

ELEMENTARY HANDBOOK
Logan Christian School 2021-22

Introduction

A) Objective.....	2
B) Goal.....	2
C) Partnership.....	2

Enrollment Procedures

A) Admissions.....	2
B) Withdrawal and Dismissal.....	2

Academics

A) Accreditation.....	3
B) Textbooks.....	3
C) Homework.....	3
D) Grading and Conferences.....	3
E) Pupil Records.....	3
F) Family Educational Rights and Privacy Act.....	3
G) Internet Resources.....	3

Conduct

A) Student Conduct.....	4
1) Warnings and Consequences.....	4
2) Suspensions.....	5
3) Expulsions.....	5
4) On Field Trips and At Recess.....	5
B) Problem Resolution.....	5
C) Anti-Bullying.....	6
D) Dress.....	6

Transportation and Food

A) Transportation.....	6
B) Lunches.....	6
C) Snacks/Gum.....	7
D) Birthday Treats.....	7

Financial Information

A) Fees.....	7
B) Payment Plan.....	7
C) Supplies.....	7
D) Scholarships.....	7
E) Fund-Raisers.....	7
F) Non-Sufficient Funds.....	7

General Information

A) Days.....	8
B) Hours.....	8
C) Attendance.....	8
D) Tardiness.....	8
E) Early Pick-Up Procedures.....	8
F) Calamity Days/School Delays.....	8
G) Parental Involvement.....	9
H) Telephone.....	9
I) Student Emergency or Illness During School Hours.....	9
J) Medications.....	9
K) Safety Drills.....	10
L) Toys/Audio Equipment.....	10
M) Videos and Media.....	10
N) Pledges.....	10
O) Board Meeting Participation.....	10
P) Lost and Found.....	10
Q) Animals.....	10
R) Website.....	11
S) No Smoking Facility.....	11

INTRODUCTION

The Logan Christian School opened its doors in August, 1997, as a ministry of the Logan Church of the Nazarene, Inc. Our school is sponsored by the Logan Church of the Nazarene, Inc., but is it governed by a separate board of education, subject to the authority of the church board and the current church manual. The staff and student body is representative of a variety of denominations and congregations. LCS started with and continues to teach Kindergarten through Sixth Grade. We earned our state charter for grades K-6 in January 1999. Our preschool license was granted in February 2000.



A. Objective- The objective in establishing a private Christian school is to obey the Scriptural imperatives of Deuteronomy 6:5-7: "...love the Lord your God with all your heart, and with all your soul, and with all your might. And these words which I command you this day shall be in your heart: And you shall teach them diligently to your children..."; and of Proverbs 22:6: to "train up a child in the way he should go..."

B. Goal of Logan Christian School- Our goal is to train youth academically as well as in the highest principles of Christian leadership, self-discipline, individual responsibility, personal integrity, and good citizenship. Students are provided with the best possible education from caring and qualified teachers in a distinctly Christian atmosphere. We are committed to help reinforce responsible God-based parental efforts and goals of education and training children. The school provides curriculum, activities, and materials centered in and upon the eternal principles of God's Word and the life and revelation of His Son, Jesus Christ.

C. Partnership- God has given parents the primary responsibility for educating their children. LCS partners with responsible Christian parents to assist them in that task. Our partnership is a two-way street. LCS desires that its families regularly attend a Bible-believing church, live morally pure lives, and cooperate with LCS in the training of their children. The policies in this handbook are terms of that partnership. We desire to partner with families who are in agreement and willing to live within the school's standards. God's plan for us comes when the families and school work together to bring glory and honor to our Lord and Savior!

ENROLLMENT AND WITHDRAWAL PROCEDURES

A. Admissions- The Logan Christian School does not discriminate on the basis of race, color, gender, or national or ethnic origin in its student enrollment, programs, activities, or employment practices. This school is not intended to be an alternative to court or administrative agency ordered, or public school district initiated desegregation. Enrollment is limited to children whose parents desire for them to receive Christian training and are willing to uphold the school philosophy and policies. The age requirements are that Kindergarten students must be 5 years old by August 1; and Preschool students must be 3 or 4 years old by August 1, and toilet trained.

To be considered for enrollment, please complete and return the following registration forms: student application, custody documentation (if applicable), copy of certified birth certificate from the health department of the county of birth, immunization record, social security card, report cards, and the \$50 non-refundable registration fee/ deposit. Students will be required to take a brief (10 minutes) exam for proper curriculum placement. First time enrollees may have a parent/student interview with the principal. Enrollment of children at LCS is a privilege, not a right. Parents must understand that continued enrollment and re-enrollment of their children is dependent on their support of the school, its staff, and its policies. Failure of parents to cooperate with the school may result in dismissal.

Notification concerning admission and grade placement will be made to the parents upon completion of all admission procedures. LCS reserves the right to refuse admittance to any student who has special needs which LCS is not sufficiently equipped to satisfy (i.e. emotional, behavioral, physical, academic).

Students must have their enrollment complete, supply fee paid by July 15, and first month's tuition payment made by August 15, in order to begin school the first day. Families are required to provide transferring records within 6 weeks of enrollment. LCS interims and report cards will be held until all records are complete.

By law (OH Revised Code, Section 3701.13), all students must have on file prior to the 15th day of school, evidence of one of the following. Failure to do so results in student exclusion until requirement is met:

- 1) The specific date for each dose of the following: 5 Diphtheria, Pertussis, Tetanus (DPT), 4 Polio, 2 Measles/Mumps, Rubella (MMR), 3 Hib, 3 Hepatitis B, and 2 Varicella.
- 2) A written statement from the physician stating that immunizations were withheld due to medical reasons.
- 3) A written statement from the parents stating that immunizations were withheld due to philosophical/religious beliefs.

A student roster of all student names, grade levels, addresses, and phone numbers will be published in September. Parents who do NOT want their child's information published need to make that request known on the child's application when registering their child. Re-enrollment occurs January through May. (Current families that re-enroll AFTER April 1 will be considered a NEW family and will again pay a non-refundable registration fee.)

B. Dismissal and Withdrawal- a student may be dismissed from school at any time that he/she is found to be out of harmony with the philosophy, policies, or rules of the school. Withdrawals must be made through the school office. The following must be accomplished before the student is officially withdrawn:

- 1) All tuition, fees and monies must be paid in full prior to withdrawal. (The family is billed tuition for the entire month regardless of the departure date. The supply fee is non-refundable.)
- 2) Student must turn in any books and take care of all obligations before being released by the teacher.

Should either of these steps be incomplete, student records will not be released. Parents will be assessed interest, court costs, attorney fees, etc. as needed until the withdrawal procedure is complete, and all monies are paid in full.

ACADEMICS

A. Accreditation- Logan Christian School is chartered through the Ohio Department of Education. Subject matter in all grades meets minimum requirements and is transferable.

B. Textbooks- LCS primarily uses academically challenging textbooks published by ABeka Publications and Bob Jones University, the leaders in Christian school textbook publishing. In addition, LCS uses high quality secular texts, several classics, and well-known children's books. The New International Version of the Bible is used in class.

C. Homework- We believe that homework is an integral part of the school program. Homework is given for drill and mastery, enrichment and advancement. Daily homework is approximately 10 minutes per grade level. (A kindergarten student will do about 5-10 minutes of homework, whereas a fifth grade student will have about 50 minutes of homework.) The amount of actual time will vary due to the individual differences among children.

D. Grading and Conferences- Report cards are issued every 9 weeks during the school year and interim reports are sent home between the report card times. Parent-Teacher conference days are scheduled to provide families with opportunities to meet the teachers. During the school year, appointments may be scheduled to discuss special concerns or problems.

The following is the grading scale used at LCS:

A	92-100%	Excellent	D	65-73%	Poor
B	83-91%	Good	F	64-0%	Fail
C	74-82%	Average			



A "+" indicates a grade earned at the top 3 point range. A "-" indicates a grade earned at the bottom 3 point range. For example: A "B+" grade means 89-91%; "B-" means 83-85%. To be eligible for the Honor Roll, students must have all "A"s. The Merit Roll is for students who earn all "A"s and "B"s. These rolls are published at the end of every 9 week grading period. Final grades and standardized test scores are recorded on the student's permanent record. Students earning "F"s 3 out of the 4 grading periods, will automatically fail that course for the year. Students will be considered for retention if recommended by their teacher and/or if they fail 2 or more subjects. (One of the failed subjects must be Language-Phonics, Reading or Mathematics to be retained.)

E. Pupil Records- The school shall keep records which provide for the registration and attendance of pupils, and shall maintain a current permanent cumulative record of individual pupils showing personal data and progress including academic achievement (report cards with grades), health and immunization information and standardized test results. The school also maintains parental notes, doctor's excuses, and discipline reports. In the case of divorce, records will be released only as the court deems.

F. Family Educational Rights and Privacy Act- Parents and students of LCS have the right to review all Board policies of the school. The Family Educational Rights and Privacy Act of 1974 is applicable to any school which is the direct recipient of federal funds. This law provides for limited accessibility to the student's records by the person who has legal responsibility for the student, for the right to challenge any misleading or inaccurate information contained in the student's records, for the necessity of obtaining a written permission from the person who as legal responsibility for the student prior to revealing the contents of the student's records to other parties, and for the right those legally responsible for the student to be notified of their rights under the prescriptions of this law. In order to comply with the prescriptions of this law, LCS employs the following policies:

- 1) Only the parents, principal, teacher, designated school personnel, and approved support services staff, in the fulfillment of their respective functions, may have access to the student records.
- 2) Any parent desiring to inspect their records shall make a request to the principal. Such requests must be honored within 15 days.
- 3) With the exception of "directory" type information-name, address, and phone number- the school will not release the information contained in the student's records to other parties without the prior written consent of the person legally responsible for the student. This written consent is accorded by the school's record release form.
- 4) According to the law, the school is authorized to release the information contained in the student's record without permission to certain federal, state, and local authorities in the performance of their functions and to the court or law enforcement officials, upon the issuance of a subpoena or court order.

G. Internet Resources- LCS offers internet access to your child. This access offers vast and unique resources and is provided to students and school personnel to promote educational excellence. It is our resolve to use the internet with the same attitude Paul had in writing to the Philippians, "Finally brothers, whatever is lovely, whatever is noble, whatever is right, whatever is pure, whatever is admirable, if anything is excellent or praiseworthy, think on these things." (Phil. 4:8) The only approved internet activity is the investigation of specific topics being studied in school. The following is not permitted: Searching, viewing or retrieving materials that are not related to school work; copying, saving or redistributing copyrighted material; subscription to any services or ordering of any goods or services; sharing of the student's home address, phone number or other information; playing games or using other interactive sites such as chats, etc.; any activity that violates a school rule or a

local, state, or federal law. If a student has any question about whether a specific activity is permitted, he or she should ask a staff member. If a student accidentally accesses inappropriate material, she or he should close out of that site immediately.

Pertinent information about LCS can be found on our website at www.loganchristianschool.com. Handbook, calendars, applications, and other information is available.

CONDUCT

A. Student Conduct- The standard for student conduct has been developed to insure that a Christ-centered environment permeates the learning atmosphere of LCS. Students should be aware of the principles of Christian living that are found in the Bible. Every member of the school family, students and staff alike, must abide by the following:

Be doers of the Word and not merely hearers. James 1:22

Imitate the conduct of the Lord Jesus. 1 Peter 2:21

Do only those things which we know will honor and glorify Christ. 1 Corinthians 10:31

See our physical bodies as temples of the Holy Spirit. 1 Corinthians 6:19

Dedicate our lives to the service of the Lord. Romans 12:1-2

Manage our time wisely. Colossians 4:5

Put others first, rather than ourselves. Romans 14:13

Involve ourselves in activities of positive influence. 1 Corinthians 6:12

Avoid deliberate confrontations with temptation. James 1:14



Every student is on a 9 week probationary period when they begin at LCS. Any student not found in harmony with the school's principles will be dismissed. We exist to support the Christian home and church, and therefore believe that working with parents is very important in helping children develop Christ-like qualities. We strongly recommend regular attendance in a Bible-believing church of your choice to reinforce values being taught at LCS.

All students are expected to be respectful and courteous to others at all times. This is exhibited by orderliness, cooperation, quietness (especially in the hallway and restrooms), polite conversation including "please" and "thank you", and proper response to correction. They are expected to obey all instructions and take care in the use of all materials, equipment and facilities. All school-owned equipment, such as desks, computers, etc., is subject to random or individualized search at any time. If a student is suspected of wrongdoing, the student may be required to empty his or her pockets, purse, wallet, or book bag for school personnel. If a student refuses to allow this search or empty his or her pockets, the parent will be contacted. If refusal still occurs, the student will be withdrawn. If the suspicion involves a substance or object that may injure the student or others, then the authorities will be notified.

If a student happens to damage something by accident, he should report it to his teacher immediately. However, willful damage, waste, defacing of, or destruction to any school property will not be tolerated. (All damage must be paid for, whether willful or accidental.) Other disciplinary action will be carried out if necessary.

All types of recording devices may be used to monitor student behavior and academic progress, record parent/teacher conferences, and may be used as evidence in student disciplinary proceedings.

1) Warnings and Consequences- Students are given ONE warning (unless their action is harmful to themselves or others, then disciplinary action is immediate.) If a student continues to exhibit an attitude or behavior which is not in harmony with Christian principles, a staff member will conference with the child explaining the offense, and the following will occur (misconduct is divided into 3 categories depending on the severity of the violations:

Category 1- Any minor disturbance that prevents classroom order and instruction. Consequences may include: sentence writing and/or essays, loss of recess, lunch detention, removal from class, notes home, conference, or category 2 consequences for recurrent offences (3 or more times during a grading period.) (During detention, the student is given assignments or essays to complete.)

Category 2- Activities and attitudes that show a lack of respect for authority, violations of specific class rules, as well as frequent and repeated violations of Category 1 behaviors. Consequences may include: Parent conference and In-school suspension, probation, contract agreements, parent shadowing or out-of-school suspension for recurrent offenses (3 or more times during a grading period.)

Category 3- Violation of Federal, State or City laws; activities that seriously threaten the safety of the students, classmates or staff; activities that show gross lack of respect for authority or property; activities that violate Biblical moral codes or conduct, as well as recurrent (3 or more) violations of category 2 behavior. Consequences will result in a Parent Conference and out out-of-school suspension and/or expulsion.

Our goal is not to punish children, but to teach them the right path. (See Genesis 4:1-15.) Our staff will, first of all, correct the child by gently telling them of the offense and also will talk about how God can be honored with positive behaviors, using the Bible as our guide. Then, if the student continues to be disobedient, responsibilities and/or privileges will be taken away. (See above categories.) Our goal is to restore the offending student. The student who is genuinely repentant will incur less severe consequences than the student who is unrepentant. We desire his/her reconciliation with God and resulting Godly obedience.



2) In-School Suspension (ISS) and Out-of-School Suspension (Oss)- All in and out of school suspensions will begin with a parent-student-teacher-principal conference. (An OSS also requires the presence of a school board member.) A written summary of the conference will be signed by all present. Copies of the summary will be given to the parent and also placed in the student's permanent record. All suspensions will be reported monthly to the LCS board by the principal. For ISS, the student is placed in a different room or school office within sight and sound of an adult, and works quietly throughout the day with their assigned work. The student loses all recess privileges, talking privileges, and teacher instruction privileges. The class work will be graded, but class participation grades will be a zero (0%). The OSS conference will clarify the seriousness of the student's disciplinary record and the student's future at LCS. Work assigned and class participation during an OSS will be given a grade of zero (0%). One or more days of OSS will be served depending on the violation.

Reasons for suspension include, but are not limited to: continued deliberate disobedience/disrespect, an unchanged rebellious spirit after much effort by the school staff, a continued negative attitude and bad influence upon other students, a serious breach of conduct which has an adverse effect upon the image of the school, and/or failure of the student to comply with the disciplinary actions of the school. Suspended students may not attend class or any school activities, functions, field trips, etc. while under suspension.

3) Expulsion- All expulsions will require a parent-student-teacher-principal-board member conference and will be documented. A written summary of the conference will be signed by all present. Copies of the summary will be given to the parent and also placed in the student's permanent record. A student may be expelled from school for a serious breach of conduct, and/or repeated problems with behavior performance. The school board has the authority to expel any student for non-compliance with rules and regulations of the school. Expulsion will result in the immediate dismissal from LCS.

4) Misconduct at School Functions-

-On Field Trips- All school rules apply on all field trips and on all school-sponsored events on and off of the school campus. Students are expected to immediately follow the directions of the driver or group leader, go directly to their assigned seat in the vehicle and buckle up securely, exhibit proper behavior and speech, refrain from eating or drinking, and clean up the vehicle of all possessions/materials when returning to the school. Disobedience during the trip can result in non-participation in the next field trip. The school may ask to use the church bus owned and operated by the Logan Church of the Nazarene. To ensure your child's safety, the church bus is regularly maintained and serviced, and meets all safety standards. Only certified drivers are permitted to drive. Parents are allowed to chaperone on the bus, as seating permits, or drive their own vehicles. (Non LCS children are not permitted to ride the church bus.)

-At Recess- The key to a good recess is safety and sharing. All children must wait for an adult to escort them to the playground by walking in line to the playground area. (A parent's note is required, citing the specific illness or injury, for a child to stay in the classroom during recess.) Any activity which could be dangerous to ones self or others will not be permitted. Students will play in supervised areas only and must ask permission and secure a pass if needing to leave the area (i.e. use the restroom). Students will share equipment and return it to its proper place. Students not obeying the rules will sit out for a period of time during recess, or lose entire recess privileges. Any volunteer playground supervisor will be given the same respect and authority as teachers while they are on duty.

B. Problem Resolution- All parents and students must abide by the Matthew 18 principle: *"If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses."*

-Process if a parent has a concern related to a child OTHER THAN their own child- If the matter occurs during school hours or school activity, the parent is to contact the teacher of that child for resolution. If the matter occurs outside of school hours or activities, the parent is to contact the family of that child for resolution.

-Process if a parent has a concern related to an LCS staff member-

- 1) The parent would contact the staff member and request to meet on a one-on-one basis. If this resolves the issue, then the issue is closed. Discussion of the issue stops and goes no further.
- 2) If the issue is not resolved, then the party with the concern takes along with them a witness from within the school system. (If a staff member is involved, the principal goes with them.) (If the concern is with the principal, the senior pastor of the Logan church of the Nazarene will be present.) If there is no resolution, the concerned party is NOT to talk with anyone else about the situation.
- 3) If after the second encounter, there is no resolution, then the concerned party, along with the staff member involved and the principal (and/or senior pastor as process 2 mentions above) will meet with the LCS school board president. The concerns are always dealt with the desire of restoration. If restoration takes place, then the issue is closed and discussion stops and goes no further.
- 4) If resolution and restoration does not occur, an appeal is made through the LCS school board president to the LCS school board. At the school board president's request, the problem will be addressed at the next board meeting. (If the school board president declines to pursue the issue further, the issue is closed.) When meeting with the school board, all parties would be involved in a central meeting. Nowhere during this process are outside persons, not related to the individual concern, to be involved in the process. The decision of the school board is final.



C. Anti-Bullying- It is the policy of the Logan Christian School to maintain a safe learning and work environment that is free from bullying. Students, staff, and the school community are expected to conduct themselves in a respectful, Christian manner, and demonstrate a level of

respect and dignity towards others. We prohibit all forms of bullying. To see the policy in detail, please visit our website at www.loganchristianschool.com.

D. Dress- Students of LCS are expected to dress in a conservative manner, pleasing to God. Clothing should fit properly, and cover undergarments at all times. All attire should be in good taste and/or express Christian standards or morals: only positive messages (wording, pictures, logos) on clothing is permitted. Students must wear sleeves at all times. Tennis shoes must be worn on Physical Education days.

THE FOLLOWING WILL NOT BE WORN: Any attire that advertises tobacco, drugs, alcohol or sexual connotations; hats of any kind inside the building (except on special "hat days"); belly shirts; shirts which expose cleavage; short skirts or shorts more than 4" above the knee. We believe that a neat, clean and properly attired student will help create an atmosphere which is conducive to study and good school work. Clothing that is deemed inappropriate or distracting by any staff member will not be permitted. The principal will make the final decision as to what is appropriate dress. The student will remain in the school office until properly dressed.

- 1) First and Second Offenses to Dress: The student will be counseled, and the parents will be contacted to provide appropriate clothing. The student will not be released from the office until properly dressed.
- 2) Third or Subsequent Offenses to Dress: The student will be sent home; and unexcused absence and its consequences will be in effect for the remainder of the day.

TRANSPORTATION AND FOOD

A. Transportation- Parents are responsible for their children's transportation, and car-pooling is encouraged. (See student roster given in September to make arrangements.) Bus transportation is available to students in the Logan-Hocking School District. Busing arrangements can be made by contacting the Logan-Hocking School Bus Garage at (740) 385-7844. Safe, proper and acceptable student behavior on the school bus is required. In the event bus infractions occur, a discipline notice is sent to the parents stating the infraction and action taken. Misbehavior may result in the loss of bus privileges for a period of time.



ANY CHANGE IN TRANSPORTATION PLAN REQUIRES A WRITTEN NOTE OR VERBAL AUTHORIZATION (BY PARENT) TO THE SCHOOL OFFICE **BEFORE 2:00PM**. IF NOTICE IS NOT GIVEN, BUS STUDENTS WILL BE PLACED ON THE BUS. For a non-bus riding student to go home on the bus with a bus student, written notice from both sets of parents must be given to the bus driver. (Logan-Hocking School bus policy.)

-Morning Arrival- When bringing your child, please pause at the overhang so your child may exit, then carefully watch for others as you depart. Students need to be prompt when exiting the vehicle. The front door will be opened at 7:40 a.m. We ask that parents not come into the building with students. The children will go into the gym where they will sit at their designated spot. PLEASE NOTE: Our parking lot has directional arrows and parking spaces slanted so cars travel in a certain direction. IN THE MORNING it is crucial that all drivers follow the parking lot directional arrows to avoid collisions. (At afternoon dismissal time, with 2 different lines of traffic, and with staff and safety patrol to direct traffic, we go against the painted arrows to expedite the dismissal process.)

Our school day begins promptly at 8:00 a.m. Students who are not in their classroom will be marked tardy. The front door will be locked at 8:00 a.m. Any students who arrive after this time, MUST be escorted into the building by the parent and signed in at the office.

-Afternoon Dismissal- The bus riders are dismissed from the school entrance at 2:00pm. Car riders are dismissed from 2:20pm **until 2:35pm**. Staff members will direct students from both sides of the building to their cars. (Students are assigned a specific side.) Cars will form up to three lines. Please follow the directions of the staff and safety patrol. If your child happens to forget something inside the building OR you need to speak to a teacher, please park in a space and wait until the car lines have stopped moving before entering the building. After 2:35pm, parents must come into the school office to pick up their children. Parents will be charged \$1.00 for every minute after 2:35pm.

To be compliant with Ohio Department of Health regulation 3701-54-06, we have implemented a "no idling zone" at the church and school entrances. The regulation states that, "vehicles shall not idle near building entrances or exits where students are loading and unloading. For the sake of the health of our children, please turn off vehicles when loading and unloading at the entrances to the building.

On snowy days, our hill is plowed. Drivers should be aggressive in proceeding up the hill in order to maintain their speed. Likewise, drivers should be extremely cautious when descending the hill. The back gravel driveway at the parsonage may be used if desired, although it is rather rough. If driving up or down the hill in the winter is uncomfortable, arrangements should be made with those families who drive a four-wheel drive vehicle. (i.e. Meet at Kachelmacher Park, family with four-wheel drive vehicle will transport the child(ren) to the school.

B. Lunches- Each child is responsible to bring their own lunch, beverage (NO soft drinks), napkin, and eating utensils. Please do not pack items that your child cannot open on their own. Students will not be permitted to warm-up food in a microwave. Prayer, courtesy, pleasant conversation, and good manners are a must at all times during lunch in order to remain in the company of others. Each student will clean his area when done, place trash in the trash can, and will help wipe desks, clean up the floor, and/or empty the trash.



All staff members have been trained in Safe Food Handling and Hand-Washing Procedures by the Ohio Dept. of Health. Food servers will be excluded if they are sick (vomiting, diarrhea, sore throat, etc.) or have open or infected cuts/lesions.

Children may leave the school for the lunch period if accompanied by their parent/guardian. Please notify the teacher in advance. The parent must go to the office to sign the child out and back in. THE CLASSROOM TEACHER WILL BE NOTIFIED TO SEND THE CHILD TO THE OFFICE. PARENTS MUST WAIT IN THE OFFICE FOR THEIR CHILD. Do not go to the classroom. (The lunch period runs from 11:00am until the end of recess at 11:50am. Please return by the end of recess.)

C. Snacks and Gum- Students may bring and eat a light snack during the morning recess, if desired. Chewing gum is NOT PERMITTED at any time. It is important that students take care in throwing away their wrappers or other disposable containers in trash cans or they may lose snack privileges.

D. Birthday treats- Birthdays are very special occasions and students may bring in cupcakes or other treats to share with their class. Summer birthdays may be celebrated once during the school year – pick a day!

FINANCIAL INFORMATION

A. FEES- LCS derives its financial backing from tuition fees, fund-raising, and donations from individual sponsors. We have attempted to keep costs to families as low as possible. Our tuition is below average for other private school in the state of Ohio. The fees for the 2019-20 school year are as follows:



Registration (new students and current students registering after March 29)	\$ 50	Non-refundable
Elementary Supply/Activity Fee (due July 15)	\$ 295	Non-refundable
Full-time tuition for Kindergarten through 6 th grade	\$2450	

Tuition discounts are available for households with more than one child enrolled at LCS. For example, members of the Logan church of the Nazarene and families of active pastors pay 90% of the tuition. We also have a multiple child discount. (Only one type of discount is allowed per family.) Part-time home school students are provided financial information upon request.

B. Payment Plan- All payments are due on or before the 15th of each month, August through May. (Supply fee of \$295 is due by July 15.) Non-payment of the monthly fee will result in the dismissal of your child, unless special arrangements are made by the 15th of the month. Tuition may also be paid annually, or bi-annually on August 15th and January 15th.

We prefer tuition payments be made by check or money order, if possible. Non-payment of fees will result in the dismissal of the student. Report cards, interims and other records throughout the year will be held until the account is up to date. Interest, attorney fees, and court costs will be assessed as needed for delinquent accounts.

If a student withdraws or enrolls late, the student will be billed tuition for the entire month regardless of the date departing or enrolling. The supply fee is not refundable or pro-rated. We encourage our students to care for all materials at LCS, especially textbooks and workbooks. If books or other materials are lost, unduly worn, or damaged, the student will be required to pay the replacement cost of the item.

C. Supplies- A list of needed supplies to be brought to Open House or the First Day of School is sent home with the summer newsletter. (Pencil sharpeners ARE NOT allowed). Additional supplies will be asked for throughout the school year as they are needed. Please label all supplies with your child's name. It is very important that our students have supplies on hand so they can accomplish their school work.

D. Scholarships- We offer no cash scholarship funds. Check with your pastor as to the availability of scholarship funds from your home church. Your participation in select fund-raisers can offset your tuition costs.

F. Fund-Raisers- Logan Christian School strives to keep its tuition costs affordable. One way that this is accomplished is through fund-raisers. Logan Christian school families are expected to participate in our three primary fund-raisers. A family may choose to opt out of fundraising by paying an additional \$150 to the school as a donation.

E. Non-Sufficient Funds- Tuition accounts that have checks returned to LCS because of insufficient funds may be assessed up to \$25.

GENERAL INFORMATION

A. Days- LCS follows the calendar of the Logan-Hocking Schools, with few exceptions. The administration establishes a calendar which shall meet or exceed the requirement of the State of Ohio for a school year, of 910 hours in session.

B. Hours- The school building is open at 7:40am; office hours are 8:00am to 3:00pm. Students should arrive for school by 7:55am. Classes begin at 8:00am. Lunch and recess are from 11:00am to 12:00 noon. Dismissal occurs at 2:20pm. Please be prompt in picking up your children as a courtesy to our staff.



During school hours, all parents and visitors must report to the school office.

C. Attendance/Tardiness - The attendance policy with information on excessive absences and tardiness can be viewed at our website www.loganchristianschool.com

D. Early Pick-Up Procedures- We strongly discourage an early pick-up at the end of the day. Taking your child out of class, even a few minutes early, is very disruptive and can compromise the safety of all students. However, if an early pick-up is required, parents MUST send in a note with their child listing the following information:

- Student Name
- Date and Time of the early pick-up (MUST BE BEFORE 2:00pm)
- Reason for early pick-up
- Phone Number where parent can be contacted
- Signature of the parent

The student is to show the early pick-up note to their teacher. The teacher will record the absence and immediately send the note to the school office to be recorded. When the parent comes to the school office BEFORE 2pm to sign out their child, the classroom teacher will be notified to send the child to the office. (PLEASE WAIT IN THE OFFICE FOR YOUR CHILD. DO NOT GO TO THE CLASSROOM.) DUE TO SAFETY CONCERNS, AFTER 2:00PM, CHILDREN WILL BE RELEASED ONLY TO VEHICLES IN THE ORGANIZED CAR LINES.

F. Calamity Days/School Delays- In the case of inclement weather, LCS will close, delay opening, dismiss early or follow the Logan-Hocking Schools lead to ensure the safe travel of all. Weather related closing/delays will be sent out on our One Call Now System. (You can also sign up to have an automatic email sent to you from Logan-Hocking Schools by going to the bottom of the page on their web site at www.loganhocking.k12.oh.us then click on "School Notification System.") The 5 different announcements that may be called are:

- 1) Closing: The elementary and preschool classes are canceled for the day.
- 2) Two-hour delay: Grades K-6 begins at 10:00am and end at 2:20pm; Morning preschool runs from 10:00am to 12:00pm; Afternoon preschool runs from 12:30pm to 2:30pm.
- 3) Early Dismissal: Elementary students will be dismissed at 1:20pm. The afternoon preschool class will dismiss at their regular time, unless notified.
- 4) Plan A: Students who are designated as "Plan A" should meet their bus at a more traveled route to be picked up and dropped off.
- 5) Emergency Evacuation: Students will travel to one of these relocation centers: Pastor's residences (694 & 850 Walhonding Ave.), Kachelmacher Park, or Logan-Hocking District Library (230 E. Main Street).

G. Parental Involvement- Parents/Guardians are always welcome and encouraged to become involved in LCS. This opportunity includes volunteering in the classroom or office, assisting with lunch or recess, coordinating school parties, chaperoning field trips, getting art supplies ready, working on fund-raisers, etc. We consider our volunteers great assets to the educational program at LCS. We take seriously our responsibility to keep our students safe. Therefore, all volunteers and chaperones (elementary and preschool) who want to participate by driving for field trips and/or helping in the school building in any capacity ARE REQUIRED to complete a volunteer application. Also, a fingerprint BCII check IS REQUIRED for all elementary and preschool volunteers and chaperones. The state background check document must be received, approved, and on file in the LCS office prior to volunteering at our school. An application is available in our school office or can be downloaded from www.loganchristianschool.com. There is a modest fee to be finger-printed. The results are valid for 5 years, and kept on file as long as the volunteer has children enrolled in LCS.

All drivers will need to provide proof of their valid driver's license and proof of auto liability insurance. (Just bring them to the office and a copy will be made of them.) Also drivers are expected to follow the route selected by the teacher in charge. Drivers are not to make any unauthorized stops, such as stopping for a drink at a fast food restaurant. Drivers are in authority in their vehicles and at the field trip location. Drivers are to expect students to use good manners and to respect property. Drivers need to correct any unsatisfactory behavior, including noise or rudeness; then contact the nearest teacher immediately about any student who fails to respond promptly and politely to correction.

A monthly newsletter will be sent by e-mail the first of the month for your information, as well as a weekly "Friday note" to keep the communication lines open. Also, if parents desire to visit the classrooms or school, they must make an appointment with the teacher through the school office. For safety reasons, all parents and visitors must report to the school office.

During the school year, LCS has several different parties. Parents interested in coordinating these parties will be notified and assistants will be selected so that we have 2 families coordinating and arranging for each party. Other families will be contacted by these coordinators to bring needed items such as napkins, utensils, drinks, cookies, treats, etc.

1) Harvest Party- Held in mid-October, we wish to celebrate God's blessings. Students may wear costumes pleasing to the Lord, such as ballerina, clown, football player, caterpillar, etc. No witches, ghosts, scary or violent characters will be made or displayed. Parent coordinators will plan the party.

2) Feast Day- Celebrated in early November, we give thanks by joining together for a meal of turkey, potatoes, pie, etc. Special guests (regular volunteers, chapel speakers, board members, and 5th grade family members) are invited to feast with us. Each student is asked to contribute a dish assigned in advance.

3) Christmas- We place strong emphasis on the birth of Jesus Christ so our Christmas celebration is distinctively Christian. (We seek to avoid references to Santa Claus and other cultural issues that may distract from Christ.) Students make Christmas gifts for their families and make Christmas ornaments for our Bowen House tree display.

4) Valentine's Day- Students, at home, decorate a container (box, bag, or basket) and prepare cards for everyone attending their party. Parent coordinators will plan the party.

5) Easter- Easter is another distinctively Christian holiday. We celebrate the resurrection of our Lord Jesus Christ!

6) Patriotic Holidays- (Veteran's Day, Martin Luther King, Jr. Day, President's Day and Memorial Day) All teachers are encouraged to explain the meaning of these special days. Veterans or other special speakers may be invited to address the students and/or classrooms.

H. Telephone- Students may not use nor have their cell phones turned on during school hours for any reason. If so, the phone will be secured and given to the parent. Because LCS shares phone lines with the Logan Church of the Nazarene, calls must be brief, and for school business only. (This does not apply to emergency phone calls.)

I. Student Emergency or Illness During School Hours- Our program follows the Ohio Dept. of Health "Child Day Care Communicable Disease Chart" for the management of suspected illnesses. It is posted in the school office. At all times, there is at least one staff member who has completed a course in First Aid; Prevention, Recognition, and Management of Communicable Disease; and Child Abuse Recognition and Prevention. Staff is trained in proper hand-washing procedures. Children are instructed and encouraged to wash their hands before eating, after using the toilet, or after using a tissue.

In the event that a student becomes ill or injured, parents will be notified according to the information provided on the student's emergency medical form. First aid supplies are available in each classroom and the school office. Minor incidents will be reported at dismissal time. Injuries are recorded in the "Injury Log" kept in the school office.

Mildly ill children are permitted to attend school. "Mildly ill" means that the child is experiencing minor cold symptoms and/or is not feeling well, but is not exhibiting any of the symptoms described in the paragraphs below. Parents will be notified immediately when their child exhibits signs or symptoms of illness. The child will be isolated in the school office, within hearing and sight of an adult, until released to his/her parent/guardian. The child will be made comfortable on a resting mat.

A child with any of the following shall be isolated and released to his/her parent/guardian:

- 1) Diarrhea (more than one abnormally loose stool in a 24 hour period)
- 2) Severe cough, causing child to become red or blue in the face or make a whooping sound
- 3) Difficult or rapid breathing
- 4) Yellowish skin or eyes
- 5) Conjunctivitis (pink eye)
- 6) Temperature of 100 degrees F. (or 101 degrees F. by oral method) in combination with other signs of illness.
- 7) Untreated infected skin patches
- 8) Unusually dark urine and/or gray or white stool
- 9) Stiff neck
- 10) Evidence of lice, scabies, or other parasitic infestation (child may return to school when nit and parasite free.)



A child with the following signs or symptoms shall be isolated from other children: unusual spots or rashes, sore throat or difficulty in swallowing, elevated temperature, or vomiting. The principal and the parent will decide when the child should be discharged.

If a child is seriously hurt, he/she will be transported to the hospital as instructed on the emergency medical form. No hospital will do anything for a minor child without his/her parent or guardian there, unless it is a life or death situation.

When students have been exposed to a communicable disease such as chicken pox, a note will be sent home as soon as possible. It will include the symptoms, method of transmission, and control measures.

J. Medications- In order for a student to be given any prescription medication longer than 10 days, s/he must have a "Student Medication Authorization" form signed by her/his physician and parents for each prescription drug. The prescription must be in its original container. Nonprescription medication (throat lozenges, cough syrup, etc.) can be given for less than 10 days if parents provide written authorization and

the medication. Medication must be sent in a small zip-lock bag. The school will assume no responsibility for liability in association with administration of medications at school.

K. Safety Drills- In accordance with State laws, Logan Christian School staff members are trained in emergency response procedures. Drills or Rapid Dismissals are conducted throughout the year. A record of these drills is maintained in the school office.

A continuous ringing of the bell signals a fire, a fire drill, or some other emergency requiring rapid, quiet, and orderly evacuation of the building. Drills or Rapid Dismissals are held 6 times per year, and students must take them seriously. Exit routes are posted in each room of the building. Students will re-enter the building only as led by their teacher. Students will remain well away from the building and maintain silence during these drills.

Tornado drills are held April-July. For tornado protection, students will remain in the classroom, kneeling under their desks with heads as low as possible, with their hands and arms over their heads, or move to a designated location as instructed by their teacher. Again, students will remain silent to be able to hear and follow instructions.

School Safety drills are held 3 times per year to provide students with instruction in the procedures to follow in situations where students must be secured in the school building or rapidly evacuated in response to a threat to the school involving an act of terrorism; a person possessing a deadly weapon or dangerous ordnance; or other act of violence.

L. Toys/Audio Equipment- STUDENTS MAY ONLY BRING FOR RECESS: outside equipment (footballs, jump ropes, etc.) in an effort to increase physical activity. All items must remain in the student's book bag during class time or privileges will be lost. (Toys are distracting to classroom instruction.) Students will NOT bring toys, games, or audio/video equipment into the classroom except for special events such as "Show and Tell" or class projects. If a student chooses to break this rule, the item will be taken away and sent home at the end of the day. PERSONAL, PORTABLE OR HAND-HELD AUDIO/VIDEO EQUIPMENT IS NOT ALLOWED.

M. Videos and Media- For special events, such as homework parties, etc., children may bring and watch "G" rated videos approved by their teacher. Any media (music, posters, videos, magazines, books, library materials, etc.) should be in good taste and/or express Christian Standards or morals.



N. Pledges- Christian patriotism places emphasis upon the greatness of America's heritage and the sacrifice of her heroes. America's constitution guarantees liberties to educate in order to preserve freedom. We unashamedly teach the Biblical doctrines of self-discipline, respect, natural outgrowth, and love for flag and country.

American Flag: I pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

Christian Flag: I pledge allegiance to the Christian flag, and to the Savior for whose Kingdom it stands, one brotherhood uniting all Christians everywhere in service and in love.

Bible: I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and a light unto my path. Its words will I hide in my heart that I might not sin against God.

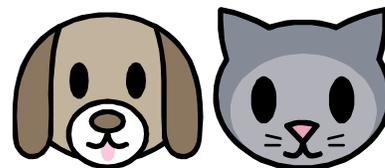
O. Board Meeting Participation- Family participation is permitted as indicated on the agenda's "Items from the Floor" section. Participants must be recognized by the presiding officer and must preface their comments by an announcement of their name.

The presiding officer may:

- interrupt, warn or terminate a participant's statement when the statement is too lengthy, abusive, or irrelevant
- request any individual to leave the meeting when that person does not observe reasonable decorum
- request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting.

P. Lost and Found- The "lost and found" is located in the school office. At the end of each grading period, items not claimed will become the property of the school and will be disposed as necessary.

Q. Animals- Students that wish to bring in an animal for "Show & Tell" must first discuss this with their teacher and follow these Ohio Dept. of Health guidelines: animal containers/cages shall be equipped with lids, and should be located in one place (the teacher's desk for example); animals shall not be permitted to roam in the building; animals are not permitted on surfaces where food is prepared or consumed; and hand-washing facilities shall be available and immediately used when animals are handled.



These animals are NOT PERMITTED: nonhuman primates, raccoons, bats, skunks, coyotes, foxes, wolves or wolf-dogs, aggressive or unpredictable animals, stray animals, venomous creatures (spiders/insects/reptiles or amphibians), puppies, kitten, or ferrets under 16 weeks of age or those not current on rabies vaccinations. These animals are NOT PERMITTED around PRESCHOOL children: ferrets, reptiles, amphibians, chicks, ducklings, hatching eggs.

R. Website- The LCS website is www.loganchristianschool.com. to access handbooks, yearly calendars, newsletters, and applications as well as other information about the school.

S. No Smoking Facility: Logan Christian School, housed in the Church of the Nazarene, is a no smoking facility.

This handbook is meant for descriptive purposes only.

No particular end result of a student is either suggested or guaranteed.

The Board reserves the right to change any policy or procedure at any time at its discretion after reasonable notice.