

**2016–2017
Parent/Student Handbook**

LOGAN Hope School



4934 N. 13th Street

Philadelphia, PA 19141

215-455-7442

Fax: 866-571-4826

www.loganhope.org

“I can do everything through him who gives me strength.”

Philippians 4:13

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LETTER FROM HEAD OF SCHOOL

Dear Parents and Students,

We are delighted that you chose to enroll your child or children at LOGAN Hope School. We realize there is financial sacrifice involved, but we believe the educational and spiritual benefits received from a Christ-centered and student-centered education are well worth the money invested by you and our scholarship partners. We are a scholarship based school with the idea that you as a parent should have choice in where you send your child for school. The education of your child should not depend on your zip code or your bank account. The education of your child should be a rewarding experience that will enrich your child's life as well as your own.

For this reason, parents are vital to the success of our program, and we always appreciate your support and input in our school. During the year, both administrators and teachers will be available to communicate with you concerning school or family related needs.

Training the youth of today, with the continued pressures from peers as well as other negative pressures from the world, is a challenge. With these instructional objectives and with the use of committed teachers, students are certain to have a successful educational experience.

Each student has been given this Parent/Student Handbook, which outlines LOGAN Hope School policies, and regulations. We ask that you review this handbook with your child to ensure that all policies are understood. We appreciate your cooperation and look forward to a great year.

On behalf of the LOGAN Hope School Staff,

Ken MacBain

Executive Director

IDENTIFICATION SECTION

MISSION STATEMENT

LOGAN Hope, a Christ-centered, K-8 school in the Logan section of Philadelphia, seeks to transform its community by empowering its under-resourced children with the knowledge, skills, and character qualities required to reach their potential and to be contributing members of their community. We seek to do this through a rigorous program of academics, character development, and leadership opportunities.

KNOWLEDGE AND SKILLS

Students from LOGAN Hope School will be empowered with knowledge and skills in these areas:

- Academic Excellence
- Biblical Perspective
- Discipleship
- Cultural Awareness
- Economic Infusion
- Leadership through Serving

CHARACTER QUALITIES

Students from LOGAN Hope School will be empowered with these character qualities:

- Humility
- Thankfulness
- Grit
- Neighborly Love
- Integrity

PHILOSOPHY OF EDUCATION

Each child is a blessing from God, and every child is precious, unique and offers rich perspectives and experiences from their own culture. Teacher advocates focus on the whole child, with high educational standards and holistic advocacy for children and their families.

STATEMENT OF FAITH

- We believe the Bible to be the inspired, the only infallible, authoritative Word of God.
- We believe there is one God, eternally existent in three persons: Father, Son and Holy Spirit.
- 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.
- We believe that for the salvation of lost and sinful people, regeneration by the Holy Spirit is absolutely essential.
- We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.
- We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.
- We believe in the spiritual unity of believers in our Lord Jesus Christ.

SCHOOL HISTORY

In 1991, Ken and Anita MacBain moved into a declining neighborhood, Logan, marked by poverty and crime in order to minister to the Cambodian community there. Having served as block captains and through their ministry of rehabilitating and renting out affordable housing to families, they have become trusted community leaders. Much of their work--in particular with the children of Cambodian refugees--is now being continued through the ministry of LOGAN Hope.

Founded as a non-profit in 2000, the ministry of LOGAN Hope was an extension of the MacBain's efforts to bring the gospel in word and deed to the Logan community. The programs include a summer day camp, an afterschool program and LOGAN Hope School which began in September, 2002.

SCHOOL SPONSORSHIP AND AFFILIATION

LOGAN Hope School is an independent school and is a member of the following associations:

StreetSchool Network

NativityMiguel Coalition

Allegheny West Consortium

Philadelphia Association of Christian Schools

Mid-Atlantic Christian School Association

ADMISSION PHILOSOPHY

LOGAN Hope School is open to Logan residents who are interested in a Christian education, from kindergarten through eighth grade. LOGAN Hope School is committed to small classes, so class size often limits openings in some grades. Students and parents must agree to follow the policies in this handbook. Students must be attentive and diligent in pursuing their education. Students need to attend school every day and pursue mastery in all their work.

STATEMENT OF NON-DISCRIMINATION

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

PROCEDURES SECTION

ADMISSIONS

The procedures for admission to LOGAN Hope School:

- Parent(s)/guardian and student must visit the school and meet with the principal to discuss if the school is the right one for your child.
- An application fee of \$25 is required for new families.
- A child must be at least 5 years old at the beginning of the school year to enroll. Students who are at least 4 years 7 months old may be considered as exceptions.

For new and reenrolling students:

- The enrollment or reenrollment package must be completed within 2 weeks (except for medical / dental exams).
- The family must complete all scholarship applications as required each year, and participate in the Race for Education and other fundraising events.
- Any scholarship/financial aid is awarded based on financial need.
- The family must pay the family contribution monthly, or as agreed upon in writing with the school. All family contributions must be paid before the last day of the school year.
- Any fees incurred for field trips or other special events or activities are the responsibility of the parents.

ACADEMICS

Students have the following subjects each year:

Major: English, Foundations & Frameworks (reading), Math, Science, History,

Minor: Physical Education, Bible. In addition, art, music, Spanish and/or other classes will be offered for each class.

GRADING SCALE

Grades 1st to 8th	
97 - 100	A+
93 - 96	A
90 - 92	A-
87 - 89	B+
83 - 86	B
80 - 82	B-
77 - 79	C+
73 - 76	C
70 - 72	C-
67 - 69	D+
63 - 66	D
60 - 62	D-
0 - 59	F

Kindergarten Report Card Key

E - Excellent / Mastery

Student consistently demonstrates mastery of grade level or above grade level.

S - Satisfactory / Proficient

Student consistently demonstrates understanding and some mastery.

N - Needs Improvement / Making Progress

Student is making progress towards mastery of grade level.

Report cards are issued for each of three marking periods, according to the schedule on the school calendar.

After each report card period, students who have made outstanding academic achievement will be recognized according to the following criteria:

- **Principal's Gold Award:** All A's on report card
- **Honor Roll:** All A's and B's on report card

Teachers will inform parents of a student's unsatisfactory work or attitude/behavior during the marking period. Teachers will also provide a progress report in the middle of the marking period.

HOMEWORK

Homework extends classroom instruction and reinforces learning. It is important and is given daily. Failure to complete homework is reflected in grading. The average daily time required to complete homework assignments varies from 15 minutes to two hours, depending on the grade; In addition, time will be given to reading outside of class. Many students are able to complete their homework during the after-school program.

Student Responsibilities

1. It is the student's responsibility to be aware of assignments and to seek further explanation if needed.
2. The student will organize his/her time to work on assignments.
3. The student will turn assignments in on time.
4. The student's work will reflect high standards of quality, neatness and completeness.
5. The students will complete class work in class, or it may be given as additional homework to complete at home.

How Parents Can Help

Parents are encouraged to take an active interest in the student's homework by:

1. If possible, provide a study area that is quiet, comfortable and free from major disturbances.
2. If possible, provide basic materials such as a desk or table, lighting, dictionary, and supplies, and a time for study.
3. Monitor assignments.
4. Check that homework is neat and complete.
5. Arrange to get assignments from the teacher during a period of excused absence.
6. Contact the teacher for missing assignments after unexcused absences.
7. Communicate with the teacher when problems arise.
8. Encourage your child to complete homework independently, if possible. If a parent's help is needed, it should be limited to clarifying questions or understanding of ideas.

TESTING

Students will be tested regularly. Standardized tests include:

- NWEA Primary Measures of Academic Progress (MAP) test (K-2nd)
- DIBELS (K-3rd)
- NWEA Measures of Academy Progress (MAP) test (3rd-8th)

TEXTBOOKS

All texts are loaned to students for their use during the school year. Textbooks are to be kept clean and handled carefully. Please be sure the child's name and school year are written on the book cover in case the book is misplaced. The parent will need to pay for lost or damaged textbooks.

CONFERENCES

Teachers meet with parents face to face at the report card conference at the end of the 2nd marking period. This may require meeting with the parent and student in their own home. Other conferences are determined as needed by the parent and teacher. Parents needing to meet with the teacher or principal should schedule an appointment with the teacher or staff person.

TUITION AND SCHOLARSHIPS

All parents will agree to tuition and scholarships. Tuition will be paid according to the tuition agreement. Any requested changes in the payment schedule or amounts must be approved before tuition is overdue.

All parents must complete LOGAN Hope scholarship forms, and applications for other scholarships that LOGAN Hope requires.

TRANSCRIPTS

Transcripts are provided upon written request with permission from the student's parent. Tuition payments must be current to receive transcripts.

ATTENDANCE

Regular attendance is a critical component for success in school. Attendance is taken at 8:15 AM each morning and all absences are checked with the office.

Once the student is on the school premises (in school yard or building), the student may not leave without permission from the office. When students are absent from school, it is critical that proper arrangements are made for the absence and responsibility is taken for appropriate

reentry into school. If a student is absent, parents must call the school before 8:00 AM with the student's name and the reason for the absence.

When the student returns to school, the student must submit a doctor's note or parent note with an explanation for up to three days of absence. Absence due to illness of more than three consecutive days requires a doctor's note for readmission to school. The note should be submitted to the office (in the morning) or by fax or email.

Parents are requested to make doctor and dentist appointments after school hours. If it is necessary to leave school early for a doctor's appointment, a note from the parent must be given at the office requesting the early dismissal. The student must come to the office when returning to school with a doctor's note.

Any absences without the appropriate doctor or parent note are unexcused.

A student who is absent from school may not participate in after school activities on the day of the absence.

A student must get make-up work from the teacher immediately when returning to school. Depending on the length of the absence, the teacher will set a time limit for completing makeup work.

ILLNESS OR INJURY

If a student becomes sick or injured during the day, permission must be given by the classroom teacher for that student to go to the office. Parents will be contacted. Students being dismissed must be signed out of school by a parent or designee in the office.

LATENESS

Classes begin promptly at 8:15 AM. If a student is not in the classroom at 8:15 ready to learn, the student is late. Students who are not on time will be marked late. All latenesses will be permanently recorded on the student's record. A nonemergency lateness may be excused by preapproval with the teacher. Please also note that five unexcused latenesses will be considered an unexcused absence.

EXCESSIVE ABSENCES

Excessive absences may result in loss of credit for schoolwork. After 5 unexcused absences, the principal will meet with the parent. The student will also be ineligible for interscholastic sports. If a student has 10 or more unexcused absences, the school may withhold credit for the child's classes.

STUDENT ACTIVITIES

Statistics show that overall student success in school is closely related to the student's involvement in school activities. Opportunities for students to participate in extra activities include:

- After-school program
- Community service projects
- Reading Olympics
- Interscholastic Sports include co-ed indoor soccer and basketball. Students must have at least "C" average on the most recent report card or the mid-term progress report in major subjects to participate in interscholastic sports. Contract and eligibility forms must be completed. Students who have acceptable attitude in class and who do not miss two homeworks in a week will be eligible to play the next week.

LIFESTYLE EXPECTATIONS

STUDENT CONDUCT

Students are expected to conduct themselves in a manner that is honoring to God, themselves, their parents, and the school. This expectation applies to the time that students are in school and at school activities as well as the time they are away from school.

Student Code of Conduct

Expectations

- Respect and obey all staff members and other adults and respect fellow students at all times.
- Respect school property and that of fellow students, staff members and neighbors.
- Use acceptable language at all times.
- Cooperate in keeping the school buildings and premises neat and clean.
- Be honest, courteous and kind in relationships with students, staff members and other adults.
- Obey rules and regulations necessary for the safe and orderly operation of the school.
- Be punctual and in attendance at school each day unless ill or given an excused absence by the principal because of an emergency.

The teacher or principal has the authority to conduct appropriate inspections and searches to seize contraband, weapons, alcohol, drugs or any other dangerous items on school premises.

All policies and procedures apply to all school-sponsored events, and even those activities occurring off campus.

Both minor and major acts of student misconduct can compromise academics and initiate school disciplinary procedures.

STUDENT DISCIPLINE

When the student misbehaves, we lovingly remind them that at LOGAN Hope, we have rules that we must follow. Our teachers and staff practice using Love and Logic (Faye & Faye). This discipline approach is an instructional time to equip our students with the tools to promote successful behaviors.

Love and Logic provides a loving, balanced approach that is neither permissive nor punitive.

- Teachers discipline kids without losing their **love and respect**.
- Teachers focus on helping children develop personal **responsibility, self-control** and good **decision making skills**.
- Unlike some approaches our staff doesn't use complicated reward or punishment systems only focused on short-term compliance.
- Instead, teachers focus on nurturing **long-term relationships** and reinforcing **good character**.

The Benefits of the Love and Logic Approach


- **When students feel respected**, appreciated and even loved by their teachers, they are far more motivated and cause far fewer problems.
- **Students are far calmer** and more motivated when their teachers allow them to make choices and solve their own problems within limits.
- **Successful educators focus** most of their energy on simple tools for preventing misbehavior or keeping it small...rather than trying to provide consequences for every problem.
- **When consequences are necessary**, effective educators provide them with sincere empathy or compassion.

If a negative behavior is deemed significant, the teacher will complete a Behavior Incident Reflection or Behavior Incident Form. This form will be given to the principal for further disciplinary action.

The principal will meet with the student. The principal will decide if it necessary to have a parent conference. We must make sure the student understands the consequence because of the choices they have made. During the parent conference, more severe punishment such as in-house suspension or suspension will be applied.

If a student endangers the well-being of another student or teacher/staff/volunteer, they are immediately sent to the principal, and the Student Antiharassment Policy will be followed.

Behavior Incident Reflection



Date _____

Student Name: _____ Grade _____

Teacher _____

1. What did you do? _____
2. When you did that, what did you want? _____
3. List three other things you could have done.
 1. _____
 2. _____
 3. _____
4. How can you reconcile this situation? _____
5. What will you do next time? _____

STUDENT UNIFORM

LOGAN Hope's uniform requirement is:

- Light blue polo or button shirt
- Dark blue pants or shorts (must be no higher than just above the knee, no jeans).
- For girls, dark blue jumpers or skirts are also allowed.
- Shoes, sneakers (especially for PE/Gym class) or sandals that strap on

On PE/Gym days or sporting event days, students can wear their team uniform or a LOGAN Hope t-shirt or a t-shirt without writing and sweatpants or shorts and sneakers (no boots).

There may be special days where special dress is allowed (spirit week, etc.)

Students who come to school out of uniform will be charged 50 riel (see Token Economy, page 19) and may be asked to wear clothes provided by the school. If the school does not have a uniform available to borrow, parents will be called to deliver a uniform to school. Students may also be kept from attending class until appropriate clothing is provided.

Repeated disregard of the school uniform policy may result in disciplinary action.

GENERAL INFORMATION

SCHOOL HOURS

Classes are scheduled from 8:15 AM to 3:30 PM, Monday to Thursday, and from 8:15 AM to 1:45 PM on Friday.

Breakfast is from 7:30 AM until 8:00 AM; students should not arrive before 7:30 AM unless they have an activity scheduled before school.

After-school hours are from 3:30 PM until 5:30 PM, Monday to Thursday. The start date will be announced when the school year begins.

The school calendar and school hours are subject to change.

CAMPUS HOURS

The school office is open from 8 AM until 5 PM, Monday to Thursday, and 8 AM until the close of the school day on Friday.

CAMPUS VISITORS

Visits to individual classrooms during instructional time are permitted only with approval by the principal. . All visitors to the school grounds must follow proper check-in procedures, and need to be accompanied by a staff member. To make arrangements for a visitor to come on campus, visitors must check in at the office to get clearance to be on the premises.

CELL PHONES

Cell phones should only be brought to school to contact parents before school or after dismissal. **Students may not use cell phones during the school day.** A cell phone used during school hours will be held in the office until a parent picks it up. If you need to contact your child in an emergency, please call the school office or Mrs. Anita's cell phone (215) 901-7885.

CHANGE OF ADDRESS OR PHONE CONTACT INFORMATION

When families move during the course of a school year, it is critical that they notify the school office of this change so the school can maintain necessary and appropriate contact with the family.

CHAPEL

Chapel is held weekly, and is normally inspirational. Other assemblies could be academic or entertaining. Students should be attentive and courteous.

DELIVERY AND PICKUP OF STUDENTS

Students are to be dropped off in front of the school. Please notify the teacher if your child will be late or must leave early for an appointment. Parents will complete a form indicating (1) if students can walk home at the end of school or after-school, or (2) if students will be picked up at the end of school or after-school. If students will be picked up, parents will include a list of people that may pick up the student.

If a student is not picked up by 3:45 PM (when there is no after-school) or 5:45 PM (15 minutes after the end of after-school), there will be a \$10 charge for each 15 minutes (or less) that a parent is later. For example, a student picked up at 5:45 PM will have no charge. A student picked up at 5:46 PM through 6:00 PM will owe \$10, from 6:01 PM to 6:15 PM will owe \$20. This is to cover the cost of emergency babysitting for your child. For students dismissed at 1:45 PM on Fridays, there will be a charge for any student not picked up by 2:00 PM.

FIELD TRIPS

Teachers may schedule field trips. Students must return permission slips signed by a parent or guardian to be eligible to participate. Parents are encouraged to volunteer as chaperones, but need to get clearances to participate, and must pay any cost for themselves and non-LOGAN Hope children. Transportation may be provided subject to availability.

FLAG SALUTE AND PLEDGE OF ALLEGIANCE

It is the responsibility of every citizen to show proper respect for his/her country and flag. Students may decline to recite the Pledge of Allegiance and may refrain from saluting the flag on the basis of personal belief or religious conviction. Students who choose to refrain from such participation shall respect the rights and interests of classmates who do wish to participate.

GAMING DEVICES

Gaming devices may not be used during the school day. A gaming device used during school hours will be held in the office until a parent picks it up.

IDENTIFICATION CARDS

Each student is issued an identification card at the beginning of the year. This card must be worn during field trips and other offsite activities.

LIBRARY

Our school library is an important support to learning. Textbooks and classroom instruction is not sufficient for achievers. Extensive reading and research is also important.

There are over 7000 books available, at all reading levels, on a variety of subjects. Library information and rules will be distributed during the first weeks of school.

Most books can be checked out for up to 3 weeks. The cost of damaged or lost books will be charged to the student. If the book is found, the money will be refunded reduced by the fine. A fine of 5 riels (see Token Economy) will be charged for each book for each school day overdue.

LOST AND FOUND

Students are expected to care for their property. Nothing of value should be left in school. The school assumes no responsibility for loss of personal property. Lost articles can be reported at the office; found items can be returned to the office.

Clothing left at school will be placed in the office or cafeteria and may be disposed of on Fridays if unclaimed.

LUNCH AND BREAKFAST

LOGAN Hope School provides breakfast, cold lunch and cold supper through the Nutritional Development Services (NDS) of Philadelphia. LOGAN Hope is able to provide breakfast, lunch and after-school suppers to everyone for free through the National School Lunch Community Eligibility provision.

All children may get a free breakfast if they arrive on time. Breakfast is served from 7:30 AM to 8:00 AM.

All children may get a free lunch. Lunch periods are from 11:30 AM to 12:00 noon and 12:00 PM to 12:30 PM. Students who complete lunch may be dismissed to enjoy recess time outside if there is a staff person available.

A parent may drop off lunch for their child. Lunches should be dropped off at the office (up to 11:15) or at the 4936 entrance (11:15 or later), if the lunch is labeled with the student's name.

In addition, students in 1st to 8th grades who stay for our after-school program will get a cold supper provided by NDS at 3:30 PM.

All meals must be eaten in the cafeteria or other designated location. Food may not be stored in desks or cubbyholes. At the end of the after-school program, students are welcome to take leftover "sharing" items home in a bag.

Any food items left at school will be disposed of at the end of the school day.

MUSIC POLICY

Students may not use their music playing devices during school hours. A music device used during school hours will be held in the office until a parent picks it up.

PARENT INVOLVEMENT (HOME AND SCHOOL ASSOCIATION)

Parent involvement is critical to LOGAN Hope School's overall effectiveness. Parents can get involved by joining the Home and School Association. Then parents will be notified of opportunities to volunteer at special events or workdays at the school on weekends.

Parents and family members (over 18 years of age) who would like to volunteer in the classroom must have a Child Abuse Clearance, State Police Record, and FBI fingerprinting completed.

SCHOOL CLOSURE INFORMATION

When the School District of Philadelphia closes or opens late due to snow or other bad weather, LOGAN Hope will follow their decision. In addition, there will be a message on the school phone by 6:30 AM regarding the closing.

During the school day, LOGAN Hope will determine if it is necessary to close early due to weather; we will not follow the School District.

If it becomes necessary for our school to be closed while school is in session, the staff will contact you to pick up your child.

SCHOOL PHONE

Parents needing to contact students during the school day should call the main school phone. They could leave a message in the teacher's voice mailbox. Teachers are not available for conversations during school hours.

Students with a special need to contact their parent may call from the office. This is not to be a regular need, only a special one.

TOKEN ECONOMY

LOGAN Hope has a token economy. Our currency is called the riel.

Regular incentives are worth 10 riels each day. They are:

- Being in your classroom seat at 8:10 AM ready to learn
- Submitting completed homework on time
- Wearing a complete uniform
- Teacher's special

The balance in the student's account can be spent on school store items. It can also be used to purchase field trips, yearbooks, special offers from teachers or staff or volunteers, or may be donated.

TRANSPORTATION

LOGAN Hope School does not provide transportation. Students in 7th and 8th grades who live 1 1/2 miles from the school may qualify for free Septa bus passes. Please apply in the office.

WHO TO CALL

The following list tells who to call for assistance in the areas indicated. If you need assistance in an area that is not listed, call the main school office and ask to be directed to the appropriate person.

Question:

Attendance issues

Homework concerns

Calendar questions

Graduation requirements

Call:

School office

Student's teacher

School office

Principal

HEALTH AND SAFETY ISSUES

FIRE DRILLS

At the sound of the fire bell, students are to walk rapidly in single file to their designated place. Students will remain silent during the entire fire drill. Students will participate in scheduled fire drills the first weeks of school to learn the process.

DISTRIBUTION AND CONSUMPTION OF MEDICATION

If students need to take prescription or over-the-counter medication while at school or at a school-related activity, they must have written instructions from you or your child's physician. Please send only the correct daily dosage and have your child's name and dosage instructions written on medication placed in a sealed bag. Non-prescription medications (e.g. aspirin-free pain relievers, cough lozenges etc.) are not available in the office. Please have your child drop off the medicine in the office immediately in the morning to be secured until it is time to take their medicine.

SAFETY ISSUES

Students should wash their hands or use hand sanitizers to prevent the spread of bacteria. Teacher will review safety procedures and rules throughout the school year in their classes.

REGULATIONS/INFORMATION

LAWS REGULATING CHILD SERVICES

OFFICE OF NON-PUBLIC SCHOOLS- PHILADELPHIA SCHOOL DISTRICT

The mission of the Office of Nonpublic Programs is to promote the academic achievement of nonpublic school students by functioning as the liaison for the School District of Philadelphia in providing students attending nonpublic schools with equitable educational services and resources as dictated by the provisions of the Every Child Succeeds Act of 2015 and Act 89 of the Commonwealth of Pennsylvania. The services provided are equitable to those provided with like funding in the public setting and address the academic, emotional, physical and social needs of the nonpublic student. Title I extended day services are provided for our after-school program.

CATAPULT LEARNING

Through Pennsylvania's Act 89 and Title I, Catapult Learning provides services in nonpublic schools around the Philadelphia area. These services include educational (Math and Reading

tutoring and coaching), Family Connections, speech, kindergarten screening, counseling and psychological testing.

OTHER REGULATIONS

LOGAN Hope School as an educational facility is required to report all cases of suspected abuse and neglect to the Department of Human Services. If a child has bruising, or the child reports any type of abuse, the school is required to report it to the DHS. If a child has reported that he/she has been left alone, the school is required to report it. This is the law, not a personal preference on the part of anyone in the school.

FERPA REGULATIONS

The Family Educational Rights and Privacy Act (FERPA) requires that at the beginning of each school year educational agencies and institutions receiving funding under a program administered by the U. S. Department of Education must provide students with access to their education records, an opportunity to seek to have the records amended, and some control over the disclosure of information from the records. With several exceptions, schools must have a student's consent prior to the disclosure of education records. Examples of situations affected by FERPA include school employees divulging information to anyone other than the student about the student's grades or behavior, and school work posted on a bulletin board with a grade.

This privacy policy also governs how state agencies transmit testing data to federal agencies. For example see Education Data Network.

The law allows students who apply to an educational institution such as graduate school permission to view recommendations submitted by others as part of the application. However, on standard application forms, students are given the option to waive this right.

FERPA specifically excludes employees of an educational institution if they are not students.

STUDENT ANTIHARASSMENT POLICY

POLICY:

The policy of LOGAN Hope School is to provide an academic environment that is free from harassment—whether based on sex (gender), race, color, national or ethnic origin, age, or disability—an environment that is free from all forms of intimidation, exploitation, and harassment (including sexual harassment), where all individuals treat each other with dignity and respect. The school includes bullying in its definition of harassment. The school is prepared to take action to prevent and correct any violations of this policy. This policy applies to the actions of administration, teachers, staff, parents, volunteers, and students. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion.

The school does not tolerate harassment of students, nor does it tolerate reprisals against any student who makes a harassment complaint. Administration, teachers, staff, volunteers, and students who violate this policy are subject to disciplinary action, including expulsion from school or discharge from employment. Any administrative personnel who receive a complaint of harassment and fail to appropriately report it or take corrective action pursuant to this policy are also subject to disciplinary action, up to and including discharge.

I. DEFINITIONS AND PROHIBITED ACTS

1. Sexual harassment. "Sexual harassment" means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:

Submission to the conduct is explicitly or implicitly made a term or condition of an individual's academic status or progress. This may occur by clearly stated acts or words or by implied acts or words.

Submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual.

The conduct has the purpose or effect of having a negative impact on the individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment.

Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through this school.

2. Unwelcome and Offensive. The fact that a student may not openly object to others' actions or words does not prove that they were unwelcome. Under the law of harassment, or bullying and intimidation, a student does not have to openly object to others' actions or words to prove that the actions or words are unwelcome. Harassment, bullying, or intimidation may occur even if the student originally remains silent or fails to show disapproval. Acts and statements that may not offend some people may be highly offensive to others. Therefore, all employees, volunteers, and students should be sensitive to the feelings of others whether they object or not.

3. Verbal Harassment. Prohibited statements include, but are not necessarily limited to, the use of derogatory descriptions of a student or group of students based on race, color, disability, ethnic or national origin, or age. It is also a violation of this policy to state stereotypical classifications concerning race, national or ethnic origin, color, age, or disability of a student or group of students, especially if they are repeatedly made. Although some students or individuals may enjoy discriminatory identifications and jokes, the school does not tolerate such on its premises or during working hours.

Examples of prohibited statements include, but are not necessarily limited to, derogatory or vulgar comments regarding a person's gender, sexually vulgar language, remarks about a person's physical anatomy or characteristics, dirty jokes, sexual innuendo, or display of written or graphic materials. Also prohibited are suggestive pictures, magazines, posters, offensive cartoons, and other words or pictures of a suggestive nature. Also prohibited are statements that demean women.

4. Physical Sexual Harassment. Prohibited actions include, but are not necessarily limited to, touching a student in a sexually suggestive way, or touching another so as to invade his or her personal privacy. This includes intentional touching or intentional movements made in order to observe another in a sexual manner. Also prohibited are physical acts such as hitting and pushing, and making physical gestures of a sexual nature. As a general rule, any act or touching of a person that most individuals refrain from doing with a stranger should not be done with another student.

5. Sexual Harasser. A harasser may be a male harassing a female, a female harassing a male, a male harassing a male, or a female harassing a female, just as long as the harassment is sexually based or based on the gender of the student.

6. Race, Color, National or Ethnic Origin, Age, and Disability Harassment. Unwelcome statements, name calling, or other verbal or physical conduct based on a student's race, color, national or ethnic origin, age, or disability is prohibited if and when any of the following occurs:

Submission to the conduct is explicitly or implicitly made a term or condition of an individual's academic status or progress. This may occur by clearly stated acts or words or by implied acts or words.

Submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual.

The conduct has the purpose or effect of having a negative impact on the individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment.

Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through this school.

7. Electronic Harassment. Harassment may occur through a number of mediums or means, including electronic communications. The student antiharassment policy applies to all harassment, including any that occurs by or through any type of electronic communication. This includes, but is not necessarily limited to, Internet, email, cell phones (including picture phone or text messaging as well as voice), PDAs or other communication devices, and facsimile (fax) communications of any type. This list of electronic devices is not inclusive, and the policy is intended to cover other types of electronic communication.

8. Physical Harassment. Prohibited actions include, but are not necessarily limited to, the following:

Display of signs, pictures, cartoons, written statements, or other material that denigrates, intimidates, bullies, or otherwise discriminates against any student based on race, color, national or ethnic origin, age, or disability.

General harassment, pushing, shoving, or other intentional acts perpetrated in whole or in part because of the student's race, color, national or ethnic origin, age, or disability.

9. Definition of Bullying or Intimidation. "Bullying or intimidation" means any written, oral, or physical act or gesture that a reasonable person under the circumstances should know will have the effect of harming a student or damaging his or her property or placing a student in reasonable fear of harm to his or her person or damage to his or her property, or that has the effect of insulting or demeaning any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Harassment, intimidation, or bullying includes a gesture or an act, whether written, oral, or physical, that is reasonably perceived as being motivated by a characteristic such as sex (gender), race, color, national or ethnic origin, age, or disability.

10. Examples of Harassment, Bullying, or Intimidation. Unwelcome conduct of this type can include a wide range of verbal, visual, or physical conduct of a sexual or other nature. Among the types of conduct that would violate this policy are the following:

- Unwanted sexual advances or propositions.
- Offering academic benefits in exchange for sexual favors.

- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct such as leering, making sexual gestures, or displaying sexually suggestive objects or pictures, cartoons, or posters.
- Verbal conduct such as making or using derogatory comments, epithets, slurs, and jokes about a student's race, color, national or ethnic origin, age, or disability.
- Verbal abuse of a sexual or other nature; graphic verbal commentaries about an individual's body, race, color, national or ethnic origin, age, or disability; sexually degrading words used to describe an individual; suggestive or obscene letters, notes, or invitations.
- Physical conduct such as touching, assaulting, impeding, or blocking movements.
- Any conduct that has the effect of insulting or demeaning a student or group of students in such a way as to disrupt or interfere with the school's educational mission or that is severe, persistent, or pervasive so that it creates an intimidating, threatening, or abusive educational environment.

II. APPLICATION OF ANTIHARASSMENT POLICY

The student antiharassment policy applies to school hours; to any school-sponsored event or activity, including during school-arranged transportation of any type to or from an event or activity, and whether the activity or event occurs on or off the school campus; while on school property or at school-leased facilities; or at any other time when the event or activity has any school recognition. Additionally, as a Christian school, the school has the right to expect and does expect that students and any employee of the school will conduct themselves in a Christlike manner and/or as a Christian role model. Conduct violating these biblical standards—whether occurring at school or during school-sponsored events, activities, or functions or not, or on campus or not—is subject to appropriate action by the school.

III. PROHIBITED ACTIONS

- 1. Employee-Student Harassment, Bullying, or Intimidation.** Employee-student harassment, bullying, or intimidation of any type is prohibited.
- 2. Student-Student Harassment, Bullying, or Intimidation.** Student-student harassment, bullying, or intimidation of any type is prohibited.

IV. WHAT TO DO IF YOU EXPERIENCE OR OBSERVE HARASSMENT, BULLYING, OR INTIMIDATION

Students who feel that they have been subjected to conduct of a harassing, bullying, or intimidating nature are encouraged to promptly report the matter to one of the school officials designated below.

Students who observe conduct of a harassing, bullying, or intimidating nature are also encouraged to report the matter to one of the school officials designated below. All complaints will be promptly investigated.

V. WHERE TO REPORT HARASSMENT, BULLYING, OR INTIMIDATION

The following individual is specifically authorized to receive complaints and to respond to questions regarding harassment:

Anita MacBain	Principal	215-455-7442
Name	Title	Telephone

VI. CONFIDENTIALITY

Every effort will be made to reasonably protect the privacy of the parties involved in any complaint. However, the school reserves the right to fully investigate every complaint and to notify a student's parent/guardian and appropriate government officials as the circumstances warrant.

VII. PROTECTION AGAINST RETALIATION

It is against the school's policy to discriminate or retaliate against any person, including any student, who has filed a complaint involving harassment, bullying, or intimidation or who has testified, assisted, or participated in any manner in any investigation, formal proceeding, or hearing concerning harassment, bullying, or intimidation. However, if in the course of an investigation or subsequently the school learns that a student or others have made a complaint that was not in good faith or it was known to be false at the time of the complaint, the school reserves the right to take appropriate action. Making false complaints or complaints not made in good faith can jeopardize someone's reputation.

VIII. PROCEDURE FOR INVESTIGATION OF A COMPLAINT AND TAKING CORRECTIVE ACTION

When one of the school officials designated in this policy receives a complaint, he or she shall immediately inform the principal. The principal will direct an investigation. If the investigation confirms the allegations, prompt corrective actions shall be taken. The individual who suffered the harassing, bullying, or intimidating conduct shall be informed of the corrective action taken. In addition, any employee or student found to be responsible for harassment, bullying, or intimidation in violation of this policy will be subject to appropriate disciplinary action up to and including expulsion or termination. The severity of the disciplinary action will be based on the circumstances of the infraction.

COMPUTER/INTERNET ACCEPTABLE USE POLICY

The internet is a worldwide network of computers that can provide an incredible opportunity for learning and staying connected with the world. However, there are risks involved with accessing the internet. LOGAN Hope is committed to minimizing these risks by:

1. investing in elaborate filtering systems for all computers,
2. monitoring online activity to assure student access to quality material, and
3. age-appropriate and ongoing education.

EDUCATION:

We believe in educating minors about what constitutes appropriate online behavior. Students are required to complete an Internet safety course. The curriculum focuses on educating students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response.

The course will be completed prior to the end of the first marking period of the school year. All students in grades 3-12 will sign a verification form indicating they have participated in the course. Students in grades K-2 will not be required to sign off, but the designated presenter will list the names of those who complete the K-2 instruction.

ACCESS GRANTED FOR COMPUTER USE:

All students are required to submit a *Computer/Internet Acceptable Use Agreement* signed by the student and a parent at the beginning of each school year. Students will not be permitted access to computers without a signed agreement.

All computers must be turned off at the end of the day.

STUDENT ACCOUNTS:

A student account and email will be created for each student. Students may not offer access to their account or internet access from their account to any individual. Each student must use their own account. Any violations on an account will result in disciplinary action for the owner of the account and the student using the account.

Students may ONLY use LOGAN Hope provided email solutions.

Students are given computers to assist them with their school work. Students should have no expectation of privacy in anything they create, store, send or receive using the LOGAN Hope Network and Computers. Students and parents consent to allow LOGAN Hope Administration access to and review of all materials created, stored, sent and received through the network.

PASSWORDS:

Sharing of passwords is strictly prohibited. Passwords should not be written or stored.

STUDENT DOCUMENTS:

All documents must be saved in the “Student Save” directory only. Saving documents to a Microsoft Windows directory or C:/ directory is prohibited. A “Student Save” directory may be created by a student only with staff approval, if it does not exist.

All desktop shortcuts must be staff approved.

Students may not open or delete another student’s work. In the case of an accidental deletion, a staff member must be notified immediately.

CUSTOMIZING COMPUTER:

Changing the screen saver, clock, date or configuration settings is prohibited, unless approved by school administration.

Installation of software is prohibited unless approved by school administration with ALL the following approvals:

1. Appropriate content approval
2. Copyright/Legality approval
3. Technology approval

GAMES AND MUSIC:

Educational Games: Students must obtain staff approval to play educational games on school computers.

Non-Educational Games: Students are prohibited from playing non-educational games during school.

Non-education games may be played after school hours, but must meet school policies. Priority for computer use will be given to students completing school assignments.

Music: All music played using the computer must follow the Music Policy stated in the Student Handbook.

INFORMATION ON MINORS ON INTERNET AND EMAIL:

No personal information of minors should be disclosed on the internet or email.

INAPPROPRIATE INTERNET ACCESS:

The following topics have been determined to be inappropriate for internet access on computers using the LOGAN Hope network:

1. Sexual Content
2. Pornography, including child pornography
3. Obscene material (defined in section 1460 of title 18, US Code)
4. Material harmful to minors, as defined by the law
5. Swearing/Bad Language (graphic, verbal or music)
6. Satanic/Cult Material
7. Anti-Christian Material

PROHIBITED USE OF LOGAN HOPE INTERNET:

The following uses are prohibited on computers using the LOGAN Hope network:

1. Use of web based email (apart from school assigned accounts)
2. Unauthorized disclosure, use and dissemination of personal information of minors
3. Installation of software, including downloads
4. Playing non-educational games during school hours
5. Chat rooms
6. Bulletin boards
7. Instant messaging
8. Hacking and other unlawful activities
9. Harassing, embarrassing or intimidating remarks or communication

UNINTENTIONAL ACCESS OF INAPPROPRIATE MATERIAL:

We understand that inappropriate material may be accessed unintentionally and accidentally. LOGAN Hope has invested in elaborate filtering systems to minimize inappropriate access.

Students must:

1. Report the incident to the teacher the same day,
2. Schedule a meeting with the teacher,
3. Teacher will make a reasonable effort to meet with student to discuss and complete incident report form on the same day, and if not, then within 24 hours,
4. Complete and sign COMPUTER ACCESS INCIDENT REPORT Form with the teacher.

DISCIPLINE:

Unreported and/or deliberate violation of the above policies will result in loss of computer privileges (apart from coursework directly delivered on the computer) for:

1st Violation - Three (3) weeks and a review of the computer policy with the student

2nd Violation - Six (6) weeks

3rd Violation - Remainder of school year

LOGAN Hope

COMPUTER/INTERNET ACCEPTABLE USE

FOR 2016-2017 SCHOOL YEAR

Student Name: _____

Grade: _____

- I have read the LOGAN Hope Computer/Internet Acceptable Use Policy.
- I understand that I am / my student is responsible for knowing and complying with the LOGAN Hope Computer/Internet Acceptable Use Policy.
- I understand that I / my student must complete an Internet safety course provided by LOGAN Hope during the school day.
- I understand that violations of this policy may result in disciplinary action, including suspension.

Student Signature: _____

Date: _____

Parent/Guardian

Signature: _____

Date: _____

Parent/Guardian

Signature: _____

Date: _____



LOGAN Hope School Parent/Student Handbook 2016-2017

Parent and Student Acknowledgement

As the parent or guardian for _____ I have received a copy of the LOGAN Hope School handbook. I agree to follow the policies and procedures set up by LOGAN Hope School.

Sign _____ Date _____

Parent or Guardian

Sign _____ Date _____

Student