



# Logos Academy Harrisburg

## Family Handbook 2019-2020

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# Logos Academy Harrisburg

## Mission, Vision, Values

### **Mission**

Logos Harrisburg serves Harrisburg as a community school grounded in the love of Christ offering a rich education of mind and soul for students from diverse ethnic and socioeconomic backgrounds.

### **Vision**

Logos Harrisburg shapes students whose self-worth is centered in Christ to become thoughtful communicators, critical thinkers, and lifelong learners who love and serve family, church, community, and world with wisdom, integrity, and wonder to glorify God.

### **Values**

Logos Harrisburg is committed to helping students reach their God-given potential.

#### ● CHRIST CENTERED

We are a faith-based community school where each child is known and loved. Being grounded in the love of Christ frees us to love and serve our community and one another, for we know that God in Christ has loved and accepted us as broken and needy people. Because of this, and because of our class size, we can focus on a tailored instruction for each child.

#### ● CULTURALLY DIVERSE

We value diversity in our students, families, staff, and city. God has brought us together from various cultural, socioeconomic, denominational, and educational backgrounds. Divided, we all become weakened and impoverished. Together, we are empowered and enriched, building bridges of brotherhood through the love of Christ.

#### ● COMMUNITY MINDED

Logos Harrisburg fosters intentional community between our students, families, and staff. We also strive to be a good neighbor to our broader community. Harrisburg has great people, ministries, and businesses committed to the growth and prosperity of our city. We want to be part of that movement!

#### ● CLASSICALLY EDUCATED

We cultivate students to become people of wisdom, grace, and virtue in service to God's Kingdom. With its classical approach, our curriculum recaptures the best elements of education used for centuries. It coincides with the students' developmental stages--building on the foundation of grammar, then focusing on logic, critical thinking, and effective oral and written communication.

# Board of Directors and Administration

## Board of Directors

Brittney Parker

Kelsey Fox, *Chair*

Eliza Carabello, *Secretary*

Ben Lewis

Daniel Bisbee, *Treasurer*

## Staff

Andy Phillips, *Executive Director/Head of School*

Elizabeth Barna, *Principal, Lead Teacher, and Preschool Teacher*

Melissa Hanna, *Student Support Coordinator*

Cindy Kepko, *Business Manager/Administrator*

Jessica Kauffman, *First Grade Teacher*

Becca Wierwille, *Kindergarten Teacher*

Angelina Bartorelli, *Assistant Kindergarten Teacher*

Jason Weeber, *Pre-K Teacher*

Kelli Snader, *Preschool Teacher*

Joy Paulding, *Pre-K and Preschool Assistant Teacher*

Janay Jones, *Staff Support*

# Admissions and Re-enrollment

The staff of Logos Harrisburg is dedicated to the school's mission and philosophy. We maintain an open enrollment policy that does not, and shall not discriminate in the administration of its educational programs, admission policies, or financial aid on the basis of a student's race, color, religion (creed), gender, gender expression, age, national origin (ancestry,) disability, or sexual orientation, in any of its activities or operations.

## Admissions Policies

Admission decisions for families will be based on completion and submission of applications and documents, on payment of fees, and on parent/guardian interviews. Current students and their siblings have priority over prospective students on the waiting list. Students may be denied admission based on academic or behavioral issues. Prospective kindergarten students must be five years old by August 31 of the school year for which they are applying.

## Admissions Procedures

### New Students/Families

- Visit our school. Click here [SIGN UP](#) or call the school office at 717-412-0069 to schedule a tour.
- Fill out the [Application for Admission](#) online.
- A student assessment will be scheduled once the Admissions Application has been completed and reviewed by the Logos Harrisburg staff. This assessment will help us determine the student's best placement in our program.
- Parent interviews are an opportunity for us to get to know you and for your family to learn more about Logos Harrisburg. We will explain the distinctives of our school and outline our desired partnership with your family.
- Application for a scholarship will be filled out in-house. This should happen only after the screening and parent interviews have been completed. You will be asked to provide your most recent IRS Form 1040 and a W2 for all household members to allow us to calculate the scholarship. There is a \$25.00 non-refundable scholarship application fee per family.
- For first grade and kindergarten enrollment, provide a birth certificate (or equivalent proof of age: baptismal certificate, valid passport, or notarized statement from parents/guardians) and immunization records (or a signed letter communicating personal/religious decision not to immunize) before enrollment. Any student missing these records will not be permitted to attend school, which could jeopardize our partnership and ability to keep the student enrolled.
- There is a \$25 enrollment fee. Your signing of the Parent Covenant and the Tuition Agreement will complete the enrollment process. For additional assistance please contact Logos Harrisburg at 717-412-0069. At this time, our online application is not available in Spanish.

## **Returning Students/Families and Siblings**

- Fill out the Application for Admission in-house or online. There is a \$10 re-enrollment fee that will be credited to the first tuition payment. Siblings of currently enrolled students who wish to apply will pay a \$10 enrollment fee.
- Application for a scholarship will be filled out in-house. This should happen only after the screening and parent interview has been completed. You will be asked to include your most recent IRS Form 1040 and a W2 for all household members to allow us to calculate the scholarship. There is a \$25.00 non-refundable scholarship application fee per family.
- For first grade and kindergarten enrollment, provide a birth certificate (or equivalent proof of age: baptismal certificate, valid passport, or notarized statement from parents/guardians) and immunization records (or a signed letter communicating personal/religious decision not to immunize) before enrollment. Any student missing these records will not be permitted to attend school, which could jeopardize our partnership and ability to keep the student enrolled.
- Your signing of the Parent Covenant and the Tuition and Fee Agreement will complete the enrollment process. For additional assistance please contact Logos Harrisburg at 717-412-0069. At this time, our online application is not available in Spanish.

## **Tuition**

Tuition for each family will be calculated before the beginning of each school year. This fee is based on the information received in the scholarship application. The maximum tuition will be assessed if the family chooses not to complete this scholarship application (which includes submission of requested documents.) Tuition may be invoiced in a one-time payment or using a 10-payment schedule.

### **Tuition Procedures**

- A 10-percent discount is granted to all families who pay their entire annual tuition prior to July 31st of the current school year.
- If families fall behind in tuition payments, they should contact the Head of School immediately to explain the situation and work out a plan to bring their account balance up-to-date.
  - When families are 30 days behind in tuition, the school business manager will contact them to remind them that tuition is due.
  - When families are 60 days behind in tuition, they will receive a phone call from the Head of School.
  - When families are 90 days behind in tuition, students will be unable to attend school until a payment is made or an agreement is reached to bring tuition up-to-date. If the agreement is not kept, the partnership will be terminated.

○ If a student is asked to leave Logos Harrisburg due to financial reasons and the previous year's tuition has been paid in full prior to open enrollment, that student may reapply for the next school year during open enrollment.

## **Late Admissions and Withdrawals**

If a student enrolls after the school year has begun, tuition will be prorated according to the actual number of days the student will be enrolled.

When a student withdraws before the end of the school year, the family must submit 30-day written notice to the Head of School. Tuition will be calculated based on days enrolled, including the 30 days after notice is given (whether or not the student attends during that time.) If a 30-day notice is not given, an additional fee of one month's tuition will be added to the tuition balance. If a discount has been granted for early payment, it will be revoked; and tuition will be calculated based on the above policy.

## **Scholarship Policy**

Full tuition per year at Logos Harrisburg for the 2019-2020 school year is \$7,500 for first grade and kindergarten, \$3500 for pre-K, and \$3000 for preschool. The Lord enables Logos Harrisburg to provide substantial scholarship support to our students and families. Scholarships are awarded on a sliding scale based on family income, number of people in the household, and alignment with the federal poverty table. Any family that does not qualify for financial aid may be eligible for additional scholarships and/or multiple student discounts.

Scholarships are made possible due to the generosity of community donors and businesses. We believe that cost should not prohibit a student from receiving an excellent education and experiencing a strong, supportive community. Strong partnerships between the school and family promote the successful formation and education of our students. The school covenants with families to provide an excellent, Christ-centered education in a safe, nurturing environment. Families covenant with the school to support their children's education financially, emotionally, and spiritually. Because student partnerships play a critical role in educational success, scholarships are contingent on active, healthy student participation as evidenced by conduct and academic performance.

Logos Harrisburg faculty and administration are committed to providing support and encouragement tailored to the unique needs of each student. We strive to be sensitive to the moment-by-moment needs of students and to environmental factors, such as home life, health, and financial issues, that may distract and challenge students. We are committed to helping each student succeed.



# Financial Hardship Policy

Logos Harrisburg recognizes that families may periodically encounter financial hardships that interfere with their ability to make regular, monthly tuition payments. Logos Harrisburg makes every effort to keep these circumstances from interfering with a student's enrollment. Parents/guardians who are experiencing emergencies and need additional assistance should immediately complete the Tuition Hardship Assistance Application and submit it to the Head of School. The Head of School will work with the family to develop an alternative payment plan to keep students in school. If an account becomes past due, the school will not allow the student(s) to attend until such a resolution is reached. If no resolution is reached within a maximum of 10 school days, the family-school partnership will be ended.

## Tuition Adjustment

Families who experience a change in household income or are unable to make payments due to extenuating circumstances should contact the Head of School immediately to discuss an adjustment in tuition. Families requesting an adjustment in tuition will be asked to submit documentation of their current financial status.

## Attendance

Regular attendance invites a student to build habits that promote lifelong success. Due to state legislation, Logos Academy records both excused and unexcused absences as well as unlawful absences that lead to truancy for first grade and kindergarten. These categories are defined below.

## Excused Absences

**Daily absences** should be recorded on our website homepage by clicking the light blue "Student Absence Form" button on the lower right hand side of the page. Please complete the form that is linked to this button and press submit.

**Pre-planned absences:** a request form is provided on the Parents page of our school website to submit all future absence requests (i.e. vacations, family events, etc).

**Doctor's notes** should be emailed to [cindy@ncshbg.org](mailto:cindy@ncshbg.org) or turned in to the student's teacher.

The following absences will be recorded as excused:

**Medical:** Medical reasons documented with a parent/guardian or doctor note submitted within 5 days of student return from absence. Up to 10 medical absences are allowable with only parent/guardian notes. Additional medical absences must be accompanied by a doctor's note. (For prolonged medical absences, see section regarding "Extended Absences" below.)

**School policy:** Students sent home sick for vomiting or having a fever of 99.9 degrees or higher are asked not to return to school for a full 24 hours after their last episode.

**Pre-planned Absence:** (up to 10 school days): Logos Academy encourages family time as well as educational/church opportunities. Whenever such an opportunity or event arises, parents are asked to fill out the pre-planned absence request form online (at least ten days in advance when possible). Families are asked not to plan an absence during the last 10 days of the school year. All pre-planned absence requests will be evaluated by the principal on a case-by-case basis, taking into consideration the student's academic/behavioral records, the quality of the experiential learning experience, the nature of the family event, and the requirements of our course schedules and academic assessments. (Some examples of excused pre-planned absences are an educational trip, sports participation, immediate family member's wedding, or church attendance.) Students are allowed a total of 10 excused absences in this category each year.

**Emergencies:** Logos Academy understands that unforeseen events occur. Family emergencies that center around and specifically include the student may be authorized as a lawful absence at the discretion of the principal.

## **Unexcused and Unlawful Absences**

**Unexcused Absences:** Absences that do not qualify for one of the excuses above will be recorded as unexcused. After 10 unexcused absences, a meeting with the principal is required to determine if the student can remain enrolled.

**Unlawful absences:** In addition, some unexcused absences must be recorded as unlawful absences. Unlawful absences include any cases where:

- no parent communication is provided
- students are kept out of school to support the needs of parents/guardians or other family members
- four unexcused tardies have occurred (each tardy is recorded as 0.25 of an unlawful absence)

When a student reaches three unlawful absences, an email/letter will be sent home to families. This letter will explain Pennsylvania truancy laws and consequences. If a student is habitually truant (at six unlawful absences), the parent(s) and student will be required to attend an attendance meeting and a Student Attendance Improvement Plan will be enacted. If there is still no improvement and the student continues to be habitually truant, this must be reported to the Dauphin County Office of Children, Youth, and Families (according to Act 138). The student may also be withdrawn from the school at the principal's discretion.

## Extended Absences

The administration at Logos Academy understands that there may be extreme cases in which a student will be absent for an extended period of time (e.g., severe illness.) Parents/guardians should be aware that Logos Academy is not equipped to serve the educational needs of a student who is unable to attend school for an extended period of time, and families may be required to find other educational options. Should such a situation occur, however, Logos Academy will work with the family on a case-by-case basis to accommodate the situation as best as possible, to minimize the disruption of the educational process.

## Arrival

**Benefits of Timely Arrival:** Students experience numerous benefits from coming to school on time.

**Social interactions with classmates:** Coming to school on time enables the student to interact with his or her classmates before the school day begins.

**Learning flourishes with review:** Completing the morning work at the beginning of the day allows students to review vital math, grammar, writing, and reading skills.

**Circle Time:** Being in attendance for prayer and time of reflection with God allows for a smooth beginning to the day's schedule.

## Tardy Arrival

**Excused:** Any first grade or kindergarten student who enters the front door after 8:35 a.m. with a lawful excuse (such as a doctor's note, a court order, or a late bus) will be marked as having an excused tardy.

**Unexcused:** Any first grade or kindergarten student who enters the school building after 8:35 a.m. without a lawful excuse will have an unexcused tardy recorded. (Four unexcused tardies equals one unlawful absence, and three or more unlawful absences will be treated as truant, as described above under the "Unexcused and Unlawful Absences" section.)

## Early Dismissal

For a student to be dismissed early or to leave school for any portion of the day, the parent/guardian must send an email to the office ([info@ncshbg.org](mailto:info@ncshbg.org)) by the morning of the dismissal authorizing the absence and explaining the lawful excuse (such as medical appointment or court hearing.) If a student attends school for less than three and a half hours on a regular day or two hours on an early dismissal day, they will be counted as absent (and it will not be excused without a valid note.) All dismissal changes for any student must be made prior to 2:30 p.m. (or 10:45 a.m. on early dismissal days) to ensure that proper transportation is arranged.

## **Student Pick-Up**

**Hours:** For first grade and kindergarten, school hours for 2019-2020 are 8:35 a.m. to 3 p.m., Monday through Friday. Students are tardy after 8:35. Students must be picked up no later than 3:00 p.m.

**Late Pick-ups:** There is a 15-minute grace period for emergency situations. Parents/guardians must contact the office if they will be late picking up their child. Repeated late pick-ups will put your partnership with Logos Harrisburg in jeopardy and could affect your student's enrollment.

**Late Fees:** Students who are not picked up by 3:15 p.m. will have a late fee assessed to their tuition invoices according to the schedule below:

- 3:15 p.m. to 3:30 p.m. = \$5.00/student
- 3:30 p.m. to 3:45 p.m. = \$10.00/student
- 3:45 p.m. to 4:00 p.m. = \$15.00/student
- 4:00 p.m. to 4:30 p.m. = \$20.00/student

## **Code of Conduct**

The Code of Conduct flows from a desire to provide a Christ-centered education with gospel-driven and trauma-informed practices that are grounded in the love of Christ. Such an environment promotes loving respect for the authorities God has placed over us and for everyone in our vibrant learning community, freeing us to educate for excellence, offer opportunity, and cultivate hope.

A Christ-centered community promotes respect for others, responsibility for our actions, and the desire to repair that which is broken. It is a community where each individual is expected to live honorably and encourage others to do the same. A Christ-centered community involves more than a commitment to follow a set of rules; it promotes growing together in an honorable lifestyle that pleases God. It is our prayer that this commitment to an honorable lifestyle will far outlive a student's time at Logos Harrisburg.

## **Assessment (First Grade & Kindergarten)**

### **Report Cards**

Report cards are issued four times per school year at the end of each quarter. First Grade and Kindergarten subjects are graded on a O-S-N-U scale and/or through narrative reports. These narrative reports address curricular goals alongside the virtues of diligence, respect, and intellectual curiosity.

### **Standardized Testing**

Logos Harrisburg uses MAP testing (a student assessment tool used nationwide) at the beginning and end

of each year to assess our program and student performance.

## **Homework**

Logos Harrisburg recognizes the value of homework--it supports the family/school partnership and benefits students developmentally and academically. Our kindergarten students will be assigned 10 minutes per night (or 50 minutes per week) of reading aloud (parent reading to the child or child reading to the parent, as he or she is able.) Teachers will provide additional homework later in the school year as students prepare for first grade.

Parents/guardians should communicate with teachers if students are spending consistently under or over these nightly averages. Parents and teachers will then partner in developing an individual strategy that brings the student's average time spent on homework in line with school policy. Teachers and parents should jointly bring specific questions to the Head of School if no resolution has been possible within a reasonable amount of time.

Teachers may assign penalties for missing or late homework, including zero academic credit for late work.

## **Uniform Policy**

We recognize that dress is an aspect of our participation in school life and, like our speech and action, dress involves the intentional pursuit of excellence. A uniform policy reinforces our commitment to our vibrant learning community and provides a visual reminder of our shared vocation as respectful and responsible learners. By highlighting community before individuality, a uniform promotes school unity. The uniform policy fosters self-respect, because it communicates self-awareness and responsibility. By upholding the uniform policy with a spirit of cooperation, students and their families invite the flourishing of peace, service, and justice.

### **General Guidelines**

- All students are expected to be in school uniform at the start of the school day and remain in school uniform throughout the day.
- On half days, students do not need to wear uniforms. Their "dress-down-day" clothing should not be distracting to other students.
- Students should not wear jewelry or big accessories.
- Logos Harrisburg strives to ensure a comfortable temperature in all classrooms but because preferences vary, each student is encouraged to have a sweater. Students will not be permitted to wear jackets inside the building during the school day.
- Students must bring a backpack every day.

## **Kindergarten/First Grade**

### **Uniform tops and bottoms**

- Students may wear short-sleeved or long-sleeved navy polo shirts. In the winter, a solid white long-sleeved shirt may be worn under a polo shirt or under a jumper.
- Khaki-colored shorts and pants are acceptable uniform attire for both boys and girls. Pants must fit the waistline. For girls, khaki-colored capris, skorts, jumpers, and skirts (with shorts underneath) are also acceptable. Shorts, skorts, jumpers, and skirts must be uniform length (longer than fingertips when arms are straight at the sides.) Girls may wear navy or white tights.

## **School Supplies**

A list of school supplies that parents/guardians must provide will be issued by the teacher on or before the first day of school. Students are responsible for the use and care of any materials and resources issued by the school. Families will be required to pay for lost, damaged, or destroyed resources.

## **Protection of Students While at School**

In order to maintain a safe environment, all visitors, including parents and family members, will be required to sign in with school staff. All Logos Harrisburg staff and visitors wear identification badges during school hours. For student early dismissal, parents/guardians will be required to sign students out with school staff. Students will be dismissed only to those persons listed on the Child Pick-Up form. If someone else will be picking up a student, please notify the teacher or school office. Logos Harrisburg may request photo identification from individuals picking up students.

## **Photo and Video Release Policy**

At enrollment, parents/guardians consent to the use of photos and videos of their children in connection with any publicity for Logos Harrisburg. Appeals for exceptions to this policy may be raised by contacting the Head of School. Logos Harrisburg will not use any student names without written approval from a parent/guardian.

## **Emergency Response**

As required by the Commonwealth of Pennsylvania, emergency response drills are held regularly at various times during the school day. Faculty and staff explain the proper procedures to be followed during a drill. A map of the evacuation plan is displayed in every room in the building, and teachers ensure that students fully understand the route and procedures.

# Health/Medical Incidents

A student must remain home for 24 hours after:

- The last occurrence of vomiting or diarrhea
- A fever of 99.9 or higher (24 hours from the time the fever broke and student was without medicine for fever reduction)
- Beginning treatment or antibiotics for any contagious diagnosis (i.e., strep throat, conjunctivitis/“pink eye,” etc.) If, within five days of returning to school, the student does not bring a note from the parent/guardian or medical personnel explaining the medical reason for the absence, the absence will be recorded as unexcused.

Upon receiving a phone call from the school office for any kind of illness or suspicion of illness, parents/guardians must pick up their students immediately.

Please note that Logos Harrisburg does not employ a school nurse.

## Prescription Medicine and Pain Medication in School

All medication is handled on a case-by-case basis as determined by the Head of School:

- Parents/guardians need to request proper paperwork from the Administrative Assistant/Business Manager.
- Parents/guardians must drop off any prescription medicine in person. It can not be sent to the school with a student. The medication must:
  - Be in the original prescription bottle
  - Have Logos Harrisburg paperwork or documentation from the student’s physician that matches the prescription bottle
- Empty prescription bottle(s) must be picked up by a parent/guardian and will be destroyed if not picked up within five school days.
- When medication is received, the Administrative Assistant will count the pills and enter the number into our records.
- Acetaminophen or ibuprofen may be provided to a student only in the school office when parental or guardian permission has been given (either in writing, for specific dates and times, or by phone at the time of need.)
- When medicine is administered to a student, that information will be documented in our School Management System.

## Allergies

All student allergies must be documented in a Food Allergy and Anaphylaxis Emergency Care Plan that is signed by a physician and approved by the Head of School each year. These plans are available here in English and Spanish:

- <https://www.foodallergy.org/faap>

If your child has any allergies that may impact his/her health and safety while at school, please download this form, complete it, have it reviewed and signed by a physician, then bring a copy to the school for review and approval by the Head of School.

## Lice and Bed Bugs

If a suspected louse or bed bug is found on a student or a student's belongings, our staff and faculty will follow these procedures:

- Give a specimen to the Head of School for verification along with a report, giving time of day, grade level, and/or which student(s) it was on or near.
- If it is a confirmed bed bug sighting, an inspection of the classroom in which it was located will be conducted internally the same day as the sighting.
- Appropriate measures will be taken to mitigate the spread of bed bugs or lice based on the sighting and inspection.
- Appropriate communication will be sent home with involved students or classes (as deemed necessary by the Head of School.)

## Food Program

It is the desire of Logos Harrisburg to bring our students to a new understanding of food and their relationship with it. Our meals are provided by the Pennsylvania Food Bank and designed to be healthy and well balanced.

All Logos Harrisburg students are offered free breakfast and lunch each day. Logos Harrisburg is a peanut-free school; no peanut products may be sent to school.

During the day, students may use clear water bottles that contain only water. Packed lunches may not include fast food, soft drinks (including diet drinks), or energy drinks. Packed lunches must include some healthy options.

In-school celebrations that involve food are limited to one per class per month and must include multiple healthy options and no more than one food that does not meet nutrition standards (for example, cupcakes.)



# **Parent/Guardian Involvement**

## **Volunteer Time**

All Logos Harrisburg parents/guardians are asked to demonstrate their commitment to the school by volunteering at the school or for school functions. Specific needs, opportunities, and volunteer requirements will be provided by the school office (for first grade and kindergarten) and by the assistant teacher (for pre-K and preschool) early in the school year.

## **Parent/Guardian Commitments**

Parent(s)/guardian(s) are asked to participate regularly in the life of the school in the following ways:

- Attend open house and special events, such as Thanksgiving dinner and end-of-year party.
- Parent-Teacher Conferences (scheduled directly with teachers at least once per year)
- Home Visits (scheduled by teachers)
- Performing Arts Programs
- Visual Arts Programs

## **Parent/Guardian Conferences**

Parents/guardians are expected to attend conferences that are requested by school personnel. If they are unable to attend for any reason, they should work with the school to reschedule. Parents/guardians are encouraged to schedule a meeting with school personnel when they have a concern relating to their student(s). Parents/guardians are welcome to bring family members to a scheduled meeting/conference. Any non-family member planning to attend a meeting must be approved by school administration (i.e., friends, legal representatives, etc.)

## **Grievance Policy**

If parents/guardians disagree with a decision made by a Logos Harrisburg staff/faculty member or administrator, they must first seek resolution directly with that Logos Harrisburg employee. If they are unable to reach a satisfactory resolution, the parents/guardians should let the staff/faculty person know that they are appealing the matter to the Head of School. The Head of School will schedule a meeting that includes the parent/guardian and the staff/faculty member. If no resolution is reached with the supervisor, parents/guardians may request that the matter be reviewed by the Head of School and finally by the Logos Harrisburg School Board. Both the Head of School and the School Board retain the right to deny a request for review.

# Arrival and Dismissal Procedures

Because safety is a high priority at Logos Harrisburg, the following arrival and dismissal procedures must be carefully followed.

## Parent-Provided Transportation

Parents/guardians are responsible for transportation to and from school and should make sure their students arrive at school and are picked up on time.

## Walkers

Walkers are those students who walk home (with a parent) rather than being picked up in a vehicle. Adults designated to pick up walkers will wait at the bottom of the ramp by the door to the fellowship hall, and students will be brought to you by Logos Harrisburg staff.

## Bus Riders

Students arriving in the Harrisburg School District van will follow the same procedures as

## Arrival Procedures for Car Line

- Enter the Green Street parking lot only from Green Street.
- Wait in your vehicle until you move to the front of the line and an adult is present to assist with dismissing children from the vehicle.
- Exit onto Verbeke Street.

## Dismissal Procedures for Car Line

- After 2:45 p.m., enter from Green Street into the Green Street parking lot in a single line.
- Please remain in your vehicle; your child will be escorted to the vehicle.
- Once all vehicles within the designated area have been loaded, they will be released to leave and the next vehicles will be loaded.
- Driver and passengers should remain in vehicles at all times; staff will escort your child to your vehicle. If you wish to speak to someone in the building, please park your vehicle in the lot; staff may be available after 3:15 p.m.
- Logos Harrisburg is a smoke-free campus; please refrain from smoking on school premises.
- Exit onto Verbeke Street.

## School Closing

Logos Harrisburg closings or delays due to inclement weather or other emergencies will be listed/announced on WGAL, our website, our Facebook page, and via our parent Remind alert. Because

there may be delays and/or closings for many reasons other than the weather, it is a good practice to check the local media every school morning to ensure that school is in session. In making the wisest decision about inclement weather, Logos Harrisburg takes into consideration several factors: the safety of students and families who walk and drive; the decisions of the Harrisburg school district; staff members who live outside of the immediate area; and current and forecasted weather conditions. All staff members and families are encouraged to use their best judgment according to individual circumstances before attempting to travel.

# **Logos Academy Harrisburg Beliefs**

## **Apostles' Creed**

I believe in God, the Father Almighty, the Maker of heaven and earth, and in Jesus Christ, His only Son, our Lord: Who was conceived by the Holy Ghost, born of the virgin Mary, suffered under Pontius Pilate, was crucified, dead, and buried; He descended into hell. The third day He arose again from the dead; He ascended into heaven, and sitteth on the right hand of God the Father Almighty; from thence he shall come to judge the quick and the dead. I believe in the Holy Ghost; the holy catholic church; the communion of saints; the forgiveness of sins; the resurrection of the body; and the life everlasting.

## **Nicene Creed**

I believe in one God, the Father Almighty, Maker of heaven and earth, and of all things visible and invisible. And in one Lord Jesus Christ, the only-begotten Son of God, begotten of the Father before all worlds; God of God, Light of Light, very God of very God; begotten, not made, being of one substance with the Father, by whom all things were made. Who, for us men for our salvation, came down from heaven, and was incarnate by the Holy Spirit of the virgin Mary, and was made man; and was crucified also for us under Pontius Pilate; He suffered and was buried; and the third day He rose again, according to the Scriptures; and ascended into heaven, and sits on the right hand of the Father; and He shall come again, with glory, to judge the quick and the dead; whose kingdom shall have no end. I believe in the Holy Ghost, the Lord and Giver of Life; who proceedeth from the Father and the Son; who with the Father and the Son together is worshipped and glorified; who spake by the prophets. I believe one holy catholic and apostolic Church. I acknowledge one baptism for the remission of sins; and I look for the resurrection of the dead, and the life of the world to come. Amen.

# **Logos Academy Harrisburg Declaration**

We go to Logos Harrisburg, a Christ-centered school. We exalt the name of Jesus. We recognize His presence here. We believe in God the Father, God the Son, and God the Holy Spirit. We believe the Bible to be God's Holy Word, to be complete truth, a guide to our feet. I am created in the image of God, and He loves me beyond my imagination. God calls me to love and serve the Lord Jesus Christ, to listen and obey, to listen and obey the first time, to use words with kindness, to respect God's creation and all authority, to not seek harm against another, to love and encourage others, to serve my community. For I can do all things through Christ who gives me strength.

God could be calling me to be a lawyer, a doctor, a teacher, a preacher, a mother, or a father. Whatever God is calling me to be, He is building my character now. We will display a crown of beauty instead of ashes, the oil of gladness instead of mourning, a garment of praise instead of despair. We will be called Oaks of Righteousness, a planting of the Lord, for the display of His splendor.

# Parent Covenant

I will comply with all policies in the Family Handbook. I understand that my student is being taught in a Christ-centered environment with a faith-based curriculum and daily prayers. I will fully cooperate with the educational program of Logos Academy Harrisburg, supporting the homework, uniform, restorative discipline and Code of Conduct policies (see Family Handbook.)

I understand that my student must maintain an adequate academic and conduct record to keep his/her scholarship from year-to-year. I understand that my student must maintain regular attendance and I agree to comply with the terms outlined in the Attendance Policy.

I will make sure my child arrives daily on time, well-rested, and with the necessary materials. The first day of school will be Monday, August 26. The start time will be 8:25 a.m. Breakfast will be available if desired. Dismissal time is 3 p.m., and students must be picked up at 3 p.m. sharp. I will pick up my child on time every day, unless otherwise specified. Parents/guardians must contact the office if they will be late for dismissal. Repeated late pick-ups will put your partnership with Logos Harrisburg in jeopardy and could affect your student's enrollment.

I will regularly attend meetings and parent functions, including parent/teacher conferences as requested by the teachers or parents.

I will adhere to all financial policies and obligations by due dates (providing the Head of School with a completed Tuition Hardship Assistance Application as needed to consider alternative payment plans.) Past-due tuition accounts may result in a student being unenrolled.

I give permission for my child to participate in all activities or field trips that are within walking distance of the school (field trips that require transportation will have a signed permission slip) and for Logos Harrisburg to use photos and videos of my child for any school publicity (student names are only used with written parent approval and the Head of School can be contacted for exceptions.)

I will provide a birth certificate (or equivalent proof of age, see Family Handbook) and immunization records (or a signed letter communicating personal/religious decision not to immunize) before enrollment. (Students without these records cannot attend school and are at risk of un-enrollment.)

I will resolve any disagreement or dissatisfaction with any Logos Harrisburg employee directly and in accordance with the Grievance Policy: If parents/guardians disagree with a decision made by a Logos Harrisburg staff/faculty member or administrator, they must first seek resolution directly with that Logos Harrisburg employee. If they are unable to reach a satisfactory resolution, the parents/guardians should let the staff/faculty person know that they are appealing the matter to the Head of School. The Head of School will schedule a meeting that includes the parent/guardian and the staff/faculty member. If no resolution is reached with the supervisor, parents/guardians may request that the matter be reviewed by the Logos Harrisburg School Board. Both the Head of School and the School Board retain the right to deny a request for review.

You agree to this Covenant when you enroll/re-enroll online.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

# Tuition Hardship Assistance Application

Logos Harrisburg recognizes that sometimes a family may experience an extenuating circumstance after the commitment to pay tuition has been made. We seek to help by offering tuition hardship assistance to families finding it impossible to make their tuition payment. These hardships may include a death in the immediate family, unexpected loss of employment, serious or sudden illness with extraordinary medical expenses, or special circumstances of a temporary nature. These funds are limited. To be considered for tuition hardship assistance, the parent/guardian must write a signed and dated letter explaining the situation to the Head of School, Andy Phillips. The following information needs to be included in the letter:

- Current date
- Name(s) of student
- Parent's name(s)
- Signature of parent(s)
- Amount of hardship assistance requested
- Reason for request: Please explain as fully as possible the circumstances that make this request necessary. A copy of your latest pay stub, and Federal and State income tax returns may be requested to verify income.

# Medication Administration Consent and Medication Order

All medications must be in original, labeled prescription bottle/container from a pharmacy, and hand-delivered by the parent/guardian to the school. Empty prescription bottles/containers must be picked up by the parent/guardian within five business days.

**Student Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

In accordance with state policy, medication(s) must be given at home before and/or after school. However, non-medical personnel are permitted to administer medications in an emergency situation. If your child can self-administer non-emergency medications, his or her physician must affirm below that the child is capable of self-administration. Prior to receiving the medication at school, each student must have on file with the school office the Medication Administration Consent form (below) signed by the student's parent/guardian and a medication order completed by a licensed prescriber. All medications must be in original, labeled prescription bottles/containers from a pharmacy, and hand-delivered by the parent/ guardian to the school.

## Parent/ Guardian Consent:

I give my permission for my child, \_\_\_\_\_, to receive the following medication ordered by a licensed prescriber during the school day. I understand that the medications will be given by school personnel according to my child's licensed prescriber's instructions.

Parent/guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/guardian name printed: \_\_\_\_\_ Phone: \_\_\_\_\_

## Medication Order to Be Completed by Physician/ Licensed Prescriber:

Patient's name: \_\_\_\_\_ Date: \_\_\_\_\_

Name of medication: \_\_\_\_\_ Route and dosage: \_\_\_\_\_

Time of administration: \_\_\_\_\_ Directions: \_\_\_\_\_

Patient/student can self-administer medication? Yes \_\_\_\_\_ No \_\_\_\_\_

Discontinuation date: \_\_\_\_\_

Allergies or reactions to watch for: \_\_\_\_\_

Licensed prescriber signature: \_\_\_\_\_

Licensed prescriber name printed: \_\_\_\_\_ Phone: \_\_\_\_\_

# Notice of Pre-planned Absence from School

Student's full name: \_\_\_\_\_ Grade: \_\_\_\_\_

Will be absent from school beginning: \_\_\_\_\_ Return date: \_\_\_\_\_

Person(s) directing and/or supervising student during above absence:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Itinerary of trip: \_\_\_\_\_

*Include experiences which could be educational in nature and will, therefore, provide the child with some valuable experiences outside the classroom. (Use back attached additional pages if needed.)*

*I certify all the above information to be true.*

\_\_\_\_\_  
Signature of Parent and/or Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Parent and/or Guardian

FOR SCHOOL USE ONLY

Prior Preplanned Absences \_\_\_\_\_ Date \_\_\_\_\_

TEACHER/STAFF NOTIFICATION: Teacher \_\_\_\_\_

Other \_\_\_\_\_