



# Logos Academy Harrisburg Family Handbook 2023-2024

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# Logos Academy Harrisburg

## Mission, Vision, Values

### **Mission**

Logos Academy 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**

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

### **Values**

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

- **CHRIST CENTERED**

We are a faith-based community school where every child is known and loved. Being grounded in the love of Christ frees us to love and serve our community and one another. This reality gives meaning and purpose to everything we do. We commit ourselves to showing respect for God, people, education, and creation; to taking responsibility; and to seeking to repair the brokenness in our lives and in our world.

- **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**

We foster intentional community between our students, families, and staff. Logos Harrisburg also strives to be a good neighbor to our broader community. Jesus commands us to love our neighbors and to seek the peace and prosperity of our city.

- **CLASSICALLY EDUCATED**

We cultivate students in the Classical tradition of education to become people of wisdom, grace, and virtue in service to God's Kingdom. This time-tested approach to human formation fosters students who are effective communicators and creative, critical thinkers. As students develop a Biblical worldview, they learn to love truth, beauty, and goodness.

# Board of Directors and Administration

## Board of Directors

Ben Lewis—CEO, Tradesman Bldg. Group, Harrisburg

Dave Butcher (Treasurer)—President, WCI Partners

Brian Rosenberg, CPA

Eliza Carabello (Secretary)—Stay-at-home mom

Kelsey Fox (Chairperson)—Development Communications Specialist, Hope International

Jayson Davenport—Pastor and Owner: Bright Minds Early Learning

Erica Bryce—Proprietor, City House B&B

Vangie Unti—Director of HR, Northern York School District

## Staff

Andy Phillips—Founding CEO

Jessie Kauffman—Principal/Head of School

Angelina Bartorelli—Assistant Head of School/Student and Family Support

Nate Losch—Operations Coordinator

Lissette Jones— Office Administrator

Kelli Horn —Pre-Kindergarten Lead Teacher

Danielle Martin--Assistant Pre-K Teacher

Katrina Ruff—Kindergarten Teacher

Robin Amend—First Grade Teacher

Madelyn Gleason—Second Grade Teacher

September Nguyen—Third Grade Teacher

Kim Beckum—Fourth Grade Teacher

Jamilah Tennant—Lower Elementary Assistant Teacher/Academic Support

Danielle Randolph—Upper Elementary Assistant Teacher/Academic Support

Courtney McKee—Art Teacher

Janell Neff—PE Teacher

Jess Perla—Music Teacher

Tyrell Barber—Food Service and Operations Assistant

Cindy Kepko—Business Manager

Katie Pershing—Administrator of Development

# 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 [Application for Admission](#) 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 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 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 kindergarten through fourth 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

- Fill out the Application for Admission in-house or online. There is no fee if parents re-enroll their students before April 1st. The fee to re-enroll after April 1st is \$25.
- Application for a scholarship will be filled out in-house. This should happen only after the screening and parent interview have 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 non-refundable scholarship application fee per family.
- For kindergarten through fourth 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.

## **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.

### **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.

## **Scholarship Policy**

Full tuition per year at Logos Harrisburg for the 2023-2024 school year is \$8,500 for kindergarten through fourth 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 third 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 with the school (email [lissette.jones@logoshbg.org](mailto:lissette.jones@logoshbg.org)). (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:** LAH 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:** LAH encourages family time as well as educational/church opportunities. 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 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 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 on the 10th day of absence due to illness without a doctor’s note. All future absences will be recorded as an unexcused (unlawful) absence.
Truancy Warning Letter	Sent after 1st and 2nd unexcused absences, indicating that a student will be truant at 3 unexcused absences.

Truancy Letter	Sent after 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 all 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 LAH 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 LAH 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, LAH 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.

## **Excused and Unexcused Tardies**

Parents/guardians are required to park and sign students in at the front desk after 8:05 AM. Four unexcused tardies equal one unlawful absence, and three or more unlawful absences will be treated as truant, as described above under “Unexcused/ Unlawful Absences.”

## **Individual Student Early Dismissal**

For a student to be dismissed early or to leave school for any portion of the day, the parent/guardian should email the office administrator ([lissette.jones@logosbgs.org](mailto:lissette.jones@logosbgs.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, he or she 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 2:00 PM (or 10:30 AM on early dismissal days) to avoid confusion at dismissal and to ensure that proper transportation is arranged.

To accommodate our regular dismissal processes, students will not be dismissed early between 2:30 PM and 3:00 PM.

## Making Up Work

Students will be given a number of days to catch up on assignments that is equivalent to the number of days that the student was absent (regardless of the reason for the absence.) Teachers are not expected to prepare work for students and to send it home in advance of any absence, but teachers may do so as they are able if given sufficient notice. Once the student returns to school, teachers will determine and communicate ways that the student can make up class assignments. It is the student's responsibility to catch up on all assignments in a timely manner.

## 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 ([lissette.jones@logoshbg.org](mailto:lissette.jones@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 2023-2024 are 7:45 a.m. to 3:00 p.m, Monday through Friday. Students are tardy after 8:05. Students must be picked up no later than 3:00 p.m.

**Early Dismissal Days:** Some Fridays are designated on the calendar as half days. Students will be dismissed at 11:30 p.m., and a bag lunch will be provided. **HBG bussing will only be provided on 11-22, 12-21, & 4-5. Parents of HBG bus students must pick up their students on other early dismissal days. CD 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 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.

## **Consequence Ladder**

The consequence ladder outlines a standard protocol for how staff handle student behavior. The ladder 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 ladder demonstrates when such consequences are given. A copy of the consequence ladder can be found on the school website under family resources.

## **Report Cards**

Report cards are issued three times per school year at the end of each trimester. Lower elementary subjects are graded on a 1-4 scale and/or through narrative reports. Upper elementary subjects are graded with percentages. These narrative reports address curricular goals alongside the virtues of diligence, respect, and intellectual curiosity.

## **Standardized Testing**

Logos Academy Harrisburg uses Acadience testing and i-Ready (a diagnostic assessment tool used nationwide) three times a year to assess our program and student performance. 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 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 or hoodies inside the building during the school day.
- On half-day Fridays, students do not need to wear uniforms. Their “dress-down-day” clothing

should not be:

- Distracting to other students
  - Torn or ripped
  - Tank tops or undershirts
  - UGGS, slippers, high heels, or sandals
  - Offensive slogans or pictures on clothing
  - Short shorts, long slits, or revealing attire
  - Tight fitting clothing
- Students should not wear jewelry, big accessories, or make-up. (Small earrings are acceptable.)
  - Students must bring a backpack, water bottle, and a mask every day.

### **Uniform tops and bottoms**

- Students may wear short-sleeved or long-sleeved NAVY or GRAY 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 a jumper.
- Khaki or navy-colored shorts (August-September) (May-June) 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 (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 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. Sweatshirt options include the school-issued sweatshirt with the Logos emblem or a **plain** navy or gray crew-neck sweatshirt with NO HOOD.
- All students should wear sneakers and/or rubber soled shoes (no ballet flats, UGGS, or sandals.)
- Socks are to be solid colors (black, navy, white, gray) only.
- 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.

## **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 Academy 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 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 the 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 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 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 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 peanut-free school; no peanut 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), candy, chips, or energy drinks. 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 Thanksgiving feast, Christmas Program, Dinner and Showcase, and end-of-year party.
- 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.

## **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 at the time of child pickup, you will need to park and proceed to the visitors' entrance. A staff member from Logos will assist you there.

### **Walkers**

Walkers are those students who walk home (with a parent) rather than being picked up in a vehicle. For arrival, students should be dropped off by an adult at the Student (Visitors) entrance. For dismissal, adults designated to pick up walkers will wait at the Visitor (Visitors) entrance, and students will be brought to you by Logos Academy Harrisburg staff.

### **Bus Riders**

Students arriving in school district vans will follow the same procedures as students arriving in parent/guardian vehicles.

## **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 our parent urgent 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 Remind app 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.

# 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.

# Parent Covenant

## Parent/Guardian/Logos Academy Harrisburg Covenant

**Parents/Guardians, to complete your enrollment for the 2023-2024 school year, please read and initial each line item, sign at the bottom, and return to Ms. Cindy at [cindy.kepko@logoshbg.org](mailto:cindy.kepko@logoshbg.org)**

In recognition of the promise of Logos Academy Harrisburg to provide my student with an excellent, Christ-centered education, and the understanding that my student's success depends largely on my support and involvement, I:

1. Accept the school's mission and beliefs, and understand that LAH is a Christ-centered learning environment.
2. Agree to support the school in upholding school rules and policies, as outlined in the LAH family handbook.
3. Agree that as parent/guardian, I am responsible for the behavior and actions of my student.
4. Agree to pay my portion of the monthly tuition by the first of each month.
5. Agree to provide a supportive educational environment for my student, which includes:
  - Ensuring that my student arrives at school on time every day and is well-rested.
  - Ensuring that I pick up my student on time every day.
  - Ensuring that I abide by the state compulsory attendance requirements.
  - Ensuring that my student follows the Logos Academy dress code.
  - Checking my student's homework/folder/backpack every night.
  - Limiting the amount of TV and other electronic devices that my student watches.
  - Checking the Remind app daily for any new messages from my student's teachers.
  - Reading the Weekly Wednesday Update newsletter every week.
6. Agree to participate in mandatory parent activities, which include:
  - Parent meetings, whether by Zoom or in-person.
  - Fall and Spring Parent Teacher Conferences.

I understand and agree that failure to adhere to these commitments can lead to my student's unenrollment from Logos Academy Harrisburg.

Please **PRINT** Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Today's Date: \_\_\_\_\_