

Logan-Hocking School District

Colleen Hockman, Principal
Chieftain Elementary School
19197 State Route 664 South
Logan, Ohio 43138

Phone: 740-385-7071
Fax: 740-385-6695
Email: chockman@loganhocking.k12.oh.us

"Building on Tradition"



August 11, 2009

Dear Parents and Guardians,

Welcome to Chieftain Elementary and the 2009–2010 school year. As many of you know Mrs. Elder has returned to the district in a teaching position and your new principal is Mrs. Colleen Hockman. The district has employed me for 23 years, 12 of which I have been an administrator. I am confident that I have met many of you in my travels in the district and I am looking forward to being your principal here at Chieftain. The staff and I are enthusiastic about the new year and look forward to working with you so that we may provide your children with the best possible educational experiences.

We will begin the 2009- 2010 school year with several new staff members. Mrs. Marcie Beil and Mrs. Rachel Kallimanis are our new preschool instructors. The paraprofessionals working in the preschool classrooms are Cathy Donaldson and Jaki Voorhees. Mrs. Julie Veach is our new Kindergarten MH teacher, who is joined by Barb Crawford as her paraprofessional. Our new Administrative Assistant has not been named yet, but rest assured there is a smiling face behind the counter in the office. We were pleased to have such highly qualified personnel on our staff and welcome them to our learning community.

The staff and I strongly encourage everyone to attend **Open House**, which will be held on **Monday, August 24th from 4:30 to 6:30**. This is an opportune time to meet teachers and tour the building.

Be sure to obtain your student folder at Open House. If you are not able to attend Open House the folder will be sent home with your child on the first day of school. This folder will serve as your **Parent Handbook**. This folder will be very useful to you throughout the school year to organize school bulletins, letters, calendars, notices, etc.

All of the information and materials you have in this folder are very important. It will be helpful to take the time to read and familiarize yourself with each piece of information. In some cases you will be asked to complete and return certain forms to school. All forms should be completed and returned to school no later than **Friday, August 28th**.

1. **Student Dress Code:** Students are expected to dress in a conservative manner that reflects good grooming habits. The following guidelines are for all elementary students in the district.

...**Shorts** may be worn to school year-round, but no short shorts are permitted.

...**Tops** must cover the shoulders. No tank tops, muscle shirts, halter tops, mesh shirts or exposed midriffs are permitted.

...**Conservative footwear.** Safety must be the prime consideration where footwear is concerned. **I strongly recommend not wearing flip-flop sandals.**

2. **Dismissal:** If your child must be dismissed from school early, please send a note to school indicating the date and time of the early dismissal and who will be picking up your child. You will need to come to the office to sign out your child and we will call the child to the office. **You may not go directly to the classroom to pick up your child.** The office will notify the classroom of your arrival and your child's departure.

3. **At the end of the day,** if a child who normally rides a bus home is being picked up by a parent, **the parent MUST report to and sign the child out in the office.** A note should be sent if your child will not be riding the bus home, indicating the date and who will pick up your child. If a student says someone is picking them up and they do not have a note, they will be sent home on the bus if their ride is not here to pick them up when the buses are leaving. **Please refrain from calling the school at the end of the day to make transportation arrangements.**

1. Parents should come into the school **no earlier than 3:45 p.m.**

2. Parents should sign out children on a daily basis. Please see the principal if this is a problem due to a medical condition.

3. Parents should wait in the library for their children. Please do not wait in the office. It gets too congested and becomes a safety hazard.

4. At **3:50** we will dismiss the children that have been signed out during end of the day announcements. **Children are not to be dismissed until their names have been called over the intercom.**

- 5. Parents may NOT park directly in front of the school. You must park in the parking lot. This procedure will be strictly enforced and is done to provide safety for all students.**

4. **Morning arrival** should not be before **9:05 a.m.** Please help us enforce this for your child's safety. **No child is permitted to enter the building prior to 9:05 a.m. According to the teacher contract, teachers must be duty free from 8:35 to 9:05 a.m. Students arriving to school after 9:30 a.m. Must Report to the Office before going to their classroom.**

5. **Bus Passes** are given when one student rides the bus home with another student. In order for a bus pass to be given, **two notes must be received one from the parent of the child going to another's house, and one from the receiving child's parent.** This is for your child's safety.

6. **Absence:** Parents should **notify the school before 11:00 a.m.**, if your child is absent. Please be certain to follow this procedure and **send a note or doctor's excuse the day they return**. This is outlined in the folder and designed to protect the children in our school.
7. **Medication:** Enclosed in the student folder you will find the forms regarding medication that may be given in school. Please read them carefully. In the event your child needs to take medication in school (prescribed or over-the-counter) one of the enclosed forms must be completed. Medication will be accepted in the **original prescription bottle only**. All medication must be stored in the school office and administered by school personnel. Your cooperation helps us to insure the health and safety of all students.
8. **Emergency Procedure Cards:** Please complete both sides of the Emergency Authorization Card and sign the backside. You will find this information in your student folder. This information is important in case we need to contact you during the school day. Please keep us informed if any of this information changes during the year. Please return the card to school by **Friday, August 28th**.
9. **The Acceptable Use and Internet Safety form and the Student Image/Work Permission form** (green) are safety precautions for the school and for the student concerning Internet policies and procedures. Please review these policies with your child before signing and returning them.
10. **Lunch** prices will be **\$1.75** for the tray lunch, and **\$1.25** for breakfast. Milk and juice will cost **\$.40**. Reduced rates will remain the same as last year \$.30 for breakfast and \$.40 for lunch. Free lunch forms and additional information are enclosed in the student folder. **Students are not allowed to bring pop to school in their lunches**. Students are allowed to bring Gatorade, lemonade, fruit juices, milk, tea or water.
11. **Monthly Calendars and Newsletters** will be sent home with your child at the beginning of each month. Hopefully, these calendars will keep you up-to-date on all the happenings at Chieftain Elementary.

Thank you for your quick response to the important information you will supply to our school with the completion of forms you will find in your student folder.

I look forward to working with you and your child. My door is always open and I welcome your ideas and suggestions. Together we can make school a positive, engaging and exciting part of each child's daily life.

Sincerely,

Colleen Hockman
Principal

