

PARENT / STUDENT HANDBOOK

2018-19

Table of Contents

1. Overall Philosophy

A. Vision and Mission	3
B. Statement of Faith	3
C. School Board	4
D. Staff	4
E. School Contact Information	4
F. Flag Salutes and Pledges	4
G. Classical School Synopsis	5
H. Christian Philosophy of Education	5
I. Logos Christian Academy: A Community Classical Christian School	6

2. Admissions and Placement

A. Admissions Philosophy	6
B. Admissions Timeline	7
C. Admissions Procedure	7
D. Admissions Policy	7
E. Kindergarten Readiness	7

3. Tuition and Payment

A. Tuition and Payment Schedule	7
B. Student Discounts	8
C. Due Dates and Late Fees	8

4. Attendance

A. Attendance Policy	8
B. Appointments	9
C. Excused Absence Policy and School Work	9
D. Unexcused Absence Policy and School Work	9
E. Tardiness and Late Policy	9
F. Release of students	9

5. Schedule

A. Current Year Calendar	9
B. Standard School Day	9
C. Lunch/Snack	10

6. Safety Procedures

A. Accidents and Injuries	10
B. Medications	10
C. Fire Drills	10

D. Lock Down Drills 10

7. Classroom

A. Grading Policy 11
B. Report Cards 11
C. Parent Teacher Conferences 11
D. Dress Code 11
E. Basic School Rules 13
F. School Etiquette 14
G. Property Liability Release 15
H. Media Release 15

8. Curriculum

A. Methodology 14
B. Classical Education 15
C. Christ-Centered 16

9. Discipline

D. Purpose 16
E. Philosophy 16
F. Types of Discipline 16
G. Procedures for Discipline 16
H. Discipline Definitions and Consequences 17
I. What is Effective Discipline 18
J. How Does Good Discipline Develop 18

9. Conflict Resolution

A. Complaints and Concerns 18
B. Complaints from Others 19
C. Complaints about You 19

10. Procedures for Parents in the Classroom 20

11. Parental Agreement and Commitment 20

Appendixes

Appendix 1 – Media Release 21

Appendix 2 – Volunteer Agreement 22

Appendix 3 – Parental Agreement and Commitment Form 23

1. OVERALL PHILOSOPHY

A. Vision and Mission Statement

i. **Vision**

Logos Christian Academy's vision is to prayerfully come alongside families to instruct, encourage and inspire students to become truth-seeking Christ-like individuals. Our Vision is to have our students possess the ability to:

- Have an intimate and meaningful relationship with Christ beyond mere religious traditions;
- Logically discover, discern, and expound on the great ideas;
- Become leaders in all fields of personal endeavors through academia;
- Be physically, emotionally and spiritually healthy with determination and self-control;
- Demonstrate with grace the love of our Savior to all through their actions and attitudes; with Jesus Christ being the plumb line of truth by which all things and thoughts are measured.

ii. **Mission**

Logos Christian Academy (LCA) is committed to support parents who seek to educate their children in a biblical worldview, and train them to be strong leaders who will glorify God. Our hope is that every aspect of our school reveals the glory of God. Using the classical method of instruction, students will be taught to think critically, reason clearly and communicate effectively the inerrant and authoritative Word of God as it applies to all areas of life. All instruction will endeavor to equip students with the academic tools for life-long learning. LCA is committed to the Holy Scriptures as the ultimate standard of truth. Our qualified Christian staff will teach Christ centered curriculum as an extension of the home and church so that every student may know and love the Lord.

B. Statement of Faith

Logos Christian Academy holds to a Statement of Faith based upon the primary tenets of historical Christianity, leaving room for personal interpretation of practice and church government.

- I. We believe the Holy Bible alone to be the word of God, the ultimate and infallible authority for faith and practice.
- II. We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit. He is omnipotent, omniscient, and omnipresent.
- III. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
- IV. We believe that, for the salvation of lost and sinful men, regeneration by the Holy Spirit is absolutely necessary.
- V. We believe that salvation is by grace through faith alone.
- VI. We believe that faith without works is dead.

- VII. We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life.
- VIII. We believe in the resurrection of both the saved and the lost; they that are saved to the resurrection of life, and they that are lost to the resurrection of damnation.
- IX. We believe in the spiritual unity of all believers in our Lord Jesus Christ.

C. School Board

All members of the Board of Directors shall be born-again believers and shall agree without reservation with the Bylaws. Further, they shall be members in good standing of a local, evangelical church whose doctrine is in agreement with the LCA Bylaws.

Logos Christian Academy's Board of Directors shall oversee the continuing operation of this ministry and generally oversee the school's business affairs. The responsibilities of the Board shall include, but not be limited to, making policy, acting on matters of personnel including hiring and firing pursuant to other provisions of the LCA Bylaws, establishing tuition and fees, promoting Christian education in the community, and praying for the ministry of the school.

In an effort to maintain a representation from supporting churches, the Board will strive to have membership on the Board of Directors from as many different Supporting Churches as is possible and reasonable.

D. Staff

The faculty and staff are appointed by the Board of Directors upon recommendation of the Administrator. Individuals serving on the faculty and staff shall be born-again believers and subscribe without reservation to the Logos Christian Academy's Statement of Faith and Philosophy of Education. Such individuals shall be Christian role models in the school and community, and active members of a Christian church which also correlates to LCA's Statement of Faith.

E. School Contact Information

In order that parents and interested parties can contact the school for information and in case of emergencies, the following contact information is given:

Telephone: (520) 421-1220
Email Address: info@logosclassical.com
Mailing Address: Logos Christian Academy
PO Box 11493
Casa Grande, AZ 85130-1493
Campus Address: 9745 N Trekell Rd
Casa Grande, AZ 85122
Web Site: www.LogosClassical.com

F. Flag Salutes and Pledges

By far our greatest and utmost allegiance is to the God who created us and our Lord and Savior Jesus Christ who saved us. It is to Him that we pledge our supreme and total allegiance.

In view of the fact that we believe that God has by His sovereign will placed us within the boundaries of the United States of America and as citizens of this country, we pledge allegiance to our country and to her flag so long as it does not hinder our ability to worship our Lord and Savior.

Good citizenship is a part of our overall instruction; therefore, as a part of our daily routine, we will pledge our allegiance to the Christian flag, the flag of the United States of America and the Bible.

Pledge to the Christian Flag

I pledge allegiance to the Christian Flag and to the Savior for whose Kingdom it stands. One Savior, crucified, risen, and coming again with life and liberty to all who believe.

Pledge to the 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.

Pledge to the 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. I will hide its word in my heart that I might not sin against God.

G. Classical School Synopsis

Logos Christian Academy, through the use of time-tested classical teaching methods:

- I. Integrates Scripture and scriptural principles into every aspect of the student's education from kindergarten through high school;
- II. Cultivates wisdom rather than just teaching facts and skills; developing a love of discovery and learning as a primary objective;
- III. Utilizes subjects such as Language Arts, History, Science, Math, Theology, Philosophy, Art, Music and Physical Education: partnered with Logic, Latin and classic literature in a manner based upon the developmental stages of the student.
- IV. Presents a curriculum that develops an awareness of and appreciation for the heritage of western civilization;
- V. Will equip students to read critically, express themselves effectively in writing and speech, and to reason acutely as they develop a broad knowledge base across the traditional academic disciplines.

H. The Christian Philosophy of Education

There are thirteen principles listed below that describe the Christian philosophy of education. These are all strongly based upon biblical and theological doctrine.

- Principle #1 The Christian philosophy of education is based on the authority, authenticity, and reality of the Bible as the complete and final revelation of God concerning all matters of faith, truth, and practice. In order of importance, this principle must stand above all the others. If it collapses, the rest will inevitably fall. *"All Scripture is inspired by God and profitable for teaching, for reproof, for correction, for training in righteousness; that the man of God may be adequate, equipped for every good work" II Timothy 3:16-17.*

- Principle #2 The Christian philosophy of education is based on the centrality and authority of Jesus Christ in all that is believed, said, or done.
- Principle #3 The Christian philosophy of education is based on clearly defined goals and objectives that are found in the Bible.
- Principle #4 The Christian philosophy of education is based on the conviction that knowledge of the Holy Bible and of Jesus Christ is essential to the development of the individual in matters of physical, mental, social and spiritual growth.
- Principle #5 The Christian philosophy of education is based on a personal commitment to Jesus Christ on the part of all who are involved in the educational process. It is a known fact that the “blind” cannot lead the “blind”. Without Christ, the instructor is unable to teach due to the absence of the Holy Spirit in his/her life. Nothing can control the natural desires of the uncommitted teacher. A commitment to Christ is fundamental to having a commitment toward proper goals.
- Principle #6 The Christian philosophy of education is based on the ministry of the Holy Spirit. There is an inability of those involved to understand the “deep things” of God apart from the Holy Spirit. The Holy Spirit is the inspiration of the Bible, the illumination of the individual, and promotes the involvement of the spiritual gifts.
- Principle #7 The Christian philosophy of education is based on a proper relationship between the family, the church, and the educational process.
- Principle #8 The Christian philosophy of education is based on the establishment of proper godly priorities in an individual’s life.
- Principle #9 The Christian philosophy of education is based on the sovereignty of God in all the affairs of men throughout all history.
- Principle #10 The Christian philosophy of education is based on the creation of a man in the image of God apart from any so-called evolutionary process.
- Principle #11 The Christian philosophy of education is based on the moral principles of the Bible.
- Principle #12 The Christian philosophy of education is based on meeting the needs students in the context of their chronological, physical, mental and spiritual development.
- Principle #13 The Christian philosophy of education is based on Christian teachers who understand these basic principals of Christian education, who are personally committed to them, and who demonstrate effectiveness in their ability to communicate them.

I. Logos Christian Academy: A Community Classical Christian Academy

Community

We are a Community School with an independent School Board made up of members of various churches from Casa Grande and the surrounding area.

Classical

We are a Classical School with a curriculum based upon the standards as prescribed by the Association of Classical Christian Schools.

Christian

We are a Christian Academy because the instruction, attitudes and focus of the school is decidedly and purposely Christian.

2. ADMISSIONS AND PLACEMENT

A. Admissions Philosophy

Logos Christian Academy uses an admission procedure that resembles the application process of many other private schools. This procedure helps the school to identify and admit students from families who have similar convictions regarding the education of children.

The selection and make-up of the student body is second only to staff selection in the impact it has upon the Academy's mission. The family-like atmosphere Logos Christian Academy fosters is grounded in the similarity of biblical convictions and principles taught and lived out in the homes of our students. As the Lord blesses us with growth and change, we want to do all we can to maintain and build up this atmosphere.

We enroll those students who, because of family priorities, will most benefit from what Logos Christian Academy offers. A student's past academic achievements will not be the sole determinant for acceptance but will serve to help inform our choice for grade placement if the child is accepted. Every new student will be tested to ascertain grade level in reading and mathematics.

B. Admissions Timeline

Open Enrollment Applications for the next school year can be submitted from Jan 1st to May 31st, including a \$50 non-refundable application fee. Late enrollment is from June 1st to July 31st and requires a \$75 non-refundable application fee. Due to preferred ideal class sizes (12-15 students) and limitation of facilities, parents are encouraged to register early. Late enrollment may in part be determined by available openings.

C. Admissions Procedure

Fill out the student application completely. All information and supporting documentation must be provided before your child will be considered for enrollment. Documentation includes:

- \$50 (Open Enrollment) or \$75 (Late Enrollment) registration fee
- Copy of immunization records and birth certificate
- Copy of any divorce/custody decision as it pertains to the applicant
- Copy of the report card from the previous year

All first time admitted students will be serving a one quarter probationary period. The administration may decide at that time to remove the student for any reason that it deems to be incompatible to the well-being of Logos Christian Academy.

Once the above information is received, you will be contacted to make an appointment to schedule an interview with the Administrator and to set up a time for your child to be tested for placement.

D. Admissions Policy

Logos Christian Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

E. Kindergarten Readiness

A kindergarten readiness test is given to all prospective kindergarten students of Logos Christian Academy. This ensures we provide students a positive and successful introduction to formal education. The following requirements are to be met in order for a student to be admitted to the kindergarten class of Logos Christian Academy:

- The child must be five years old by September 1 or pass the entrance test.
- The child must be able to handle his/her own toilet needs.
- The child should be comfortable being away from the parents for the day.
- The child must be able to listen to, understand and follow simple 2-3 step directions.
- The child must be able to attend to a short story that is read to them without wandering off or interrupting.

3. Tuition and Payment

A. Tuition and Payment Schedule

Tuition per student for the year is as follows:

\$5,400 Kindergarten – 8th Grade

\$6,700 9th -12th grade

Often, most if not all of your student's tuition can be covered by an AZ Income Tax Donation through the private school tuition tax credit law passed and signed into law in 1997 as ARS 43-1089.

Through private donations of family and friends directed to your child, awards are made each semester to cover the tuition charges. For additional information go to: www.acsto.org

B. Student Discounts

Only one discount per child is allowed. Multiple discounts or the combining of discounts cannot be accepted.

Multi-child discounts (per family for students enrolled concurrently):

1-2 students	Full price
3 students	10% off 3 rd student
4+ students	15% of 4 th student

A full year payment discount of 5% is available if the complete tuition is paid at the beginning of the school year.

Students of full time Ordained Clergy receive a discount of 5%.

C. Due Dates and Late Fees:

Due dates for payments are the fifth of each month. If a payment is 5 days late there will be a \$20 late fee. If a payment is a month late, the parent must meet with the administrator/board to work out a payment plan to catch up and a late fee of \$100 is applied. If you experience a special or unexpected financial difficulty, please visit the office and submit a request for deferment of payment in advance of the due date to avoid any late charges. All information is handled confidentially and will be handled on an individual basis for need.

4. Attendance

A. Attendance Policy

Regular attendance and prompt arrival by 8:00 AM to class is important for a successful education at Logos Christian Academy. This policy is written with both the individual and the school community in mind. The school calendar is provided to aid the planning of family activities and various personal appointments. Absences other than illness or family emergency during the school year are highly discouraged. Your student's time in class is not reproducible. Attendance will be recorded daily and documented on students' report cards.

An excused absence is defined as an absence due to one of the following:

- i. Illness or extended medical appointment – a note from a parent is sufficient for up to five days. If longer than five days, a note from a licensed physician is required.
- ii. Death of a family member
- iii. Natural disaster
- iv. Traffic accident that directly involves the student
- v. Law enforcement order or court subpoena
- vi. Extraordinary circumstances or situations, pre-arranged with the school.

An unexcused absence is defined as an absence from school for any reason not listed for an excused absence.

A single incident of absence lasting more than ten days or five separate incidents of absence per semester will be considered excessive and will require the attention of the Administrator who will subsequently contact the parent(s). If 15 or more absences occur within a semester the student will be in jeopardy of losing credit and repeating the grade. A parent conference with the teacher(s) and or Administrator will be mandatory to determine how and when the work missed will be made up.

To report an absence, please remember to call the school at (520) 421-1220 by 7:30 AM. If the absence is of a known duration, only one call is necessary.

B. Appointments

It is preferable that doctor appointments, dental visits, etc. be scheduled after school hours. For the safety of your child, we require that you pick up your child from their classroom.

C. Excused Absence Policy and School Work

When a student is absent from school due to illness or an appointment, it is the responsibility of the student and parents to find out what work was missed during the absence and to arrange for the student to complete missed work and tests. Work should be made up with-in two days for every day missed. Parents may arrange to pick up the homework themselves or via another classmate.

D. Unexcused Absence Policy and School Work

Vacations during the school year are not treated the same as sick days. Students must turn in all their work that will be due while they are gone before they leave for vacation or on the day of their return. Please give the teacher plenty of notice before you leave on a vacation so they will have ample time to prepare materials.

E. Tardiness and Late-Policy

Any student who is not with his class by the start of the school day will be considered tardy. Any student who arrives after school has begun should be brought to the school office, be signed in and obtain a late slip to be given to the teacher. Parents will be notified of each tardy on RenWeb. All tardiness will appear on the student's report card. Tardies which are excessive and affecting the child's learning ability will be addressed by the administration. Five tardies equate to one unexcused absence and fifteen absences in a semester could result in no credit and repeating the grade.

F. Release of Students

If anyone other than the parent is picking up your child, please send a note with the child stating the person's name and phone number or contact the school before dismissal.

5. Schedule

A. Current Year Calendar

See LCA website (logosclassical.com) for current school year calendar.

B. Standard School Day

The Standard school day for Grades K-12th

8:00 AM – 3:30 PM Monday-Thursday

Please note that supervision of students prior to 15 minutes before school and 15 minutes after school is the responsibility of the parent(s). Any incidents happening before or after those times are the responsibility of the parents. This ensures the staff has adequate preparation and meeting time before and after school.

On specified Friday's we may have parent led (non-mandatory) field trips. We encourage parents and students to attend.

C. Lunch/Snack

Students must bring their own lunches, including drinks and a snack. Water is encouraged especially on warm days. Occasionally LCA holds an eat-in day in which meals can be purchased from a designated local restaurant for a fee. Due to safety concerns and time, use of microwaves at lunch will be prohibited. Please ensure lunches are edible without the need for heating.

6. Safety Procedures

A. Accidents and Injuries

If a student is injured on school grounds, they should notify their teacher immediately. Minor injuries will be treated and an injury report will be filled out. Safety procedures for serious medical attention will be followed including calling the parents and 911 as needed. Reports of an accident or illness will be filled out and a copy given to the parent and Administrator.

B. Illnesses and Medications

- I. *Immunizations*: Students must be up to date on all immunizations before the first day of each school year.
- II. *Emergency Medical Form*: It is required that each student return a signed and completed Emergency Medical Form (see registration packet) to their teacher before the start of each school year. No student is allowed to begin classes until his completed form is on file.

- III. *Contagious Illnesses*: The school will inform parents (email, Renweb, carpool note, etc.) immediately of any major outbreaks of sickness or disease. A student who shows symptoms of a communicable disease (e.g. pink eye or head lice) must remain absent from school until the child's condition is acceptable to the school or parent brings a note signed by a physician.
- IV. *Fever*: Students with a fever of 100 degrees or higher are sent home from school and are to remain at home until they have been fever free for 24 hours. Additionally, students who are vomiting or have diarrhea should not come to school until all symptoms are gone.
- V. If a student should become ill or injured during the school day, the parents will be notified of the need to pick up their child. The student should be picked up within 30 minutes by the parent or by someone pre-approved by the family on the Authorization to Pick-Up Form.
- VI. *Medications*: If you or your child's physician decides it is necessary for your child to receive prescription medication during the school day, the medication must be in its original pharmacy container and be labeled by the pharmacist. All medications must be turned in to the teacher.
- VII. For those students with Epi-pen prescriptions, a note from the parent and physician is required. The teacher must be instructed by the parent or physician on proper emergency administration of the Epi-pen.

B. Fire Drills

Fire drills will be practiced regularly so that students know where to go. Teachers will instruct students to exit the building quickly in a straight line without talking, running, crowding, pushing or inappropriately touching each other. Upon reaching the proper distance from the building, the students will turn and face the building, remain silent, and listen for roll call.

C. Lock Down Drills

Lock down drills will be discussed and practiced in case an emergency should arise so the students will know and understand the routine. Teachers will direct the students to the designated safety area, remaining as far as possible from glass windows and doors. The students are to remain silent and wait for further instructions from the teacher.

7. Classroom

A. Grading Policy Philosophy

Grades represent one measurement of a student's progress in and mastery of material taught. They also reflect upon the effectiveness of the teacher's labors in instilling knowledge of and love for the subject. We believe grades are a useful motivator and measure of progress. LCA parents have full access to their child's grades, attendance, assignments, etc. through RenWeb, our online web administration tool.

B. Report Cards

Logos Christian Academy will issue report cards to inform parents of their student's grades and academic progress each quarter of the academic year. Behavioral performance will also be reported at that time.

C. Parent-Teacher Conferences

Parent-teacher conferences will be held at the end of the first and third quarters. For a conference with a teacher at any other time, please contact the teacher in advance by phoning the school office or e-mailing the teacher by means of RenWeb.

D. Dress Code

1 Timothy 4:12 “Let no one despise your youth, but be an example to the believers in word, in conduct, in love, in spirit, in faith, in purity.”

Our development of a dress code is driven by a desire to create and promote an environment of learning where dress is not a distraction to the educational process. The motivation for the dress code has grown out of the following principles:

Our goal is to honor God in all we do, acknowledging the Lordship of Jesus Christ in our choices. All human actions, including outward manifestations such as clothing, reveal and communicate the disposition of the heart at some level. It is our desire to address these heart issues in one dress code rather than seeking to anticipate and curb the numerous manifestations of it that surface throughout the year with a looser dress code.

Clothing represents the vocational calling of a person and inherent in the dress code is a desire to create an environment where undue attention is not drawn to specific students. The neat appearance created by a dress code enhances a ready-to-learn atmosphere.

Dress codes help engender a cohesive presentation of the students in our school. When our students are in dress code, it communicates, aesthetically, that they are part of the same team, working toward the same goals. The student is part of a group identity that strives for excellence, and the code establishes a tradition toward that end.

The dress code should save parents money. The dress code de-emphasizes the social impact of dress and helps the students focus on character and the pursuit of academics. The style of clothes were chosen with price and availability in mind for an overall good value.

Students are expected to be in dress code while on campus unless specified otherwise by the administration. The administration is responsible for the interpretation of the dress code. The enforcement of the dress code is the responsibility of parents primarily, then the administration, faculty, and staff.

The Dress Code Plan Specific Guidelines:

i. Boys School Clothing

- Pants/Shorts: khaki, navy, or black, appropriate fitting with a belt if necessary.
- Shirts: long or short sleeved, collared, solid shirts, tucked in. LCA Character award tee-shirts can be worn any school day for award winners.
- Shoes: tennis, dress, or sandals with a closed back. No flip-flops or clogs.

ii. Girls School Clothing

- Pants/Shorts: khaki, navy, or black, appropriate fitting with a belt if necessary.
- Skirts, skorts, or jumpers: khaki, navy, black must be to knees when sitting.

- Leggings are only to be worn under skirts, skorts, jumper or shorts and must be a solid color.
- Shirts: long or short sleeved, collared, solid shirts and tucked in.
- Shoes: tennis, dress, or sandals with a closed back. No flip-flops or clogs.

iii. Teacher Dress Code

- Professional, neat, and clean (enforced by the administrator)
- Tasteful jewelry, only one pair of earrings. No male earrings.
- Dresses to the knee when sitting
- Modest tops
- Shoes should be comfortable, clean or polished, and appropriate for work.
- No jeans

iv. Clarifications

- All skirts, jumpers, skorts, must be to the knees when sitting.
- All pants, skirts, jumpers, shirts, blouses, or skorts must be a solid color. This includes stripes, flowers, decorative patches, logos, insignias, etc.
- Hair should be clean, neat and an appropriate length.
- Students are expected to appear neat, clean, and modest during the school day.
- Girls may wear one pair of simple earrings, no dangles or larger than a dime. Boys may not wear earrings or other piercings.
- If a child arrives at school inappropriately dressed, the parent will be asked to bring him/her a change of clothes.
- Hats may be worn outside for sun protection

v. Casual Thursday's

- Jeans, clean, w/o holes, etc.
- LCA Logo tee-shirt and/or other appropriate logo tee-shirts
- Basketball type long shorts
- Dresses, modest, to the knee when sitting

E. Basic School Rules

- Students are expected to cooperate with basic Christian standards of behavior and conversation.
- There should be no talking back or arguing with teachers or staff. Prompt and Cheerful Obedience is expected. Requests from the teacher should not have to be repeated.
- No chewing gum, electrical music devices, guns, knives, or other distracting toys or tools are allowed on the school grounds.
- Cell phones** may be used only when not in class or school events. Any cell phone used in class for a non-academic purpose will be taken by the teacher and returned to the student at the end of the day. If a second unauthorized use of a cell phone occurs, the phone must be retrieved by the parent.
- It is our strong belief that Logos Christian Academy is not the place in which romantic relationships between students should be cultivated or initiated. Public displays of romantic affection are unacceptable and completely discordant with the goals of the school.
- Students are expected to treat all of the school's materials or facilities with respect and care. This includes all books distributed to the students. Students/parents will be charged

for lost or damaged books. Willful damage to the school property will be assessed and charged to the student for repair.

- vii. **Cheating** is widespread in academia today. We believe that teaching students to do their own work and keep their eyes on their own papers should begin in the Grammar years. Cheating is unacceptable at Logos and is defined as...
- Plagiarism (taking credit for another's work)
 - Working together on an assignment that was intended to be completed Individually
 - Looking on another student's paper and/or copying an answer during a test
- viii. **Office Visits** are formal visits to the school office. A record of the visit as well as parental notification occurs with each visit. Office visits occur when a student is no longer engaged or behaving in class. LCA teachers strive to encourage students to remain vigilant in their studies and to follow classroom behavioral standards. In general, students are given 2 warnings from their teacher to adjust their behavior before being sent to the School Office.
- a. On the **first** visit consequences are decided by the Vice principal for Class A and B offenses and communicated to the parent. All Class C and D first offenses will be directed to and consequences decided by the Principal/Administrator.
 - b. On the **second** visit a parent is required to meet with their student and the Vice Principal for Class A and B offenses. All second visits for Class C and D will be directed to the Principal/Administrator.
 - c. On the **third** visit, Class A and B offenses are directed to the Principal. The parent(s) are required to attend and together with the Principal, craft a behavior modification plan. All third visits will result a short term suspension.
 - d. On office visit number **four** the student will be expelled from Logos Christian Academy for the remainder of the school year. The student may reapply for the following academic year. In all of the above the administrator may decide to grant Grace if he/she so inclines but these should for extenuating circumstances only.
 - e. For b and c above the parent may **appeal** the administrator's decision in writing to the board within twenty four hours of receiving the written notice of suspension or expulsion.

F. School Etiquette

"Do nothing out of selfish ambition or vain conceit, but in humility consider others better than yourselves. Each of you should look not only to your own interests, but also to the interests of others." (Phil. 2:3-4)

There are numerous ways that students are encouraged and expected to show kindness to one another, and to their teachers, during their hours at Logos Christian Academy. Periodically, students will receive teaching and reminders about these expectations. It is our hope that these actions will become part of the daily fabric at Logos.

First, we want to train our young men to show consideration and respect for the ladies in the school. ("Husbands, in the same way, be considerate as you live with your wives, and treat them with respect as the weaker partner and as heirs with you of the gracious gift of life, so that nothing will hinder your prayers." (I Peter 3:7).

As some applications of this truth, we want the young men to:

- Open doors for all ladies - whether parents, teachers, or students. Always allow the ladies to exit the room first. Further, if a young lady arrives at school with an armload of books, offer to help her.
- Seat ladies at the library tables or the lunch tables. Go and get a chair for the girls to sit in or give up your chair and get another one for yourself.
- When ladies are carrying items from their cars into the school building, offer to help them.
- In the hallways, men are to be chivalrous and defer to the ladies by giving them space and avoid running into them.
- In all events where food is served, the women are to be served and seated first.

Second, we want to train our students to show proper respect to their teachers and administrators.

The Apostle Peter admonished, "Submit yourselves for the Lord's sake to every authority instituted among men; whether to the king, as the supreme authority, or to governors, who are sent by him to punish those who do wrong and to commend those who do right." (I Peter 2:13)

- Students should address their teachers by Mr., Miss, or Mrs.
- Students should respond by saying "yes" or "no", not "yeah" or "ugh". ("Sir" and "Ma'am" are always welcome.)
- Students should stand when a teacher or administrator enters the room. (The teacher will let them know when to sit down.)

Third, at Logos the older students cannot avoid being an example to the younger students. We want them to be a good example. Consider the heart of Christ toward younger children. Jesus said, "Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these. When he had placed his hands on them, he went on from there." (Matt 19:14). Jesus also warned people to not be a stumbling block to the little ones (Mark 9:42). Older students are to be a good role model to the elementary students.

Finally, Logos students are encouraged to make a special effort to welcome visitors and newcomers to Logos. "Practice hospitality" (Romans 12:13)

- When adults visit a class, the students should stand until the teacher instructs them to be seated again.
- Greet parents who visit during school assemblies. Make sure that the ladies have a place to sit.
- Make a special effort to welcome students who are new to Logos.

We would like Logos to be a place where visitors sense a difference. Specifically, the aroma of Christian love.

"But thanks be to God, who always leads us in triumphal procession in Christ and through us spreads everywhere the fragrance of the knowledge of him. For we are to God the aroma of Christ among those who are being saved and those who are perishing. To the one we are the smell of death, to the other, the fragrance of life."

(II Corinthians 2:14-15)

G. Property Liability

Any personal property brought to LCA will be the sole responsibility of the student/owner. We will not hold LCA, other students, or other parents responsible for damage to our student's personal property while at LCA or on LCA related events.

H. Media Release

See Appendix 1. As we strive to increase awareness for Logos Christian Academy, we are seeking permission for your child to be featured in media, print or internet advertisement and/or public released information. We will not use our student's last names.

8. Curriculum

A. Methodology

Logos Christian Academy, through the use of time-tested classical teaching methods:

- Integrates Scripture and scriptural principles into every aspect of the student's education from kindergarten through eighth grade;
- Cultivates wisdom rather than just teaching facts and skills; developing a love of discovery and learning as a primary objective;
- Utilizes subjects such as Language Arts, History, Science, Math, Theology, Philosophy, Art, Music, and Physical Education: partnered with Logic, Rhetoric, Latin, and classic literature in a manner based upon the developmental stages of the student;
- Presents a curriculum that develops an awareness of and appreciation for the heritage of western civilization;
- Will equip students to read critically, express themselves effectively in writing and speech and to reason acutely as they develop a broad knowledge base across the traditional academic disciplines.

B. Classical Education

Levels of classical education are grammar, logic, and rhetoric.

Grammar – The fundamental rules of each subject;

Logic – The ordered relationship of particulars in each subject;

Rhetoric – How the grammar and logic of each subject are clearly communicated.

The Latin program at Logos is designed to be in step with the characteristics of the ages taught and enables Latin to be learned well and enjoyed.

C. Christ-Centered

A Christ-centered curriculum is:

- I. Pupil related
- II. Socially applied
- III. Bible based
- IV. Holy Spirit controlled
- V. Christ centered

9. Discipline

A. Purpose

Logos Christian Academy seeks to provide an environment where the students are encouraged and challenged to exemplify Christian behavior in all aspects of the school day. One purpose of discipline is to maintain the peace and excellent learning atmosphere of the school. Another purpose is maintaining the safety of our students. It is imperative that our school be a haven of safety for all children. Actions that jeopardize the safety of others are dealt with promptly and according to the action. A third purpose is instruction in godliness. Students learn and grow in the Lord when disciplined appropriately, by using God's means, for God's glory and honor.

B. Philosophy

Firm discipline, administered with compassion and understanding is an absolute Biblical mandate for child training. Logos Christian Academy is not, however, a correctional institution or a reform school. We are here to work with the family and home, not to take the place of the parents. We support the parental enforcement as guided in Proverbs 23:13.

Discipline is an act of love when applied consistently. It separates a child from an inappropriate attitude or action which would otherwise be destructive to himself or others. Proper discipline is never administered in anger. When a student misbehaves, a consequence corresponding to the severity of the offence is assigned to him.

Consequences together with reproof (explaining why the action was wrong and what would be correct according to biblical references) are designed to bring repentance and a decision in the child to do what is right in the future.

C. Types of Disciplinary Consequences

Disciplinary consequences may include:

- i. Office Visits – When the administrator is involved – See page 13-14.
- ii. Parental Presence – if a student's inappropriate behavior or lack of participation in the classroom is not mitigatable by the teacher, vice principal and student, it may be necessary to have the parents of that student present in the classroom for parental accountability.
- iii. Suspension – See Page 13-14
- iv. Expulsion – See Page 13-14

D. Procedures for Discipline not deemed as Office Visits

Except for minor classroom violations, the following will take place when a staff member discovers that a student has committed an offence:

- i. The student will be informed of his offence by means of a conference with staff.
- ii. A staff member will write out a citation form describing the offence.
- iii. The citation form will be recorded by the student's teacher, sent home for parents to see, and should be returned signed to indicate that the parents have been notified.

E. Disciplinary Definitions

Classification of Offenses:

Class A

DISTURBANCE - 1st offense, student conference with Vice Principal

Tardiness (more than 3 times)

Dress code infraction

After 2 Warnings:

- Being in unauthorized areas
- Violation of class rules
- Playing, running, making noise in a quiet area
- Littering
- Hurtful teasing
- Rough-housing
- Violation of playground rules

Class B

HAZARDS & VERBAL ABUSE - 1st offense, Vice Principal conference: parent & student

Repetitive teasing

Open disrespect to staff

Hitting, shoving, rock throwing

Abuse of school property

Foul language/profanity including sexual or crude vulgarity

Failure to cooperate/obey at any time

Taking property without permission

Class C

MORAL OFFENSE (2nd degree)

1st offense, Principal automatic suspension

Explicit refusal to obey

Verbal abuse to staff

Cutting class

Lying

Cheating

Stealing

Forgery

Gambling

Use or possession of tobacco products

Fighting

Minor vandalism

Class D

MORAL OFFENSE (1st degree) - 1st offense, Principal automatic expulsion

Sexual immorality

Assaulting a staff member

Possession or sale of pornographic material

Weapons

Use, possession or sale of alcohol or drugs on campus

Drunkenness on/off campus

Serious vandalism

F. What is Effective Discipline?

Good discipline means that the classroom is relatively free from confusion, disorder, and anti-social behavior. It means that each child and the group as a whole operate freely within a structured framework which they understand, accept, and incorporate into their behavior without constant reminders.

Effective discipline develops a maximum of self-direction.

Effective discipline helps a child to know and accept himself.

Effective discipline is based on justice and equal opportunity.

Effective discipline should help a child to change his perception of a situation.

Effective discipline is consistent.

Effective discipline develops a sense of responsibility.

G. How does good discipline develop?

Discipline is something that needs to be learned. Acceptable behavior in a classroom and on the playground with a group of students needs to be taught as one would teach any other subject. Some of the following suggestions may prove helpful in developing positive discipline:

- i. Students need to be given standards to follow in their conduct and opportunities to practice acceptable conduct.
- ii. Students are ready for different types of learning at various stages of development. It is important to be familiar with the general characteristics of each age.
- iii. Students learn best when their trust and affection makes them want to please the person in authority.
- iv. Students differ in their needs and responses.
- v. No method of discipline is equally effective with all students. A few stern words may stop the giggles of one child but may make another giggle more.
- vi. Students do not learn good behavior chiefly by being punished for their misdeeds. They learn by example, instruction, practice, encouragement for good behavior *and* their mistakes.
- vii. Students need to develop the ability to forgive and forget.

9. Conflict Resolution

A. If you have a complaint, concern, or issue or you are told about a complaint, concern or issue

- i. Express it promptly with the individual and not others. Keeping it to yourself can cause ill feeling and friction which would decrease our effectiveness as a Christian faculty. Jesus says that we can't properly worship or serve God if there is a disagreement between yourself and someone else (Matthew 5:23-24). Get it out of your system. Express it promptly.
- ii. Tell it to the right person. Complaints about school policy or operations should be expressed directly to the administrator through a phone call or email. Complaints against specific

individuals should be expressed first to the individual in question and should be expressed to the administrator only if you cannot work it out between yourselves or if you feel they should know about it.

- iii. Express it clearly putting on tender mercies and in Love. Misunderstanding of complaints could lead to further problems and needless hard feelings.
- iv. Don't broadcast it. Express your complaint only to the person who should hear it. Unneeded worry, harm, and hard feelings result when problems and dissatisfactions are expressed to persons other than those directly involved with the problem and an impression of disharmony is presented.
- v. Pray about it. Ask God to help you make your complaint in such a way that it will result in the betterment of our school, and thus in the glory and growth of His Kingdom. Read and think about such passages as Ephesians 4:1-3 and Colossians 3:12-13. Pray about it!

B. If you overhear or are told a complaint

- i. Express it promptly to the person who should hear it, and only to him.

"I therefore, the prisoner of the Lord, beseech you that ye walk worthy of the vocation wherewith ye are called, with all lowliness and meekness, with longsuffering, forbearing one another in love; Endeavoring to keep the unity of the Spirit in the bond of peace". Ephesians 4:1-3

"And so, as those who have been chosen of God, holy and beloved, put on a heart of compassion, kindness, humility, gentleness and patience; bearing with one another, and forgiving each other, whoever has a complaint against anyone; just as the Lord forgave you, you also should forgive." Colossians 3:12-13

C. If a complaint is made about you

- i. Understand the problem; make sure you know exactly what the complaint is, and why it is being made. Ask the person making the complaint, if necessary.
- ii. Give it prompt attention. Talk to the person who is complaining about you, or if necessary, the administrator, as soon as possible. Try to agree on an effective solution to the problem as soon as possible. This will show your concern and desire to cooperate and will stop the problem from getting worse. Give it prompt attention.
- iii. Make it into a growth experience. Instead of taking offense at the complaint, realize that someone has pointed out something that can help you grow as a Christian. Solomon says many times that the wise man is one who can accept and learn from counsel, reproof, and/or instruction. Learn from your mistake or from what has displeased your brother or sister. Make it a growth experience.

- iv. Pray about it. Ask God's wisdom in solving the problem, and His help in putting the solution into effect. Pray that all may work out for the good of the school and for the good of His kingdom. Pray for the person who complained about you, and ask God to help you love him/her more. Above all, pray about it.

10. Procedures for Parents in the Classroom

- A. Please speak to teacher to coordinate appropriate day and class time hour(s) that you are available to spend in your child's classroom. There is a maximum number of two adults in the classroom per hour.
- B. Please make note of the day and time you have signed up to observe or assist in your child's classroom.
- C. If you know you will be late or are unable to be there at the scheduled time, please notify the teacher as soon as possible. Remember, the teacher is expecting you and depending upon your help.
- D. You may give your purse and personal items to the teacher to put up if you wish.

11. Parental Agreement and Commitment

With an understanding that having a child enrolled at Logos Christian Academy comes with a parental responsibility for the education and well being of child and in the success of Logos Christian Academy; parents/guardians shall be in agreement with the stipulations and guidelines of this handbook (see Appendix 2 & 3). Their commitment is much more than monetary; it is also through prayer, active participation and community support of this school.



LOGOS CHRISTIAN ACADEMY

P.O. Box 11493
Casa Grande, AZ 85130
Office (520) 421-1220

Appendix 1: Media Release Return to Office

Authorization for Picture and Name Use on Internet and on Promotional Materials

Student/s Name _____

Grade _____

Authorization for Picture and Name Use on Internet:

- I authorize Logos Christian Academy to use my child's picture and first name on the school's website.

By checking here you also give us authority to publish work that may be produced by your child. This may include writing and artwork. Children's last names will NOT be used.

- I **do not** authorize Logos Christian Academy to use my child's picture and first name on the school's website.

Authorization for Picture and Name Use in newspaper, marketing material & other media:

- I authorize Logos Christian Academy to allow my child's picture and name in the newspaper, on marketing materials, and in other forms of media.

By checking here you also give us authority to publish work that may be produced by your child. This may include writing and artwork.

- I **do not** authorize Logos Christian Academy to use my child's picture and name in the newspaper, on marketing materials, and in other forms of media.

Signature: _____

Date: _____



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Appendix 2: Agreement and Commitment Statement Return to office

Having read and understood the Student and Parent Handbook of Logos Christian Academy, I do hereby declare that I am in agreement with its declarations and policies. As a parent I will, to the best of my abilities, support the Vision and Mission of Logos Christian Academy and uphold its policies for both myself and my child. I further agree that in matters of possible misinterpretation or misunderstanding, I will do all that is within my power to come to a reasonable and agreeable conclusion with the Administration and Board of Logos Christian Academy.

Accepting that as a parent/guardian, part of my responsibility of sending my child/children to Logos Christian Academy requires me to assist through the giving of my Time – Talent – Treasure, and I am making a commitment and accept the responsibility of providing the full year’s tuition for my child as discussed in the LCA Tuition Contract.

Furthermore, I agree to volunteer at Logos Christian Academy or on an approved LCA volunteer project 12 hours per calendar year with a family minimum of 1 hour per month.

Student/s name _____(Please Print)

Parent name _____(Please Print)

Parent Signature _____Date _____



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Appendix 3: Volunteer Agreement Log Home hours & report to office each month Keep at home

Thank you for your contribution of your time and talent. We know it is an investment and sacrifice to choose private Christian education, thank you. In order to continue in excellence and with unity, we require a minimum of **12 hours** of volunteer time from each parent the student(s). There are many ways to meet that quota, and it may be easier than you think. You will probably have fun doing it and there is treasure in Heaven being stored up as you do! Please turn this in at the end of the year.

Date	Project	Start Time	End Time	Total Hrs.
				Total: _____
Parent Signature: _____			Date: _____	
LCA rep Signature: _____			Date: _____	

Note: In lieu of volunteer hours, parents may opt to contribute additional funds

I agree to contribute \$15.00 per hour for _____ hours.

Parent Signature: _____ Date: _____

LCA rep Signature: _____ Date: _____