phones, watches, etc. Unless approved by the teacher, cell phones, watches, and 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 cell phones and 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. Parents must direct all communication to students through the office, especially when making changes to dismissal plans. Do not communicate directly to students via text message. Failure to follow these

guidelines may result in loss of this privilege, additional disciplinary action, and confiscation of the cell phone or 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.

<http://www.a2schools.org//site/Default.aspx?PageID=7363>

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.

AAPS Securly Tip Line

AAPS is pleased to offer this anonymous tip line for students, staff and families to address bullying, mental health concerns or the important “See Something, Say Something.” The Securly Tip Line can be downloaded from the AppStore or Google Play and a bookmark will be placed on all student chromebooks.

Students, staff and parents can initiate an anonymous tip outside of the app via:

- 1-833-300STOP
- tipline@securly.com
- securly.com/tip
- QR code

The AAPS Securly Tip Line is another step that we know will assist our students, families and staff to ensure appropriate support and safety in our schools.



Conclusion

We hope that the 2024-2025 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

Logan Elementary	734-994-1807
Logan Fax Number	734-994-1473
Durham Transportation	734-994-2330
School Closing Hotline	734-994-8684
Community Education and Recreation	734-994-2300

