



Logos Academy Harrisburg Family Handbook 2024-2025

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Logos Academy Harrisburg

Mission, Vision, Values

Mission, Vision, Values

Mission: The mission of Logos Academy Harrisburg is to serve Harrisburg as a community school, grounded in the love of Christ and providing a rich education of mind and soul for students from diverse ethnic and socioeconomic backgrounds.

Vision: We envision a thriving, diverse Christ-centered urban school that cultivates well-educated, virtuous students who have developed a love for learning and service.

Values: Logos Academy Harrisburg is an independent Christ-centered school offering a rich education of mind and soul to the children of Harrisburg, regardless of faith commitment or financial means. We are rooted in the following values:

CHRIST-FOLLOWER

Our team connects with a church community, displays the fruit of the Spirit, and teaches our students that they are known, seen, and loved by God.

COMMITTED

Our team keeps showing up when things get hard, and goes the extra mile to uphold our mission and serve our students well.

COMPASSIONATE

Our team takes a genuine interest in each other and our students, connects before we correct, and sets clear, consistent expectations.

CULTURALLY SENSITIVE

Our team respects the differences among our staff, students, and families; seeks to understand the impact of poverty, and has a trauma-informed mindset.

COLLABORATIVE

Our team takes initiative, understands our impact; and supports, encourages, and holds one another accountable in our professional growth.

Board of Directors

Ben Lewis (President) - *CEO, Tradesman Bldg. Group*

David Butcher (Treasurer) - *President, WCI Partners*

Brian Rosenberg (Secretary) - *CPA, Brown Plus*

Jonathan Hendrickson - *Deputy State Inspector General*

Kelsey Fox - *Senior Grants Team Manager, HOPE International*

Erica Bryce - *Proprietor, City House*

Andrea Danowski - *Sr. Vice-President Mercury Public Affairs*

Vangie Unti - *Dir. of HR, West Shore School District*

Andy Phillips, Ex Officio - *Founding CEO, Logos Academy Harrisburg*

Admissions and Enrollment

The staff of Logos Academy 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.

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 [Admissions Application](#) online. There is a \$25 admissions fee.
- A student assessment will be scheduled once the Admissions Application has been completed and reviewed by the Logos Academy Harrisburg staff. This assessment will help us determine the student's best placement in our program. School records will be requested at this point.
- Parent interviews are an opportunity for us to get to know you and for your family to learn more about Logos Academy Harrisburg. We will explain the distinctives of our school and outline our desired partnership with your family. See "Parent Partnership" section at the end of this document.
- Application for a scholarship will be filled out as part of the enrollment packet in FACTS. 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 K through fifth grade 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.
- Upon enrollment, all families sign a [Continuous Enrollment Agreement](#).

Returning Students/Families

- Students are automatically re-enrolled according to our [Continuous Enrollment Agreement](#).
- You will be asked to fill out a scholarship application and to include your most recent IRS1040 Form and a W2 for all household members to allow us to calculate the scholarship. There is a \$25 non-refundable scholarship application fee per family. This fee will be added to your FACTS financial account.
- For rising kindergarten students from the pre-K class, please 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.

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 a 30-day written notice to the Head of School and the business manager. 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.

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 Aug 1st of the current school year.
- If families fall behind in tuition payments, they should contact the business manager immediately to explain the situation and work out a plan to bring their account balance up-to-date.
 - Tuition is due on the first of every month, August through May. Payments are to be made through the FACTS Family Portal.
 - If families have not addressed the tuition deficit with a payment arrangement by 60 days past due, the business manager will inform them that their student may not return to school until a

payment is made.

- If a student is asked to leave Logos Academy 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.

Scholarship Policy

Full tuition per year at Logos Harrisburg for the 2024-2025 school year is \$9000 for kindergarten through fifth grade. The Lord enables Logos Academy 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 Academy 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 Academy 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 Deferment Application](#) and submit it to the business manager, who 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 business manager 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 Harrisburg records both excused and unexcused absences as well as unlawful absences that lead to truancy for kindergarten through fifth grade. These categories are defined below.

Excused Absences

Absences for any of these reasons are recorded as excused. Students are allowed a total of 10 excused absences without official documents each year. Please indicate the nature of these absences in your communication on our [absent form](#). (Official documents include but are not limited to doctor's notes, court-issued documentation, etc):

- **MEDICAL:** Medical reasons documented with a parent/guardian or doctor's note submitted within five days of student's return from absence. (For prolonged medical absences, see section regarding "Extended Absences" below.) Medical excuses include quarantine, recovery from an accident, and danger to health from serious exposure.
- **SCHOOL HEALTH POLICY:** Students sent home sick with a fever of 99.9 degrees or higher are asked not to return to school for a full 24 hours after the fever breaks without medicine.
- **DEATH IN IMMEDIATE FAMILY**
- **OBSERVANCE OF A RELIGIOUS HOLIDAY**
- **REQUIRED COURT ATTENDANCE**
- **EMERGENCIES:** Logos Academy Harrisburg 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 Executive Team (which includes the Principal and Assistant Head of School). Details about the nature of the emergency should be included in the communication to the school.
- **PRE-PLANNED ABSENCE:** Logos Academy Harrisburg encourages family time as well as educational/church opportunities. Families are given five educational trip days to use during the school year. Whenever such an opportunity or event arises, parents/guardians are required to print and fill out the [educational trip request form](#) (at least ten days in advance). Families are asked not to plan an absence during the first or last 10 days of the school year. If a student misses the final days of the school year without advance arrangements, it may negatively impact their final grades. 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, or 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.)

Unexcused (Unlawful) Absences

Absences that do not qualify for one of the excuses above will be recorded as unexcused/unlawful. These absences include any cases where:

- No parent/guardian written communication is provided
- Students are kept out of school to support the needs of parents/guardians or other family members (i.e. babysitting, doing errands)
- Oversleeping
- Job hunting
- Car troubles, lack of transportation to school, missing the bus
- Four unexcused tardies have occurred (each tardy is recorded as 0.25 of an unlawful absence)

The following communication notices will be sent home via email/mail with regard to unexcused absences:

Doctor's note is required	Sent after the 10th parent excuse note (due to illness or other circumstances). All future absences will be recorded as an unexcused (unlawful) absence unless a doctor's note is provided.
Truancy Warning Letter	Sent after 1st and 2nd unexcused absences, indicating that a student will be truant at 3 unexcused absences.
Truancy Letter	Sent when a student reaches 3 unlawful absences, explaining Pennsylvania truancy laws and consequences and inviting parent(s)/guardian(s) to a Student Attendance Improvement Plan (SAIP) meeting.
Official Notice Letter	This letter states that the 6th unexcused absence, and <u>all</u> thereafter, will be filed with the District Magistrate. The student may also be withdrawn from the school at the discretion of the Executive Team.

Extended Absences

The administration at Logos Academy Harrisburg 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 Harrisburg 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 Harrisburg 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. The arrival window is 7:45 a.m. to 8:05 a.m.

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.

Morning Meeting: 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 elementary student who enters the school after 8:05 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 elementary student who enters the school building after 8:05 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 call or send an email to the office (info@logoshbg.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 10:30 a.m. on early dismissal days) to ensure that proper transportation is arranged. Early dismissal ends at 2:30 p.m.

Student Pick-Up

Hours: School hours for 2024-2025 are 7:45 a.m. to 3:00 p.m for Lower Elementary (K-2nd) and 7:45 a.m. to 3:10 p.m. for Upper Elementary (3rd-5th), Monday through Friday. Students are tardy after 8:05 a.m.. Students must be picked up no later than 3:10 p.m. for Lower Elementary and 3:20 p.m. for Upper Elementary. If a family has a student in both Lower Elementary and Upper Elementary, your pick-up time will be at 3:10 p.m.

Pick-Up Pass: To ensure the safety of our students, each family will be given a set of student pick-up passes based on the number of authorized adults listed on the pick-up form. These cards must be presented to staff at every dismissal, or photo identification will need to be shown.

Early Dismissal Days: Some Wednesdays are designated on the calendar as half days. Upper Elementary students will be dismissed at 11:30 a.m., and Lower Elementary students will be dismissed at 11:40 a.m. A bag lunch will be provided for all students who normally receive school lunch. For other early dismissal days, Harrisburg bussing will only be provided on 8-30-2024, 10-31-2024, 11-22-2024, and 2-13-2025. Parents of Harrisburg bus students must pick up their students on all other early dismissal days. Central Dauphin does not transport students home on early dismissal days.

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. Pickups after 3:15 will require parent/guardian to park and sign out their child at the school office. Repeated late pick-ups will put your partnership with Logos Academy Harrisburg in jeopardy and could affect your student's enrollment.

Late Fees: Students who are not picked up at their designated pick-up time (see Hours section) will have a late fee assessed to their tuition invoices according to the schedule below:

Up to 15 minutes late = \$5.00/student

16-30 minutes late = \$10.00/student

31-45 minutes late = \$15.00/student

46+ minutes late = \$20.00/student

Arrival and Dismissal Procedures

Because safety is a high priority at Logos Academy 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. For dismissal, an authorized adult is required to display a pickup pass on the vehicle's window when picking up their child. If you do not have a pickup pass, you will need to park and proceed to the main entrance located on Verbeke St. A staff member will

assist you there.

Walkers

Walkers are students who walk home with an authorized adult rather than being picked up in a vehicle. For arrival, students should be dropped off by an adult at the main entrance located on Verbeke St. For dismissal, adults designated to pick up walkers will wait at the main entrance and present their pickup pass to Logos Academy Harrisburg staff. Students will be brought to you by staff. If you do not have your pickup pass, you must present photo identification.

Bus Riders

Students arriving in school district vans or buses will be dropped off at and enter through the main school entrance on Verbeke St.

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 area.
- Present student pickup pass on window
- 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.
- Drivers 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 Academy Harrisburg is a smoke-free campus; please refrain from smoking on school premises.
- Exit onto Verbeke Street.

School Closing

Logos Academy Harrisburg closings or delays due to inclement weather or other emergencies will be listed/announced on WGAL, our website, our Facebook page, and via an alert message on FACTS. Because there may be delays and/or closings for many reasons other than the weather, it is a good practice to check FACTS often. In making the wisest decision about inclement weather, Logos Academy 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.

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.

Consequence Flowchart

The consequence flow chart outlines a standard protocol for how staff handle student behavior. The flow chart leads with connection before corrective action is given. More serious consequences such as detention or in-school suspension are paired with activities for restoration and reflection. The flowchart demonstrates when such consequences are given. A copy of the consequence flowchart can be found on the school website under family resources.

Cell Phones

Students are not permitted to use their cell phones for any reason during the school day or in the school building. Phones must be put on silent and placed in backpacks before entering school.

Bus Conduct

Students are expected to uphold school expectations while riding school buses. They are also expected to follow any expectations set by the district and/or driver. Bus drivers report any bus misconduct to the school. In order to help support the districts, we will be adhering to the following:

1st Report conference w/ student	2nd Report conference w/ parent/guardian	3rd Report 1 day bus suspension	4th Report 3 day bus suspension	5th Report 5 day bus suspension	6th Report termination from bus
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Report Cards

Report cards are issued three times per school year at the end of each trimester. Lower elementary subjects are graded on a 1-5 scale and/or through narrative reports. Upper elementary subjects are graded on a 1-5 scale, through narrative reports, and/or with a percentage grade. These narrative reports address curricular goals alongside the virtues of diligence, respect, and intellectual curiosity. See “Academic

Policy” at the end of this document.

Diagnostic Testing

Logos Academy Harrisburg uses i-Ready (an adaptive diagnostic assessment tool used nationwide) three times a year to assess our program and student performance in reading and math. Logos Academy also uses summative assessments within the classroom.

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.
- Logos Academy Harrisburg strives to ensure a comfortable temperature in all classrooms but because preferences vary, each student is encouraged to have a navy or gray hoodless sweater or cardigan. Students will not be permitted to wear jackets or hoodies inside the building during the school day.
- On half-day Wednesdays, students do not need to wear uniforms. Their “dress-down-day” clothing should not be:
 - Distracting to other students
 - Torn or ripped in inappropriate places
 - Tank tops or undershirts
 - Slippers, high heels, or open-toed shoes
 - Offensive slogans or pictures on clothing
 - Shorts or skirts that are shorter than fingertip length
- Students are permitted to wear non-distracting accessories. If the accessories come off of the body at any point of the day, they may be confiscated and returned at the end of the day to avoid distraction.
- Students are not permitted to wear make-up (eyeshadow, mascara, lipstick, blush, etc.).
- Students must bring a backpack and water bottle every day.

Uniform tops and bottoms

- Students may wear short-sleeved or long-sleeved navy, gray, or white polo shirts. In the winter, a solid white long-sleeved turtleneck or white long sleeved T-shirt may be worn under a polo shirt or jumper.

- Khaki or navy-colored shorts and pants are acceptable uniform attire for both boys and girls. Pants must fit the waistline and be torn/rip free. Please include a belt if needed.
- For girls, khaki or navy-colored skorts, jumpers, and skirts are also acceptable. Shorts, skorts, jumpers, and skirts must be uniform length (longer than fingertips when arms are straight at the sides.)
- Girls are to wear white, gray, or navy tights/leggings **under** their jumpers, skirts, or skorts during fall and winter months.
- In cooler weather, students may wear a navy or gray cardigan or v-neck sweater with a navy or gray polo shirt worn underneath. Sweatshirts should be **plain** navy or gray crew-neck sweatshirts with no hood.
- All students should wear sneakers and/or close toed rubber soled shoes to maintain student safety during daily recess and P. E. days.
- Shoes with shoe strings must be tied at all times or have a velcro closing for safety reasons. If students are unable to tie their shoes, velcro is highly recommended.

This uniform policy is subject to change.

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 Academy 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 Pick-Up form. If someone else will be picking up a student, please notify the school office by 2:30 p.m.. Logos Academy Harrisburg may request photo identification from individuals picking up students.

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.

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 Academy Harrisburg. Appeals for exceptions to this policy may be raised by contacting the Head of School. Logos Academy Harrisburg will not use any student names without written approval from a parent/guardian.

Health/Medical Incidents

A student must remain home for 24 hours after:

- 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.

Students may throw up at school for a variety of reasons. If a student does get sick at school, parents/guardians will be informed via phone call. As long as the student isn't otherwise visibly sick or doesn't have a fever, early pick-up and remaining home the following day will be left to the discretion of the parent/guardian.

Please note that Logos Academy 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 may download the [Medication Administration Consent Form](#) or request a copy from info@logoshbg.org.
- 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 Academy 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 Assistant Head of School/Student and Family Support will count the pills and enter the number into our records.
- Acetaminophen or ibuprofen may be provided to a student only if the parent/guardian is able to administer the medication themselves.
- 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 lice 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 Academy Harrisburg to bring our students to a new understanding of food and their relationship with it. Our meals are provided via Harrisburg School District through the National School Lunch Program. The meals are designed to be healthy and well balanced. The NSLP is a federally assisted meal program that operates in public and nonprofit private schools. It provides nutritionally balanced, low-cost or free breakfasts/lunches to children each school day. Family contributions for the low-cost meals are calculated based on family income and must be paid in advance monthly, regardless of whether the meals are consumed or not. Logos Harrisburg is a nut-free school; no peanut or other nut products may be sent to school. Please note: breakfast ends at 8:00 a.m.

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. Students should not bring food to share with other students. Candy, chips, and desserts should be limited. Packed lunches must include healthy options. Bringing outside food for breakfast or delivering fast food for lunch is prohibited.

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

Parent/Guardian Commitments

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

- Attend open houses and special events, such as our Logos Family Thanksgiving, Christmas Program, Dinner and Showcase, and graduation/award ceremonies.
- Back-to-School Night
- Parent-Teacher Conferences (scheduled directly with teachers twice per year)

Parent/Guardian Conferences

Parents/guardians are expected to attend in-person 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 Academy Harrisburg staff/faculty member or administrator, they must first seek resolution directly with that Logos Academy 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 Academy Harrisburg School Board. Both the Head of School and the School Board retain the right to deny a request for review.

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 worshiped 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.

CONTINUOUS ENROLLMENT AGREEMENT

Academic Partnership Terms:

I agree that the term of my student's continuous enrollment begins with this signed agreement and thereafter continues through completion of grade 5 or until Logos Academy Harrisburg (LAH) finds it necessary to withdraw my student in the event of me failing to abide by the terms laid out in this agreement. I will complete a new Scholarship Application and submit last year's 1040 tax form each year by March 15.

I will notify LAH during the "OPT-OUT" period of Feb. 1 to March 31 if my student is not returning for the upcoming school year. If I disenroll my student(s) outside of the OPT-OUT period, I will be contractually obligated to pay one month of tuition as a penalty. LAH recognizes that family plans change. Families disenrolling after the OPT-OUT deadline will be exempt from the one-month tuition penalty under these unique circumstances: moving/relocation 25+ miles away from LAH; educational needs for the student that can no longer be met at LAH (as determined by the Leadership Team; un-enrollment at the request of LAH; other circumstances as approved by the Leadership Team

I accept the school's mission and beliefs, and understand that my student is being taught in a Christ-centered environment with a faith-based curriculum, daily prayers, and weekly chapel service.

I will fully cooperate with the education program of LAH, supporting the academic expectations, attendance guidelines, uniform code, COPPA online policies, restorative discipline, and Code of Conduct policies found in the Family Handbook.

I understand that my student must maintain an adequate academic and conduct record to continue his/her enrollment at LAH. I understand that, as a parent/guardian, I am responsible for the behavior and actions of my student.

I will work with my student's teacher(s) to schedule necessary meetings and will notify teachers if there are circumstances that could potentially affect his/her attitude and/or behavior at school.

I will regularly attend parent/guardian conferences, meetings, and functions when offered.

I will send my student on time, well-rested, and with the necessary materials. I will abide by state attendance laws.

I will respond to daily/weekly communications (via email and in the yellow folder) and will access FACTS, as needed.

I agree to keep my contact information, including address, phone number, and emergency contacts updated by updating my FACTS family portal twice a year, Spring and Fall.

I give permission for my student to participate in all activities or field trips that are within walking distance of the school. (Field trips that require transportation will have a separate permission slip.)

I give permission for photos or videos containing images of my student to be used by LAH for media release.

Financial Partnership Terms:

I agree to complete my scholarship application and provide the requested tax or income information each year by the due date.

I agree to the financial policies set forth in my FACTS payment plan.

I agree to meeting all of my financial obligations promptly, either by paying in full (with a 10% discount) by Aug 1 each year or by paying monthly on the 1st of each month, August through May.

I will notify LAH if/when my financial situation prevents me from making my tuition payments on time. Three missed payments will result in my student's exclusion from school and possible withdrawal by LAH.

My signature signifies my understanding of and agreement to the terms of this Continuous Enrollment Agreement with LAH. I understand that not honoring this agreement causes a tear in my partnership with LAH and may result in the withdrawal of my student.

Signature: _____ Date: _____

Parent Partnership Agreement

The following Parent Partnership Agreement (“Agreement”) between Logos Academy Harrisburg and its families outlines the expectations and definition of “respect” for both parties. This Agreement shall remain in effect for the duration of the academic year, unless terminated earlier by mutual agreement or due to violation of its terms.

Logos Academy Harrisburg Families–

Respectful

- **Mutual Trust:** Parents/Guardians agree to engage in mutual trust with the school, demonstrating honesty and integrity in all communications and interactions.
- **Prompt Communication:** Parents/Guardians will respond to school messages via call or message within 24 hours.

Responsible

- **Willingness to Problem Solve:** Parents/Guardians agree to actively problem solve behaviors and attendance issues in collaboration with school staff.
- **Attendance:** Parents agree to attend all scheduled phone or in-person meetings and provide a 24-hour notice or by 7:30 AM on the day-of for any meeting that needs to be rescheduled.

Tuition:

- *30 Days Past Due:* A phone meeting will be arranged with the Business Manager.
- *60 Days Past Due:* An in-person meeting will be arranged with the Assistant Head of School to discuss a support plan.
- *90 Days Past Due:* An in-person meeting will be arranged with the Head of School to discuss potential unenrollment.

Behavior:

- *At 4 Major Behaviors:* An in-person meeting will be arranged with the classroom teacher.
- *At 8 Major Behaviors:* An in-person meeting will be arranged with the classroom teacher and Assistant Head of School for behavior planning.
- *At 12 Major Behaviors:* An in-person meeting will be arranged with the Assistant Head of School and/or Head of School for possible unenrollment.

Academic:

- *Parent-Teacher Conferences:* These mandatory meetings with classroom teachers occur during Trimester 1 and Trimester 2 of every school year.
- *Failing a Class:* Teachers may schedule additional in-person meetings for any students who are in danger of failing English and/or math during Trimester 2 or Trimester 3.
- *Student Support Plan (SSP):* In-person meetings will be conducted for the creation of or amendments to an SSP.
- *Assessment Results:* Any student who receives an assessment through the Capital Area Intermediate Unit (CAIU) will need to attend a meeting to go over results with school and CAIU staff.

Student Attendance:

- *First Student Attendance Improvement Plan (SAIP):*
 - At 3 unlawful absences (UAs), a SAIP phone meeting will be arranged with the Office Administrator.
 - At 6 UAs, an in-person meeting will be held with Assistant Head of School to call Children and Youth Services together for additional supports.
 - At 9 UAs, an in-person meeting will be held with Assistant Head of School and/or Head of School and Local Education Agency (LEA) from student's school district.
 - At 10 UAs, an in-person meeting will be held with Assistant Head of School and/or Head of School to discuss continued enrollment at Logos Academy Harrisburg.
- *Second SAIP (year 2):* An in-person SAIP meeting will be arranged with the Assistant Head of School before the start of the school year for attendance planning. Any accrued absences will follow the same format above.
- *Third SAIP (year 3):* An in-person SAIP meeting will be arranged with the Head of School before the start of the school year for possible unenrollment. Any accrued absences will follow the same format above.

Safe

- **Compliance with School Policies:** Parents/Guardians agree to comply with and support all school policies understanding that these policies are in the best interest of every student at the school.
- **Tone and Volume:** Conversations between parents/guardians and school staff will be conducted in a manner free of expletives, yelling, aggressive tones, name-calling, or refusals to speak directly to the relevant staff member.

Logos Academy Harrisburg Staff-

Respectful

- **Mutual Trust:** School staff agree to engage in mutual trust with the school, demonstrating honesty and integrity in all communications and interactions.
- **Understanding of Various Life Challenges:** School staff will make reasonable accommodations for attendance and other challenges faced by parents/guardians.

Responsible

- **Communication Attempts:** School staff commit to making three communication attempts for each individual concern (personal touch-in at dismissal, email, phone.) Note: Every meeting and phone call will be followed up with an email for documentation purposes.
- **Proactive Communication:** School staff will communicate promptly when there is a change in academics or behavior, or with any changes to the school calendar.

Safe

- **Student Injury:** School staff are CPR/First Aid certified and will communicate student injuries by the end of the day at the latest.
- **Safety Protocols:** School staff remain committed to upholding all safety protocols for both students and their families, including arrival and dismissal procedures.

Academic Policy – Are we serving a student well?

1. Mid-Term Evaluation and Family Meeting:

- If a student receives grades of 1 or 2 in Math and/or ELA at the first mid-term (beginning of October), a meeting will be scheduled with the classroom teacher and family prior to the official Parent-Teacher Conference (PTC) to develop a Student Support Plan (SSP). SSP data and progress reports will be shared with families at all following PTCs.

Academic Proficiency Scale	
5	Exceeding grade-level targets and shows ability for more advanced work (96-100%)
4	Mastery of all grade-level targets (88-95%)
3	Showing basic understanding of most grade-level targets and is progressing towards mastery (79-87%)
2	Demonstrating partial understanding of some grade-level targets and can perform them with teacher assistance (70-78%)
1	Difficulty showing understanding or application of most or all grade-level targets, even with additional academic supports (69% or below)

2. Year-End Evaluation and Planning:

- **Grades of 1 in Math and/or ELA:**
 - If a student receives grades of 1 for an academic year, or ends the year with grades of 1, it signifies that the current educational approach is not adequately supporting the student. In this case, a third PTC will be scheduled (end of April) with the classroom teacher, Head of School, and family to discuss alternative options. Receiving grades of 1 for a single year indicates that we are not able to provide the necessary support for student growth, and the student will need to transition to a different school.
- **Grades of 2 in Math and/or ELA:**
 - If a student receives grades of 2 for an academic year, or ends the year with grades of 2, a third PTC will be held (end of April) with the classroom teacher, Head of School, and family to discuss a plan for the upcoming school year (e.g. assessment, retention, updated SSP, transition out).
 - If the student receives grades of 2 in the same subjects the following year, a conversation will take place (end of April) with the classroom teacher, Head of School, and family to evaluate the suitability of our school for the student's needs. Consistently receiving grades of 2 for two consecutive years indicates that the student is not showing sufficient academic growth and may need to transition to a different learning environment.

3. Progress and Additional Planning:

- If a student initially receives grades of 1 or 2 in Trimester 1 but shows improvement to grades of 2 or 3 in Trimester 2 and Trimester 3, a third PTC will be scheduled at the end of April with the classroom teacher and family. During this meeting, a revised SSP will be created or updated for the following academic year.