

Logos Christian Academy

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Where excellence is not only a goal, but an achievement.

Academy Handbook

Updated as of 04/15

The fear of the Lord is the beginning of wisdom.

Proverbs 1:7

PURPOSE

The purpose of Logos Christian Academy is to provide a choice education to our students from a biblical standpoint. To strengthen the academic education, students are taught Christian virtues that derive from a Christian worldview. The biblical principles provide guidelines for all other learning, making the students able to discern between authentic moral values and false ones.

DOCTRINAL STATEMENT

The doctrinal statement of the school is similar to the doctrinal statement of the *LOGOS CHRISTIAN MINISTRY*. A summary is given in the next paragraph:

We believe in the only true God (John 17:3) revealed in the Scriptures as Father, Son and Holy Spirit (Matthew 28:19). God is Spirit (John 4:24), infinite and perfect in all His attributes (Psalm 139:1-12). He created all things (Revelation 4:11) and upholds all things (Hebrew 1:3). He is the origin, the support and the finality of all things.

ADMISSION POLICY

Admission is granted after an interview with the administration and is contingent upon the results of any required testing and the review of the permanent records of the student.

Our school admits students regardless of race, color, nationality, or ethnicity. Special needs students will be admitted after an evaluation of our capability to properly assist them.

Parents are required to sign *The Statement of Cooperation* at the time of enrollment and yearly after they receive a new copy of the Handbook.

New students are admitted on a quarterly probationary basis, and this probation will be dropped as soon as the student demonstrates Christian character, self-discipline and academic competence, but no sooner than a 9-week period.

LCA reserves the right, within its sole discretion, to refuse admission of a student applicant or discontinue

enrollment of a student if the atmosphere or conduct within a particular home or the activities of a student are counter to or are in opposition to the biblical lifestyle the school teaches, including but not limited to homosexual behavior. The same rule applies to all employees and all prospective employees applying for a job at LCA.

ENROLLMENT

Registration is completed in the school office during regular office hours on assigned days. Enrollment is done when the following have been completed:

1. Application has been completed;
2. Registration fee has been paid;
3. The interview has been completed;
4. Student's record forms have been completed;
5. Medical examination and required immunization is up to date;
6. Placement test or any other test required has been completed.

PHYSICAL EXAMINATION

All new students in Illinois and students entering in K5 need a visual examination from an optometrist. Students entering K5, 2nd and 6th grades need a dental exam also. Students entering preschool, kindergarten, sixth and ninth grade are required by the state of Illinois to have a physical examination and a series of immunizations before they can be admitted to classes. Evidence must be presented on proper forms by October 1st; if in doubt or if the doctor doesn't have them, you may obtain the proper forms through our office. Transfer students have a grace period of 30 days to meet the requirements for physical examination. If parents do not present proof of these examinations, the State of Illinois Law requires the school to retain the student's report card or to suspend the student until the parents comply with the Law.

ENROLLMENT AND RE-ENROLLMENT

Re-enrollments for fall term can be done beginning with February 1. Enrollment is open to the public starting with March 1.

Enrollments from February to Spring Break qualify for a discounted fee of \$50. From Spring Break to Summer Break the discounted fee is \$70. Beginning with Summer Break the fee for enrollment is the regular \$100.

FINANCIAL INFORMATION

Being Christian, our school derives income from tuition and fees, and not from any government agency. In view of this fact, all tuition and fees are to be paid when due. All accounts are due and payable by the first school day of each month. In case the payment is not received on the sixth school day of the month, a late fee of \$10.00 will be added to the account. If payment is not received by the 12th day of the month, the student needs special permission in order to remain in school. The official records, the report cards, books and any other material lent by the school cannot be obtained unless the payment is met in full. Payments can be made in full or as many as ten installments. The tenth installment due in June does not cover the days of instruction in June but is the final payment on the yearly tuition.

SCHOOL OFFICE - CONFERENCES

Parents and visitors are welcome to visit classes, but we ask that such visits be scheduled in advance through the office, so the instruction will not be affected. For out of town visitors a written request by the parents must be submitted to the office several days in advance of the visit. Private conferences are to be arranged through the office. We have the expectation that every parent will be considerate in regards to teachers.

The school office will also schedule conferences between parents and teachers, as will be necessary throughout the school year in order that the parents will be kept apprised of their child's progress. Parents of all students are required to attend the first conference of each school year. The teachers might ask to visit the homes of the new students after the school year has started.

The school telephone may be used only with permission from the office. Calls are to be limited to two minutes and cannot be international.

WITHDRAWAL - DISMISSAL

Withdrawals from school are to be made in person through the school office. The tuition is due and payable until the office has been notified of withdrawal and the official withdrawal form has been completed and personally handed to the office. The transferring students are to pay the following amounts as tuition:

- For one to five days of school attended, 1/4 of the monthly installment;
- For six to ten days of school attended, 1/2 of the monthly installment;
- For eleven or more days of school, a full month installment.

Records will not be released until all bills are paid in full and all textbooks and materials have been returned.

Students who are not observing the rules of our school will be dismissed.

CLOSING OF SCHOOL

In case of severe storms or in emergencies the school will be closed. Such a decision will be announced by 6:00 AM by telephone voice mail and/or by an announcement on the web at www.emergencyclosings.com.

FIRE, TORNADO, & INTRUDER DRILLS

Fire, tornado, and/or intruder drills might be conducted occasionally. In case of severe weather, students will not be released but relocated to safe areas within the building.

TEACHERS

Our teachers must be qualified from a spiritual and professional standpoint. They have to be born-again Christians dedicated to Christian education, and must have adequate preparation in their subject areas.

The excellence of the academic process is inextricably tied to the excellence of the teacher. As important as curriculum, method,

and philosophy are, the teacher is far more important. Besides being a born-again Christian, the key ingredient for the Christian educator is having a heart for the Christian school ministry and a genuine love and concern for reaching boys and girls for the Lord. In summary the Christian educator has the following attributes:

“As a Christian he has experienced the reality of God's truth, and he has God's Spirit to empower him and his teaching. As an educator he functions in accordance with the mandate of God to teach in accord with the educational principles contained in the Word of God. Educate means to change one's behavior. In the book of 1 Corinthians, Paul exhorts his readers to be followers of him as he is of Christ. This must be true of the teachers too, for as leaders they must exemplify what they are trying to teach. They must be spirit-filled people of God.

Six Qualifications for a Spirit-filled Teacher are:

- 1. The teacher is the communicator of truth; he must be openly and boldly a Christian.*
- 2. Every teacher must know the Bible because the Word of God is relevant to all subjects.*
- 3. The Christian teacher must be committed in every aspect of his life and work, in all his being, to the truth.*
- 4. The teacher must seek excellence. This is a seeking after excellence to the glory of God, and a Christian teacher should be content with nothing less.*
- 5. The Christian teacher must truly love his students, seeking their highest good even when at times the way may be difficult. Not only should he love his students, he should genuinely like and understand them.*
- 6. Finally, the Christian teacher should exercise complete submission to the one great teacher. Every teacher must listen to the Lord, and the Holy Spirit, for his lessons.”*

(Dr. Paul Cates, Ph D)

HEALTH CARE

Students who are ill in any way (rashes, fever, coughing, lice, etc.) must be kept at home and /or taken to a doctor as soon as possible. For the protection of all other students and teachers in the

school, if such a child is brought to school, we must quarantine him and possibly call the parents or an ambulance to remove him from the premises. If an ambulance is necessary, the parents are responsible for the bill.

Students who become ill during the school day will be taken to the office. The office will call the parents and ask that the child be taken home or to a doctor if the temperature of any student is 100 degrees or above.

If the student is taking medicine during the school day, the medicine and the doctor's directions are to be given to the office as soon as the student arrives at school. The administration of these medicines requires a physician's order and a signed parent/guardian disclaimer.

A small supply of over the counter medications is kept at the secretary office. The administration of these medicines requires a signed parent/guardian disclaimer on file.

LUNCH

Lunch and milk is provided at no charge to students by the school. Students may bring their lunches to school each day, if they so desire. The lunch should consist of a well-balanced meal.

PROHIBITED ARTICLES

The following articles are not permitted at school or at any activity sponsored by the school: tobacco products, alcoholic beverages, illegal drugs and narcotics, dice, playing cards, knives, guns, explosives, fireworks, radios, iPods, iPads, eBooks and similar electronic devices and electronic games, and **ANY** other articles that the Administration deems inappropriate. The presence and use of such devices as Google Glass (and similar) is strictly forbidden on school grounds.

Audio/Video material, posters, literature and clothing bearing pictures and emblems of rock music (including, but not limited to, Christian rock) are also prohibited. Magazines and books not related to class are not permitted on school grounds.

STUDENT ACTIVITIES

Only students with passing grades in recent tests will be eligible to participate in special activities as field trips, ski trips, worship groups, sports programs, soccer and basketball games, etc. Private music lessons in violin, piano and other instruments are available at the school for nominal fees.

Teachers will be on duty from 8:10 a.m. to 4:00 p.m. each school day. Students **MUST** be picked up **before** 3:30 PM. Parents who need child care before and/or after these hours need to make arrangements with the school's office. The School is not responsible for supervising students after 3:30 PM.

Students are expected to be on time for classes and any school activity. Habitual tardiness may be a cause for detention after school and mandatory summer school. Detention days are Tuesday and Thursday from 3:00 pm to 4:00 pm.

Parents who wish to pick up students for doctor's appointments or other well founded reasons have to contact the office in the morning stating the reason and the time of pick up. Students will be fined and disciplined if they leave without arrangements. If the need to leave arises later in the day the student needs the approval of the principal and of the teachers for that particular day. The principal or the acting principal needs to confirm the early leave with the student's parents or guardians by phone conversation.

Each student must be regular in attendance. The following are examples of excused absences: illness, death in the immediate family, medical appointments, etc.

Parents should notify the school office in case of illness by 9:00 a.m. If no notification is made, the school will be calling the home of the absentee. After an absence, the student should bring a note explaining the reason for the absence otherwise the absence is unexcused. Short-term illness is to be certified by written notification from parents. Long-term illness must be certified by notification from a physician. **No refund of tuition** will be made because of the absence. The absentees **must** make up any work missed during the absence. If a student has 20 or more excused absences during the school year or 10 unexcused absences or a combination of excused

and unexcused amounting to 20 excused (each unexcused absence counting as 2 excused) the school has the right to retain the student at the same grade level unless summer school is attended. Three tardies are equivalent to one full absence, one hour late or absent is equivalent to half of a full day absence.

The codes used on Engrade for absences and tardies are as follows:

A unexcused absence
AE excused absence
T unexcused tardy
TE excused tardy
P unexcused partial absence
PE excused partial absence

TERMS AND CONDITIONS FOR USING THE LCA PLAYGROUND

1. Use of the Playground is intended for and limited to children age 5 to 12.
2. Each child must be at all times supervised by an adult so as to minimize the risk of harm and to the components of the Playground.
3. Each person shall confine their use of any aspect, component, device, or apparatus of the Playground to that for which it has been reasonably designed.
4. LCA makes no representation or warranty as to the fitness, structural, or otherwise, of the Playground for the use intended by any person and any person expressly agrees to use the Playground in its "as is" condition.
5. Any person using the playground agrees to indemnify and save LCA harmless against and from any and all loss, damage, costs, and/or expenses which LCA may hereafter suffer, incur, be put to or pay by reason of any liability or claims arising out of the use of the Playground by any person and the person agrees to pay and discharge forthwith any debt, obligation or claim which shall be asserted against LCA by reason of such use.
6. Any person using the Playground agrees to add LCA as an additional insured to any general liability insurance policy

maintained by the person. Such coverage is to be primary and non-contributory.

FIELD TRIPS

Participation in school field trips is mandatory. Non participation qualifies as a one day absence from school. When field trips are taken, students are required to manifest the same discipline and rules of decency in dress and in behavior as on the school premises. Grades 1st through 5th students will wear the blue school t-shirt with the school logo during field trips. When parents are accompanying the students as chaperons, they are required to follow the same code of dress and conduct as is required of the students. The parents & students must not bring children not enrolled in our school to the activities, unless approval is obtained from the office.

TUTORING PROGRAM

During certain periods of time throughout the school year, the staff may decide to offer the upper grade students the opportunity to become tutors for the lower grade students.

STANDARDS FOR TUTORS

- The tutor must be from 8th grade and up only.
- The tutor must be an A student (especially in Christian behavior).
- The tutor must have the approval of the homeroom/subject teacher of the student being tutored.
- The tutor's performance is evaluated periodically and s/he is allowed to keep this position in accordance with the level of performance (e.g., obvious improvements of the tutored student).
- There is a periodical meeting with all tutors, with the purpose of instructing them and assessing their work and possible issues arising throughout the school year.

SECURITY DUTY

The high school students have the duty to take turns in serving as security officers, two at a time, throughout the school year. They must comply with the following standards:

1. Wear proper UNIFORM at all times.
2. Greet ALL visitors and ask them to sign in.
3. Maintain proper posture.
4. Each period, study the materials and do the work pertaining to the class you missed.
5. No electronic games / laptop / tablet usage allowed – unless approved by Mr. Larry or the Principal on duty.
6. Keep the table clean and free of food / drinks.
7. No other students allowed in the area (except in lunch recess).
8. At least one of the two students must remain at his post at all times.

SCHOOL SPIRIT DAYS

In order to celebrate our school's fellowship we will have one School Spirit Day every quarter. This day will be celebrated on the last Monday of each quarter or as deemed each year by the respective senior class homeroom teacher. 12th grade students and teachers are responsible for organizing these days.

ACADEMIC INFORMATION

The daily program for school is from 8:30 a.m. to 3:00 p.m. The reporting system is designed to give parents and students information regarding the progress made by students. Students are evaluated in their academic subjects, on their conduct, ability, attitude and application.

The **ACADEMIC GRADE** is given in percent (%), and is based upon the work done on homework, quizzes, tests, exams, etc. The school records the grades and various other information (possibly homework, important dates, assignments, attendance, etc.) on engrade.com. It is the duty of the parents or guardians to create on engrade website (using the school given code) a personal account for each individual child and to check the child's progress as often as possible. Regular teacher-parent communications will be conducted primarily on engrade. The School's announcements are also posted

on engrade. Once posted, the School cannot be held responsible for not communicating the announcements to the parents or students.

Grading is done according to the following scale:

99.5-100% =A+	GPA=4.333
95.5-99.4% =A	GPA=4.000
89.5-95.4% =A-	GPA=3.667
86.5-89.4% =B+	GPA=3.333
82.5-85.4% =B	GPA=3.000
79.5-82.4% =B-	GPA=2.667
76.5-79.4% =C+	GPA=2.333
72.5-76.4% =C	GPA=2.000
69.5-72.4% =C-	GPA=1.667
65.5-69.4% =D	GPA=1.333
64.5-65.4% =D-	GPA=1.000
0 -64.4% =F	GPA=0.000

1st place requires a year average of 96 or up.

2nd place requires a year average of 93 to 95.9.

3rd place requires a year average of 90 to 92.9.

The year average is calculated including the Christian conduct grade. If the Christian conduct grade is less than A, the student will be downgraded one place (if he qualifies for third place he forfeits his place). If the Christian conduct grade is less than A- the students forfeits his place.

Honors classes have higher GPA's, starting at 5.000. Honor classes involve more work, at a higher level, possibly without teacher assistance. If the year's average drops under B+, the Honors status is automatically lost for that subject.

The Christian **conduct grade** is a grade used to represent the attitude and conduct of the student in school and is an important part

of the student's report card. The discipline system includes written warnings and reprimands. One reprimand is equivalent 3 warnings.

Grades are as follows:

- 100 A+ is for outstanding conduct (one warning at most)
- 96-99 A is for above average conduct (2 warnings)
- 90-95 A- is an indication the student is doing fine but he might have some particular discipline problem in the class or on the hallway (3-5 warnings or not more than 1 reprimand)
- 89-87 B+ (6-8 warnings or 2 reprimands)
- 86-83 B (9-11 warnings or 3 reprimands)
- 82-80 B- (12-14 warnings or 4 reprimands)
- 79-77 C+ (15-17 warnings or 5 reprimands)
- 76-73 C (18-20 warnings or 6 reprimands)
- 72-70 C- (21-23 warnings or 7 reprimands)
- 0-69 is an indication that the student is doing less than expected and runs the risk of being expelled.
- 69-66 D (24-26 warnings or 8 reprimands)
- 65 D- (27-29 warnings or 9 reprimands)
- <64 F (>30 warnings or 10 reprimands)

At the end of each school year the student report card will contain a notification as to whether the student has been promoted or retained.

Students receiving three "D's" in academic subjects will be promoted probationary only if they have completed school-approved summer studies.

Students receiving an "F" in three academic subjects are automatically retained.

Students with only one or two "F's" must attend summer school and improve their grades, otherwise they will be retained.

DISCIPLINE CODE

STUDENT BEHAVIOR

Attendance at our school is a privilege and not a right. Full cooperation with the rules and regulations of the school is required.

Students' behavior should be above reproach in showing respect to God, country, family, teachers, and other students.

Lying, stealing, cheating, profanity, foul language, etc. are not permitted and will not be tolerated.

Students who steal, drink alcohol, use illegal drugs, possess pornographic or lewd material in school or away from school will be expelled from school.

Students are not permitted to chew gum at any time on the school grounds.

There are four fundamental rules that are to be observed by students:

1. Students will not be out of their seats without permission.
2. Students will not speak out in class without permission.
3. Students will always address and reply to teachers with the utmost respect.
4. Students will always follow instructions carefully.

STUDENT DRESS AND APPEARANCE

All our students must dress in the **school-approved uniforms**. We ask that all our students dress in a conservative manner, which is suitable for a Christian. The school is a place for learning and study, not a place for making a fashion statement.

The administration reserves the right to determine what is acceptable or unacceptable in matters of appearance. Clothing or hairstyles, such as spiked hairstyles and dyed hair that are outlandish and disruptive to the classroom will be deemed as unacceptable dress code.

GIRLS are always to wear dresses or skirts. When not in uniform for some reason, girls may not wear transparent or see-through apparel, shorts, slacks, miniskirts, flared shorts, or short dresses in class or when they come or go to or from school. The overall appearance of the girls should convey a sense of modesty and purity.

In cold weather girls may wear tights of dark color under their dresses.

Girls in grades five and up must have the hemlines **under their knees**. For smaller grades the teacher can decide if the skirts

are too short and ask the parents to change their lengths. Clothes should fit comfortably, not tightly.

BOYS are to wear long pants at all times. No jeans are allowed in school. Shirts with tails must be tucked in. Boys in secondary grades are to wear shirts with a fold-over collar during school. No shirts with printing on them are to be worn. The shirt collar must be worn down at all times while on school property.

Boys' hair must be neat and trim, cut above the ears and combed so that it is not longer than the middle of the forehead in front. The bottom of the ears will be used as a general guideline for length in the back. The hair must be tapered smoothly, with no lines, grooves, etc. Shaggy, bushy, or thick hair is not acceptable.

For physical education, boys and girls should wear the blue T-shirts with the school's logo and sweat pants or shorts that are knee-length. Grades 1st through 5th students can wear the blue T-shirt with the school logo during the entire day on the day of the week when they have scheduled physical education. This rule does not apply to older students.

The blue T shirt has to be worn by students in grades 1st through 5th during field trips and by students of any grade during car washes.

Jewelry, other than watches, is not permitted. Colored nail polish is not permitted.

For added guidelines and details please consult the School's Dress Code.

OTHER GUIDELINES

Loitering is prohibited in any part of the school. A student is required to be in the assigned areas during the scheduled school day. Solicitation is forbidden without the permission from the administration.

No visitor is allowed to speak or perform in any program or class unless permission is secured in advance from the administration.

No student may use the name of the school on any radio or TV station, or in any publication without prior written authorization from the administration.

The school is not responsible for any activity or social function that is not officially approved or sponsored by the school (even if it was endorsed by the school, but not officially organized by the school).

For all school-sponsored functions, school rules and regulations apply both for students and their guests. The decent, Christian-like dress code applies during any school program or ceremony.

No couples or mixed groups may be on any part of the school grounds unless they are under the general supervision of a school staff member.

There is to be no physical display of affection between students at any time. Each student is to be above reproach in behavior.

Students may be put on probation for academic, social, or disciplinary reasons.

Students who are not observing the rules of our school will be dismissed.

STANDARDS OF CONDUCT

BEHAVIOR CODE

As Galatians 5:22 and 6:1-10 imply we are to display a standard of behavior which demonstrates Christ in our lives; therefore, students will be expected to be helpful, friendly, polite, respectful, obedient, sportsmanlike, and not weary in well-doing. It is also expected that all students should attend regular church services in a Bible-believing church. Exceptions to this rule need the approval of the school board on a case by case basis. The school will not tolerate disrespect, destruction, fighting, profanity, complaining, slothfulness, and filthy or inappropriate communication. Offenders will be punished accordingly. Students possessing or using any type of tobacco, alcoholic beverage, or illegal drug will receive a penalty ranging from nine reprimands to expulsion. Any student participating in or attending an activity where alcohol or illegal

drugs are used will receive nine reprimands to expulsion. This penalty will also apply to those involved in any type of gross sin (outlined in Romans 1 and Galatians 5).

The normal length of an expulsion is not less than two semesters or one semester and one summer. All suspensions and expulsions are ultimately at the discretion of the school board.

Believing that discipline is necessary for the welfare of the student, as well as the entire school, each teacher is given the liberty of making and enforcing classroom regulations. The teachers' classroom discipline programs will be based on Biblical principles and the disciplinary standards of the administration and the school board of Logos Christian Academy.

Parents should feel free to consult with school personnel regarding any problems or questions that concern their child's behavior. It is the desire of the administration and the faculty to be of service to both parent and student. While teachers welcome parental visits, we do urge that such visits be made by appointment at a convenient after-school hour.

SPIRITUAL PROBATION (GRADES 9-12)

Teachers will prayerfully consider all of the high school students in their care. When two or more teachers feel that a student is struggling spiritually, that student will be placed on spiritual probation. A student is generally placed on spiritual probation because one or more of the following characteristics are found in his/her life:

1. The student shows a lack of interest in things of a spiritual nature.
2. The student has developed poor associations/relationships.
3. The student has a poor attitude toward authority.
4. The student shows no spiritual fruit or growth.
5. The student is a discipline problem.

6. The student has poor self-control.
7. The student has a negative countenance/appearance.
8. The student is a negative influence on other students.

When it is necessary to place a student on spiritual probation, the student and his/her parents will be notified, and a committee consisting of faculty and administration will monitor the student's situation. A conference with the parents and the student will take place each quarter that the student is on spiritual probation. The student on probation is expected to attend counseling sessions as provided by the school. A student who remains on spiritual probation for four consecutive quarters will be evaluated for possible dismissal.

A student who is not in agreement with the school's standards of behavior and conduct is a detriment to the school's ministry.

REPRIMAND SYSTEM **FOR MIDDLE AND HIGH SCHOOL STUDENTS**

The reprimand system provides a means of discipline and a cumulative record of disciplinary problems that a student may be having. However, it is not intended that the reprimand system should provide the only form of discipline for behavior problems.

MECHANICS OF THE SYSTEM

1. A teacher will write the student's name, grade, infraction, and date on a reprimand slip. At the time of the offense, the student will be informed of the reason for receiving the warnings or the reprimand. The student must sign the receipt of the reprimand slip. Three written warnings equal one reprimand. The warning/ reprimand record starts anew each quarter.

2. When necessary, the administration will form a committee to evaluate and counsel students who have accumulated reprimands.
3. Further action will be taken as individual students reach certain levels of reprimands:
Once a student accumulates 3 reprimands he/she is automatically suspended for at least one day. The suspension is in school and the student will be assigned community work (wiping desks, cleaning walls, doors, the cafeteria, vacuuming, etc.) in addition to any fines that may be imposed. A disciplinary action sheet will be sent to the parents. Additional letters may be sent home when rapid accumulation occurs. The parents will be informed when the student accumulates 3 consecutive reprimands.
Alternatively to the suspension, the student might be assigned detention time after school hours. The suspension is considered an excused absence.
4. At more than 10 reprimands, the student is eligible for expulsion. The school board in special session will make a formal decision in each case.

REPRIMAND RECORD

1. All reprimands will be cumulative for the quarter.
2. Reprimands from one quarter will not be carried over into another quarter.
3. A student will be placed on spiritual probation any time he/she accumulates seven reprimands within a quarter. A student on spiritual probation will lose all extra-curricular privileges. Once a student has lost the privilege to participate, he/she may not regain it during that school year, except on special approval from the school board. The probation status will continue for the remainder of that quarter only. Any

student placed on spiritual probation for any two consecutive semesters may be denied re-enrollment.

COMMON INFRACTIONS AND PENALTIES

1. LANGUAGE

1. **A Profanity regarding deity** = 6 reprimands

2. **B Profanity towards fellow students or faculty** = 3 reprimands

2. BEHAVIOR

2. **A Unauthorized absence from Chapel Service** = 3 reprimands

2. **B Engaged in non-related activities during Chapel Service** = 2 warnings

2. **C Class disturbance** = 1 warning per incident

2. **D Ground rules** = 1 warning to 3 reprimands, depending on the gravity of the offence and whether or not material loss resulted. Fines may accompany it. *Examples: littering, running outside of the gym, being on the hall after the teacher entered the class, excessive noise, late for Chapel, trespassing out-of-limits areas, etc.)*

2. **E Direct disobedience of faculty or staff** = 1 reprimand

2. **F Disrespect or defiance to faculty or staff** = 1 to 3 reprimands. It includes offences against staffers of Logos Baptist Church.

2. **G Fighting** = 1 to 18 reprimands (in addition to any possible damage or hospital charges). Police reports may be filed if so deemed by the Principal.

2. **H Leaving school property w/o authorization** = 3 reprimands

2. **I Cheating or lying** = 3 reprimands

2. **J Vandalizing school or church property** = 3 to 18 reprimands. All damages must be fixed by the student and police reports may be filed if so required by the building superintendent.

2. **K Smoking, alcohol or illegal drugs intoxication or involvement, immorality, pornography involvement** = 6 to 18 reprimands.

2. **L Stealing** = 6 to 18 reprimands.

2. **M Field trip delinquent behavior** = 1 warning-3 reprimands per incident

2. **N Ditching class** = 1 to 3 reprimands.

2. **O Rough playing, practical jokes, pushing, shoving, etc.** = 1 warning to 3 reprimands.

Hospital bills are the responsibility of the guilty student.

3. DRESS CODE

3. **A Academy uniform** = 1 warning per incident per day. However, reckless and repeated offenses will carry cumulated warnings (they will double).

3. **B Appearance** = 1 warning incident per day. However, reckless and repeated offenses will carry cumulated warnings (they will double). It includes lack of neatness, and/or hair code, dress code, jewelry, painted nails, makeup, lipstick, etc.

In all instances the Principal is entitled to override these guidelines and give up to the full maximum of 10 reprimands and propose the student for expulsion.

When a suspension or detention is assigned, a "disciplinary action sheet" will be sent home by the home room teacher to notify parents as to the reason why the suspension or detention was assigned and when it is to be served. This sheet **must be signed by a parent and returned to the office.**

BOYS/GIRLS RELATIONSHIPS

We believe the fellowship of Christian students is a rich and meaningful asset of the Christian school; however, excessive friendliness in boy-girl relationships is not permitted. There will be no holding hands or other public displays of affection at the school. To preserve their testimony we ask that couples not pair off in vacant rooms or private areas of the building and/or grounds. The rule of three is always a safe standard. There should be at least three people in a group whenever students are apart from the crowd.

LOCKER GUIDELINES FOR ALL GRADES

1. The lockers are the property of the school and may be opened at any time by a school official. Only master keyed locks purchased from the office are allowed on the lockers.
2. If students plan to attach something to the exterior of a locker, it shall be by permission from the office.
3. Students may eat in designated areas at designated times only. These areas include the lunchroom or other specially assigned areas for special events. Lunches brought from home shall be consumed during the noon meal period in the lunchroom. Uneaten food should not be returned to the locker for later consumption. Beverages must be consumed in designated areas. There are to be no cans in school and no open food packages in the lockers at any times; offenders will be fined and reprimanded.
4. It is recommended that lockers shall be kept locked at all times. The only locks that are to be used are the school locks that are issued to students. Because of the problem of students getting into other students' lockers, the combinations are to be known only by the student to whom the locks are issued and by the administration.

5. Lockers are to be kept neat and clean at all times. Regular locker checks will be made for inspecting the neatness of lockers.

6. Any damage that occurs to the locker during the course of the school year may be charged to the student to whom the locker is assigned.

ITEMS NOT TO BE BROUGHT TO SCHOOL OR ON THE PREMISES

- A. Radios, televisions, CD players, MP3 players, game boys, iPods, iPads, eBooks, Google Glasses and such, etc. Tape recorders are allowed only by consent of the teacher.
- B. Dangerous articles (matches, lighters, knives, fireworks, BB guns, guns, live ammunition, chemicals, etc.) Zero-tolerance policy requires that possession or use will result in the sternest consequences possible.
- C. Fingernail polish and remover, make-up.
- D. Cell phones – Students are allowed to bring their cell phones to school, but they **MUST** be in their lockers throughout the class time. Cell phones are not allowed in the classrooms, but at the teacher's discretion they can be left on the teacher's desk for the duration of the class. Phone calls are allowed to be made during assigned periods, after which the phone must be returned to the locker. Locks are provided to each student; therefore, the school is not responsible for the safety of any items in the lockers.

Phones are for personal and emergency use **ONLY** and should not be shared for any purpose. Students without a personal cell phone who need to place a phone call should use the office phone.

No other electronics are permitted in school or on the premises even before or after school hours. Such electronics will be confiscated and returned only to a parent.

If cell phones will be found on students throughout the day during class or chapel time, they will be confiscated, impounded, and the student will be fined and reprimanded.

1. First Incident – The phone will be confiscated until the end of the day. If the incident occurs after 12 p.m., the phone will be returned at the end of the following day. A \$5 fine will be incurred.
2. Second Incident - \$15 fine and 3 day confiscation
3. Third Incident - \$25 fine and one week confiscation; loss of privileges

AUDIO-VISUAL RECORDING OF TEACHING SESSIONS

The term ‘recording’ refers to any audio or visual recording (including photographs) of a lecture, lecture materials or other teaching session made with any type of audio or visual recorder. Except in the case of students with relevant disabilities, written permission from the member of staff leading the lecture or other teaching session must be requested and granted prior to any audio or visual recording. The member of staff shall maintain the right to decline requests and visual recordings must not be made by students unless consent has been given. Therefore, it is not permitted and considered unlawful to record in any manner, any instance during a teaching session on LCA premises.

CONCERN FOR PROPERTY

The Lord has given Logos Christian Academy a beautiful building. Hundreds of people have sacrificed to make

the construction of this building and the school program possible. The custodial staff has a strong commitment to keeping the building looking neat and clean. Students should consider it a privilege to attend LCA and honor the Lord by doing all in their power to keep the building attractive and make the utmost use of all the facilities. Any student known to deface or destroy school property will be assessed the full cost of repairs and be subject to disciplinary action.

PHOTO RELEASE

Throughout the school year, there may be times when LCA staff, with the approval of the school principal, may take photographs of students, audiotape/videotape students, or interview students for school-related stories in a way that would individually identify a specific student. Those photographs and/or audio/videotaped images or interviews may appear in the school’s publications, video productions, school web site or in other education-related projects. By signing the last page of this Handbook, you grant Logos Christian Academy permission to use your child’s photograph and/or videotaped image for the purposes mentioned above. You understand and agree that LCA may use these photos and/or videotaped images in subsequent school years unless you revoke this authorization by notifying the school principal in writing. You further grant unto LCA permission to allow your child to be photographed, audio/ videotaped, or interviewed by the school appointed staff for school-related stories or articles.

REGULATIONS FOR STUDENTS DRIVING TO SCHOOL

Parking is allowed on the school property only in the assigned spaces for students. Students will observe the following guidelines:

1. Compliance with all parking and speed limit regulations.
2. The school reserves the right to require vehicle information for parking privileges.
3. Students are not permitted to be in or to use cars during the school day, except for transportation to and from school. Students are asked not to enter the parking area during school hours unless permission has been received from the principal's office or the supervising teacher. Students must sign out at the office when going to their cars during school hours.
4. Reckless driving and parking – The administration will monitor traffic on the property. Reckless driving and parking will be ticketed.
 - a. First offense - \$50
 - b. Second offense - \$100 and temporary suspension of driving privileges to school.
 - c. Third offense - \$200 and loss of driving privileges to school.
5. The speed limit for the parking lot is 10 mph and for Caldwell Avenue is 45 mph.

PARKING

Students, parents, visitors and staff will use only the parking spaces along the north side (first two rows of the parking lot). Parents who wish to pick up their child at 1:00 p.m. must use the east doors ONLY (doors facing Caldwell Street).



TO THE PARENTS: Please read and discuss this handbook with your child(ren), then print and sign the statements on this page, detach, and return it signed to the office.

Statement of Cooperation

I have read and discussed the entire Logos Christian Academy handbook with my son(s)/daughter(s) and we commit to abide by all that it instructs and accept all applicable the terms and conditions mentioned in this Handbook.

 Parent's Name (please print first & last name)

 Parent's Signature

 Student's Signature

CONSENT for ADMINISTRATION of OVER the COUNTER MEDICATIONS-School Year 2014-2015

Student's Name: _____
AGE ____ **GRADE** _____ **Allergies** _____

CHECK MEDICATION IF OK TO GIVE IN SCHOOL – ONLY medications listed below will be available to your child in school. If a prescription medication is to be administered, it will need a separate Medication Order Form. **Please indicate dosage if applicable.**

- | | |
|--|--------------------------|
| ____ Medicated Cough drops | ____ Anti-itch gel |
| ____ Benadryl, Claritin | ____ Antibiotic Ointment |
| ____ Tums | ____ Motrin (Ibuprofen) |
| ____ Tylenol (Acetaminophen) | Please name:..... |
| ____ I DO NOT want any medication given to my child in school | |

Parent/Guardian Signature

Date