



PARENT/ STUDENT HANDBOOK

2017-2018

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School Overview

School History

Logos International School (LIS) is a ministry of the not-for-profit, international non-governmental organization, Asian Hope Inc. and is located in Phnom Penh Thmei, a northwest suburb in Phnom Penh, Cambodia. Logos opened its doors in September 2002 with an enrollment of 58 students ranging from pre-kindergarten to grade 7. More than half of the original student body was made up of girls and boys from Asian Hope's home for children and the other portion of students were predominantly composed of other Cambodian nationals, as well as children of missionaries. At that time, Logos consisted of a single renovated house and an adjacent empty lot where a basketball court and small swimming pool were soon built. Logos quickly grew, adding an additional grade level each year, and two additional buildings. In the spring of 2008, Logos held its first graduation ceremony for 13 seniors. During Christmas of 2009, Logos moved to a brand new, facility that had a 25 meter pool, covered gym, small artificial turf sports field, two full computer labs, a multipurpose room, music room and much more. By God's grace, our school has grown in ways we could not have imagined.

Today Logos offers an extensive curriculum which brings high quality education and solid Biblical truths to each student. Logos is a fully accredited member of both the Association of Christian Schools International (ACSI) and the Western Association of Schools and Colleges (WASC). Many of the teachers at Logos come from the United States and Canada, but its faculty also consists of teachers from Britain, other parts of Europe, the Philippines, Australia, South Africa and Cambodia. In the elementary classrooms, Cambodian teachers' aides assist the classroom teacher. Currently, Logos serves over 350 students from preschool to grade 12. The average class size is 25 students per grade. Many of our students are Cambodian with others coming from countries including United States, Korea, Canada, Indonesia, Hong Kong, the Philippines, Thailand, Singapore and more.



Mission

Logos International School is dedicated to academic excellence in providing a well-rounded, quality, Christian education to students from all ethnic and socioeconomic backgrounds. Upon graduation, students will be equipped to view all aspects of life from a biblical perspective, to serve and help transform their communities for Christ, and to pursue further education.

Vision

Every student is a spiritually maturing, academically equipped, and socially responsible individual.

Motto

A Heart for Christ, for Truth, and for the World

Statement of Faith

The following is the foundation of beliefs on which Logos International School is based. They are also key elements of Christianity that will be unapologetically taught in various ways at all grade levels. The substance of these statements will be considered primary doctrine at Logos International School. Secondary or divisive doctrines and issues will not be presented as primary doctrine. When these types of doctrines or issues arise they will be referred back to the family and local churches.

- We believe the Bible to be the only inerrant, authoritative Word of God.
- We believe that there is one God, eternally existent in three Persons: Father, Son, and Holy Spirit.
- We believe in the deity of the 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 return in person, in power, and in glory.
- We believe that for salvation of a lost and sinful man regeneration by the Holy Spirit is absolutely necessary.
- We believe that salvation is by grace through faith alone.
- We believe that faith without works is dead.
- We believe in the present ministry of the Holy Spirit, by whose indwelling, Christians are enabled to live a godly life.
- We believe in the resurrection of both the saved and the lost - they that are saved to the resurrection of eternal life and they that are lost to the resurrection of damnation.
- We believe in the spiritual unity of all believers in our Lord Jesus Christ.

Core Values

People

- Our work is about ministering to people, not products or productivity.
- Our purpose is to love and care for all people that our God created in His image.
- Our goal is to develop, invest in, and reward the people that are served or employed by Asian Hope.

Relationships

- We believe that God is a relational being and desires deep and meaningful relationships with people.
- We value making Christ known through our lives, service, and words through building caring relationships.
- We seek to avoid activities and programs that degrade and jeopardize relationship.
- We desire to be involved in our community, not above or external to it.

Learning

- We believe that learning is a key tool that God has created for the betterment of mankind.
- We value learning in all areas of life (spiritual, academic, life skill, relational, etc.) for all people that are touched by Asian Hope, including the Board of Directors, all employees and volunteers, clients and their families, and the many organizations that interact with Asian Hope.
- We strive to encourage, support, and deepen the learning of the aforementioned people and commit significant development time and resources to that end.

Vulnerable/At-risk

- We believe that throughout the Bible God calls special attention to and special action on behalf of those who are the most vulnerable and at-risk of suffering, abuse, and neglect.
- We also believe that all children are vulnerable, even those from middle class and upper class families.
- We endeavor to be an advocate and support

for all children.

Collaboration

- We will allow others to do what they do best instead of trying to be all things to all people.
- Where possible we will work with other organizations that share our values and can enable us to more efficiently and effectively accomplish our mission.
- We will not hoard our talents, expertise, and treasures when we can enable other organizations to meet their mission.
- Likewise, we will allow the best practices and innovations of others to influence improvement at Asian Hope.

Integrity

- Asian Hope is committed to business and ministry dealings that support and do not violate Christian morals and commonly held ethical best practices. This includes but is not limited to upright stewardship and transparency regarding our finances and fundraising, honoring commitments, external accountability (i.e. various types of audits and evaluations), truth and completeness in communication, and endeavoring to understand and comply with the laws of the countries we work in.

Professional Excellence

- As an organization, we seek to achieve our greatest potential and the greatest potential of those we serve.
- We understand that this requires continual fearless evaluation, learning, and action.
- We seek to implement organizational best practices, plan for the future, develop organizational leaders, program evaluation, financial audits, programmatic cultural appropriateness, and build systems to nurture diversity and inclusion.

Philosophy and ESLRs

Educational Philosophy

Although most Christian schools agree on certain fundamentals, it is imperative that parents scrutinize the foundational beliefs of any school in which they may enroll their child(ren). Therefore, below are the salient features of the educational philosophy that distinguishes Logos International School from other educational institutions:

- We believe that the Bible clearly instructs parents to “bring up” children in the discipline and instruction of the Lord. The family raises and educates children (Eph. 6: 1-4). Therefore, we seek to teach and discipline in a manner that is consistent with the Bible and a godly home environment. We seek to come alongside parents and partner with them in the education of their children.
- We believe that God’s character is revealed not only in His Word, but also in every facet of creation. Therefore, we teach that knowledge is interrelated and can instruct us about God Himself.
- Although students will vary as to their academic abilities, Logos wants to help parents teach their child(ren) that all they do should be done “heartily, as unto the Lord.” Therefore, we seek to encourage a student’s academic progress along with maintaining high standards of conduct.
- Above all, parents can be confident that their child, at every stage of his/her development at Logos, will be loved and cared for to the best of our ability and in a Christian spirit.

Expected Schoolwide Learning Results (ESLRs)

(If you would like to read an elementary version of the ESLRs see Appendix A)

Believing that our ultimate activity is to “love the Lord your God with all your heart and with all your soul and with your mind and with all your strength...and to love your neighbor as yourself” (Mark 12:30-31), our vision is for every Logos graduate to be a Christian who is:

1. A Spiritually Maturing Individual who:

- 1.1. Has a growing relationship with Christ as his/her personal Saviour
- 1.2. Finds his/her identity in Christ
- 1.3. Appreciates the Bible as the inspired Word of God
- 1.4. Participates in service and evangelism and shares and defends his/her beliefs
- 1.5. Makes moral and ethical decisions based on a biblical worldview
- 1.6. Recognizes the importance of a well-balanced spiritual, emotional, and physical lifestyle

2. An Academically Sound Student who is:

- 2.1. Equipped to achieve his/her God-given potential
- 2.2. A rational and critical thinker, who applies understanding and knowledge to new problems
- 2.3. Developing skills to be a lifelong learner
- 2.4. An effective communicator in speech and writing
- 2.5. Technologically literate and able to apply technology productively and ethically

3. A Socially Responsible World Citizen who:

- 3.1. Takes personal responsibility for actions and attitudes
- 3.2. Recognizes and respects authority
- 3.3. Has Christian love and compassion for people of all gender, races, backgrounds, and social status
- 3.4. Exercises servant leadership with humility and integrity
- 3.5. Is an effective team member
- 3.6. Has an appreciation for culture and the arts
- 3.7. Is a good steward of all that God has given us

Educational Distinctives

Education from a Christian Worldview

Logos International School, taking words from Augustine of Hippo, holds that all truth is God's truth. Therefore, we seek to interweave all subjects with biblical Christianity and the teachings of the Scriptures. Our intent is to provide a clear model of the biblical, godly life through our teaching. We are resolute in the assertion of doctrines that are central to orthodox Christianity, yet students and parents alike are welcome to hold their personal and denominational views on debatable issues about which we might disagree. The result is the cultivation in each student of an appreciation for the views of others while maintaining a confidence in one's own views and those of one's family and faith.

Philosophy of Biblical Instruction

We believe the Bible to be the infallible Word of God, wholly true, applicable to all aspects of life, and its commandments and principles foundational in all moral and ethical judgment. Furthermore, we believe that it has been passed on to us and preserved through the ages as a means of His grace. As a means of free grace, we are to study, follow, and store His Word in our hearts. As the apostle Paul wrote to his friend and fellow worker Timothy, in 2 Timothy 3:16-17, "All Scripture is given by inspiration of God, and is profitable for doctrine, for reproof, for correction, for instruction in righteousness, that the man of God may be complete, thoroughly equipped for every good work." NKJV

Personal Attention

Children are created as unique individuals and, therefore, benefit from personal attention. Logos International School accomplishes this kind of personal attention by limiting the class size of grades Kindergarten to 10 to 26 students and grades 11 and 12 to 30 students. In addition to this, an assistant has been assigned to each elementary class to facilitate the teaching process. Our goal is that teachers and administrative personnel should love every student in a way that will encourage each one to live up to his or her own potential and to work cooperatively with others.

Creation

Creation is taught as factually true. LIS does not take an official position regarding the date of creation or the definition of a "day" in the first and second chapters of the book of Genesis. Accordingly, LIS does not teach students exactly when creation took place. Theories such as Evolution will be discussed in detail in order to expose students to prevailing views that exist in the field of science.

Accountability

Logos strives to provide a quality education that is both challenging and rigorous, enabling graduates to enter post-secondary institutes around the world. In order to ensure the highest international standards, Logos is jointly accredited through the Association of Christian Schools International (ACSI) and the Western Association of Schools and Colleges (WASC). Our classrooms are open to visits by parents, potential students, educators, and members of the community. The Measures of Academic Progress (MAP) Test is offered two times a year for children in grades 1 through 9. The Preliminary Scholastic Achievement Test (PSAT) is given to all students in grade 10 and can be taken by students in grade 11. Grade 11 and 12 students are encouraged to take the Scholastic Achievement Test (SAT).

Essentials of LIS Curriculum

In a growing and dynamic school we expect the curriculum to be continually improved and revised.

Therefore, we believe that:

- Biblical perspective is the foundation for LIS curriculum.
- International standards play a key role in establishing benchmarks.
- Teachers will be responsible for the method of delivery and can go above and beyond the minimum standards.
- LIS curriculum will be continually developed and evaluated.
- LIS curriculum will be tailored to the overall needs of the student body.
- Teachers, administrators, and other educators will be an important part of the curriculum development cycle.
- LIS curriculum will maintain a balance of wisdom and knowledge.
- LIS curriculum will contain a variety of measurable and observable performance indicators and tasks.

Tuition and Fees*

2017-2018 Tuition Rates

Grade Level	Annual Tuition Fee	Annual Lunch Service
½ Day Pre-K	\$3,520	-
Kindergarten & Full Day Pre-K	\$4,950	\$340
Grades 1-5	\$5,610	\$440
Grades 6-8	\$6,435	\$500
Grades 9-12	\$7,205	\$500

Other Fees

Description	Amount	Comments
Application Fee	\$50	non-refundable
New Student Registration	\$600	one-time per student
Testing Fee	\$50	
Annual Capital Improvement Fee (per family)	\$200	per year per family
Annual Media Fee	\$200	per student per year payable upon admission or annual re-enrollment

Van Service

Grade Level	One -Way In Toul Kork	Two-Way In Toul Kork	One-Way Outside Toul Kork	Two-Way Outside Toul Kork
½ Day Pre-K	\$540 (Pickup Only)	N/A	\$755 (Pickup Only)	N/a
Full Day	\$540	\$900	\$755	\$1260

Discounts

Description	Amount	Comments
Large Family Discount	15% off the total annual tuition for 3 or more students from the same family	Automatically Applied
Missionary Discount	10%-25% based on application	Annual Application Required See Missionary Discount Policy

* All fees in US Dollars

Tuition and Financial Aid Policies

Tuition Policy

In order to keep tuition costs reasonable and to be faithful in the payments of our expenses, it is important for Logos to receive tuition payments in a timely manner from all families. Annual fees will cover two semesters of schooling.

- **Annual tuition is due** in full at the 1st day of the academic school year. A monthly payment plan may be agreed upon between the school and families to whom full tuition payment is a hardship
- **Students registered at LIS at the beginning** of the school year will be required to pay all fees (tuition, capital improvement, book, etc.) for the entire year.
- **Prorated fees on tuition** will be given to students who have not reserved a seat and enroll at LIS after September 1. Capital improvement fees will be prorated for students who have not reserved a seat and enroll at LIS after the first semester. Book fees, IT fees and other fees will not be prorated.
- **Students that are leaving Phnom Penh** for furlough or have to return to their home country for an extended time may request a refund for up to one semester on their tuition payment. A letter stating the reason for this request must be written to the administration who will approve or deny the request at their discretion. No refund will be given to students who transfer in the middle of the year to other schools in Phnom Penh.
- **Students that have been admitted but are unable to attend** LIS for one semester or longer (due to furlough or having to return to their home country for an extended period), may reserve their seat by paying \$250 for each semester they are absent.
- **Students who are returning to Logos after having been absent for two years or less** are not required to pay the registration fee. However, students who have not attended Logos for more than two years are required to pay the New Student Registration fee.

Payment Guidelines for Monthly Tuition Payment Plans

Please be aware of the following guidelines created to protect all families at Logos:

- **Monthly tuition fees are computed** by averaging school fees over a full school year.
- **Monthly tuition payments are due** on the 1st business day of each month.
- **Late payments** received after the 10th of the month will be assessed a 10% penalty.
- **If tuition fees are left outstanding** for more than two payment periods, students will be required to withdraw from Logos. After the balance of the outstanding tuition fees have been paid, students must reapply before they can be readmitted. However, students spots may be given to other students in the waiting pool.
- **For late payments**, arrangements must be made with the administration in advance.
- **Students with outstanding debts** at the beginning of the school year will be denied admission to school and will lose their seat to students in the waiting pool.
- **Families with outstanding debts** will not receive report cards or transcripts for their children until all debts are settled.

Financial Aid Policy

Logos International School is a community that understands that Christian education is of immeasurable value and should be made available to the greatest number of families possible. This is why a certain amount of scholarship aid is made available each year. LIS reserves scholarship aid for the students clearly demonstrating a need. A willingness on the part of the family to help offset the cost of scholarship aid by volunteering time, energy, and expertise on various projects at school is required. Being an inter-denominational school, LIS receives no congregational or denominational support. LIS is responsible for all of its own funding which comes directly from tuition and donor contributions. Scholarship aid cases are reviewed on a case by case basis. The highest percentage of aid is reserved for local, Cambodian, Christian families; although, assistance is also granted to non-Christian and/or non-Cambodian families. In the rarer situations when foreign families are granted aid, it is most often temporary, for a period up to one year, until the said family can embolden their finances. All information supplied to LIS related to finances and scholarship aid will be treated with the utmost confidentiality.

Missionary Discount Policy

Missionary Organization Discount Policy

One of the key missions of Logos International School is to support the ministry of missionary organizations in Cambodia by offering a quality Christian education to their families. Missionary organizations may apply for the Logos Missionary Organization Discount. The families that are part of a mission organization that qualifies for the Missionary Organization Discount may be eligible for a 10 to 25 percent discount on tuition.

If you are interested in the families of your organization receiving the Missionary Organization Discount at Logos have the regional director of your organization write a letter on your organization's official letterhead answering the questions below. This letter can be dropped off in person at our office, or scanned and emailed to office@logoscambodia.org.

Questions to Address in a Letter from the Organization

- What is your name, official role, and current address / contact details?
- What is the name of your organization? Where is the organization's headquarters (Main office, Cambodian Office)?
- What is the URL for your organization's website? (if applicable)
- How long has this organization been in existence?
- What is the mission and vision of your organization?
- Does your organization have an MOU with the Cambodian government? If so, please give details.
- How many members does your organization have?
 - Worldwide?
 - In Cambodia?
- Are you associated with any churches or denominations?
 - If yes, please explain the association.
- Please list the families that attend Logos and the names of all of their children.
- Briefly explain how the families of your organization are funded. (Do they raise their own support, or does the organization pay them a living stipend etc.?)
- Does your organization pay these families an education stipend, or do families have to raise the full amount of their children's educational costs?

Academic Policies

Academic Honesty

Any sort of cheating will be taken very seriously at Logos International School. Any instance of a student attempting to record answers or submit work in ways or forms other than those prescribed by traditional standards of education will be considered cheating. A first occurrence will be used as an opportunity for instructing the student concerning academic honesty and will result in an academic penalty. Subsequent occurrences will be met with a very stiff academic penalty and by appropriate disciplinary action on the part of the school administration. Suspension or expulsion may be a course of action taken by the administration.

Promotion and Retention

Deciding not to promote a student to the next grade level or not to re-enroll a student at LIS the following year, is a last resort that we try to prevent. Students at risk of retention will be identified within the first semester or near the beginning of the second semester so that a meeting with parents can be called and expectations can be discussed. Students who are deemed at risk of retention or non-re-enrollment by the end of the first semester will be placed on an improvement contract. Failure to adhere to the terms of the contract may result in grade level retention or non-re-enrollment. High school students may be promoted to the next level for the classes in which they have received 60% or higher.

Withdrawal and Transfer

For students withdrawing from school prior to the end of the school year, a Notice of Withdrawal must be submitted to the office 15 days prior to withdrawal. A withdrawal slip must be signed by all the teachers of the student withdrawing from the school. All fees, fines, books, and any other school property must be turned in prior to the final step of withdrawal from the school. Requests for the transfer of transcripts or records are processed only when all school dues are paid.

Language Spoken on Campus

English is the medium of instruction at Logos. In order to enable all learners to become proficient in English it is imperative for all students to converse in English throughout the school day. Apart from language classes or special tutoring sessions, no other languages are to be spoken at school. The administration will ensure that students who are speaking languages other than English on campus will receive a warning the first time and disciplinary action for subsequent offenses.

Graduation Requirements

High school credits are computed in terms of units. One unit represents the required work for one class for one school year. At least six credits must be earned at LIS to be eligible for graduation, including one credit of Bible. To receive a semester grade and one-half credit, a student must satisfactorily complete class work, and attend a minimum of 80% of all scheduled class periods. All students are required to take a full course load each year. In grades 11 and 12, students are permitted to schedule a single Study Hall that does not count as a credit.

The following number of credits must be taken by all students in order to graduate from Logos:

- 1.0 credit of Bible for each year in high school at Logos
- 4.0 credits of English
- 3.0 credits of Math
- 3.0 credits of Social Studies
- 3.0 credits of Science
- 2.0 credits of the same World Language
- 2.0 credits of Fine and Performing Arts
- 1.5 credits of Physical Education
- 0.5 credits of Health
- 1.0 credits of Information Technology
- 5.0 Elective credits
- **A minimum of 29 credits**

High School Service Hours

High school students must complete 20 hours of service for each year they attend high school at Logos. These hours may not be accumulated at one time and passed on from year to year. For instance, a student starting in grade 9 must complete a total of 80 hours of service. 20 hours must be done in grade 9, 20 in grade 10, 20 in grade 11, and 20 in grade 12. A student may not do 60 hours in grade 9 and count those hours towards subsequent years. Service hours may be done during the summer, and these hours may count for the previous school year's total hours or the upcoming school year's service hours. All service hours must be pre-approved by the appropriate administrator/supervising teacher. As we desire students to use this as a way to experience a variety of service opportunities, all 80 hours may not come from one organization or source. Students will not receive their diplomas until all their service hours are submitted.

Elementary Grading

LIS Elementary utilizes standards based grading in core classes, which measures students proficiency in meeting the standards. In addition, some classes utilize a performance or effort based grading scale.

Elementary Standards Based Grading Scale	
Grade	Description
1	Beginning with Direct Support Child needs more time and support in developing the learner outcomes. Not yet at grade level performance.
2	Developing with Guided Support Child demonstrates basic academic performance with partial understanding of learner outcomes. Meeting minimum grade level standards.
3	Applying with Minimal Support Child demonstrates consistent academic performance with solid understanding of learner outcomes. Meeting grade level standards.
4	Extending Child demonstrates exemplary performance by extending and applying knowledge in a variety of situations. Has in depth understanding of grade level standards.
NA	Not Addressed This concept has not been addressed during this reporting period.
IC	Incomplete There is insufficient evidence to assess learning outcomes during this reporting period.

Elementary Performance or Effort Based Grading Scale	
Grade	Description
E	Excellent
S	Satisfactory
N	Needs Improvement

Secondary Grading

Secondary students receive a letter grade “A” through “F” assigned by the teacher to indicate the degree of achievement by a student of the content standards in each course. Secondary grades are reflective of an accumulation tests, projects, reports, assignments, activities, and classroom participation, which may be weighted according to school or teacher discretion.

The cumulative grade point average (GPA) for students in grades 9 through 12 will be weighted. Due to level of difficulty and time required for mastery, all AP (Advanced Placement) high school courses will carry a weighted grade when final point averages are computed. Class Rank is provided based on cumulative GPAs of the class. The rank is based on the weighted GPAs. Grades are recorded on transcripts, and class rank and grade point average are computed in January and June.

Secondary Grading Scale				
Grade	Percentages	Normal GPA Point Value	AP GPA Point Value	Description
A+	97-100	4.0	4.5	Excellent – passing
A	93-96	4.0	4.5	Excellent – passing
A-	90-92	3.7	4.2	Excellent – passing
B+	87-89	3.3	3.8	Above average – passing
B	83-86	3.0	3.5	Above average – passing
B-	80-82	2.7	3.2	Above average – passing
C+	76-79	2.3	2.8	Average – passing
C	73-76	2.0	2.5	Average – passing
C-	70-72	1.7	2.2	Average – passing
D+	67-69	1.3	1.8	Improvement needed – passing
D	63-66	1.0	1.5	Improvement needed – passing
D-	60-62	0.7	1.2	Improvement needed – passing
F	0-59	0.0	0.0	Not acceptable – not passing
Pass				Student receives credit but no GPA points

Academic Probation

A student is placed on an academic probation temporarily in view of his/her most recent report card. At the discretion of the administration, new students may be accepted to LIS on academic probation based on their incoming transcripts. Students will be considered for academic probation if their grades at the end of any quarter include:

- One or more F's received in any subject
- Two or more D's received in any subjects.
- An "Incomplete" grade in any subject. If the student has an "Incomplete" due to extended illness, the administration will determine if academic probation is appropriate.

Students on academic probation may not be allowed to participate in some or all extra-curricular activities or events. These activities and events will be determined by the teacher and the administration. The stipulations for removal from probation include:

- A student will be removed from probation at the end of any quarter if all of the following criteria are met:
 - No F's received in any subject for the quarter just completed.
 - At the most, one D+, D or D- received in any subject for the quarter just completed.
 - No "Incomplete" grades in any subject.
- A student who was placed on academic probation due to only an "Incomplete" grade will be removed from probation as soon as the incomplete grade is resolved.
- A student may be removed from academic probation before the next mid-quarter or end of quarter if the student meets targets agreed upon in an individualized improvement plan.

Re-taking Courses

Required courses must be retaken if failed. If one semester of a one year course is failed and the other semester passed, the decision as to whether or not the course must be retaken will be made by the administration in consultation with the teacher. In some cases, the student may be required to take an online class at his/her own cost to make up for the lost credit. For some students, taking an online class may be required in order to return to Logos for the subsequent semester. A student may elect to retake any course in which he/she has received a D+ or below. Both the first and the second grades will appear on the transcript and contribute to the student's overall GPA, but the course will count only once towards credits earned. Retaking a course will be subject to available space in that course, and a student wishing to retake a course will not be given priority over students that have not yet taken the course.

Adding/Dropping Classes

Secondary students may add or drop courses through the end of the first week of the semester. Students in grades 11 and 12 have until the end of the quarter to drop a course, pending teacher, parent, and administrative approval. The dropped course will be replaced by a study hall and no credit will be earned.

Homework

Homework will be assigned on a daily basis starting in grade one to reinforce material taught in class or to prepare students for upcoming lessons. Although special reports and activities that take place from time to time will demand more time throughout the year, the maximum average amount of time* to be spent on homework for each grade is as follows:

- **Grade One:** 10 minutes a night
- **Grade Two:** 20 minutes a night
- **Grade Three:** 30 minutes a night
- **Grade Four:** 40 minutes a night
- **Grade Five:** 50 minutes a night
- **Grade Six:** 60 minutes a night
- **Grade Seven:** 70 minutes a night
- **Grade Eight:** 80 minutes a night
- **Grade Nine:** 90 minutes a night
- **Grade Ten:** 100 minutes a night
- **Grade Eleven:** 110 minutes a night
- **Grade Twelve:** 120 minutes a night

A weekly Homework Assignment Sheet is used in the elementary grades and a student-owned assignment book is available for use in secondary classes.

*For non-native English speakers, the time spent on homework may be longer.

No Homework Holidays

Normally, homework is not to be assigned over holidays and vacation periods for any elementary students. For middle and high school students, generally homework will not be assigned over certain weekend or holiday periods* in the school calendar (as decided by the Logos Parent Advisory and administration).

These "no homework" holidays will be highlighted on the school calendar. The holidays include:

- Pchum Ben
- Water Festival
- Christmas
- Serventure Camp (High School Only)
- Khmer New Year.

Teachers are not to assign long-term projects that are due immediately the week following the holiday week. Regular homework is also not to be assigned over these weekends unless there is an expectation that an assignment is not due until the second class period following the holiday.

*The exception to this rule is for those students in AP courses. Students who take an AP course may have assigned work from that class over no homework holidays.

Testing

Students in all grades should expect to take regular and periodic tests in all subjects and skills. Students will be informed ahead of time of approaching test dates and will be given adequate time to prepare. Tests that are missed due to excused absence must be made up within three class days of returning to school. It is the responsibility of the student and parents, not the teacher, to arrange for making up missed tests within the prescribed time period. Students in high school will receive a cumulative final exam at the end of each semester for each core subject. This final exam is worth 20% of their semester grade.

Exams and Exam Exemptions

In high school, each core subject will have a semester final exam worth 20% of the semester grade. However, grade 12 students may be exempt from a 2nd semester course exam if they have maintained an overall course grade greater than 90% for the second semester heading into the final exam. This information will be provided to the grade 12 student before exam week.

Standardized Tests

Students in grades 1 through 8 take the Measure of Academic Progress (MAP) Test twice a year: at the start of the year and the end of the year. Students in grade 9 take the MAP test once a year at the end of the school year. The Preliminary Scholastic Achievement Test (PSAT) is given to all students in grade 10 and may be taken by students in grade 11. All students in grade 11 and 12 are encouraged to take the Scholastic Achievement Test (SAT) before the end of the first semester of their grade 12 year. There is an additional fee for this test that must be paid by the student.

LIS offers students who are not part of the LIS student body an opportunity to take the MAP from grade 1 through grade 9 and the PSAT in grades 10 and 11. There is a 50.00 USD fee for taking these tests. In addition, students that are not part of LIS may take AP exams at LIS for AP courses currently offered at LIS. The student will be charged the full fee of the AP test plus an additional fee of \$20.00 USD to cover the cost of the proctor fee.

Learning Support

The Learning Support team at Logos strives to support the learning of students. This can include students with specific learning disabilities, special educational needs, speech and language challenges, medical issues, or other needs that are affecting a student's learning at Logos.

When a student is referred to Learning Support, the Learning Support team will work together with the teachers to identify specific student needs. This happens through observations and testing and/or by referral to other professionals (when available).

Learning Support will often create a Personal Education Plan (PEP) for students that need something different than the typical student in his/her class. This can be a learning need, a medical need, or a specific need for understanding from the teachers. Information on the student, their needs, suggested classroom accommodations, and learning support intervention is all documented on a student's PEP. This is shared with each of the student's teachers and parents.

Learning Support can also provide specific intervention through push-in support in the classroom, pull-out support with individualized lessons, consultation, and training.

Child Protection Policy

As a ministry of the Asian Hope organization, Logos International School seeks to protect the rights of children and abides by the [Asian Hope Child Protection Policy](#).

Communication with Parents

Classroom Visits

If a parent has a specific reason to visit a child's class, arrangements must be made with the teacher ahead of time. This may be done by contacting the teacher through the school office. Such visits must be brief and every attempt should be made by visitors not to disrupt the class. All visitors must check-in at the gate and the office prior to visiting classrooms.

Parent and Student Orientation

As we consider the role of parents to be vital to each student's success, at least one parent is required to attend family orientation before the child's initial admission to school. Students of parents not attending the orientation will not be allowed admission to classes until arrangements approved by the administrator are made.

Parent and Teacher Conferences

Each year parent teacher conferences are scheduled at the end of the first quarter for all grades. Additional conferences may be scheduled by either the parent or teacher as the need arises. Although, we understand some situations necessitate an unannounced visit, as a courtesy to our faculty, it is advisable to schedule an appointment before meeting the teacher.

Report Cards

A report card is issued to students for delivery to the parent/guardian at the close of each grading period. However, no report cards will be given to students whose families have outstanding balances from late tuition payments to unpaid fees, etc. Report cards will be held in the office until the account is cleared. Furthermore, no academic information will be forwarded to any other school or agency for a family whose tuition fee is overdue.

Progress Reports

Every student who is receiving a poor or unsatisfactory grade in any subject will receive a progress report indicating his/her performance three to four weeks before the end of the grading period. Additionally, parents are strongly encouraged to follow the progress of their child and be proactive in arranging conferences and intervening when there are trouble areas.

RosarioSIS Grade Management System

Logos secondary uses grading management system called RosarioSIS. All secondary students have access to view this grades and class schedules. All secondary parents can also have access to view their student's grades by contacting the LIS office for a username and password.

Telephone Communications

Parents may call the office and leave a message for a teacher to return the call at his/her convenience since teachers do not leave the classroom to receive telephone calls except for emergencies. Additionally, unless there is a family emergency, students are not allowed to leave the classroom to receive phone calls.

Resolution of Disputes and Grievances Policy

The resolution of disputes and grievances policy is designed to establish Biblical guidelines for the resolution of disputes or grievance at Logos International School when other appropriate efforts in responding to complaints or concerns have failed to bring about a resolution.

Student/Parents to Teacher

Any dispute or grievance must first be presented to the teacher by the parent(s) or by the student with their parent(s) provided the student is mature enough to do so respectfully. If a resolution is not reached, the parents may appeal by way of written request for a hearing before the school administration.

Parents/Guardians to Administrator

If parents or guardians have a grievance regarding the general operation of the school or regarding situations involving their child, they should bring such concerns to the school administrator. If a resolution is not reached, the parents may appeal by way of written request for a hearing before the Asian Hope Director of Education.

Parents/Guardians to Asian Hope Director of Education

If parents or guardians have a grievance directed towards the Asian Hope Director of Education, they should state the grievance and a request for a meeting in writing with the Director of Education. Based upon the nature of the grievance, the Director of Education will determine whether or not the meeting should take place. If the Director of Education determines the grievance does not merit a meeting, the parent will be required to drop the issue.

Student Behavior and Discipline

LIS Philosophy of Discipline

We believe that Logos International School should be a safe and respectful environment in which all students are free to learn, and we are committed to assisting parents in shaping the development of the whole child. As members of this school community, students, parents and school staff all share in the responsibility of creating this positive learning environment. The LIS discipline policy supports this environment by establishing rules and behavioral expectations from a biblical perspective and clearly articulating to all members of the school community expectations for safe, responsible, and respectful behavior.

We desire to help students develop specific behaviors in order to be academically and socially successful. These behaviors include cooperation, self-advocacy, responsibility, honesty, integrity, empathy and self-control. Students will also be taught how to recognize and confront wrongdoing, resolve conflicts, and forgive one another. By modeling and supporting these behaviors, we will develop students who are self-directed learners and who respect authority, property and the rights of others.

Student Behavior Expectations

Our expectations for student behavior are based on respect and love for everyone:

- Respect for the learning process
- Respect for teachers, the administration, and all school personnel (cooks, cleaners, TAs, etc)
- Respect other students
- Respect school and private property

Modes of Discipline

Common discipline will be enforced incrementally by means of:

- "Timeout" where the student is removed from his peers for a short period of time.
- Issuance of chores or tasks to be carried out after school, during a recess, or playtime.
- Detention
- Student/ Principal conference
- Parent/Teacher conference
- Suspension
- Expulsion (this is seen as an extreme form of discipline but may be necessary under certain conditions)

In fairness to all students and their families no student is allowed to be disruptive to the process of instruction or to ill-treat another student or teacher. The ultimate responsibility of the behavior of the child belongs to the parent or guardian.

Behavior That Warrants Discipline

While a major part of discipline will be administered in the classroom by the teacher there are several behaviors that will automatically necessitate discipline by the administrator. These behaviors are identified as follows:

1. Disrespect shown to any staff member
2. Dishonesty in any situation while at school, including lying, cheating, and stealing
3. Rebellion or outright disobedience in response to instructions
4. Continued disruption in the classroom
5. Obscene language (obscene being defined by the instructor or administrator)
6. Violence, bullying, or harassment
7. Vandalizing school property
8. Bringing guns, knives, other weapons, alcohol or drugs on school premises or in vans
9. Violation of the [Statement on Interpersonal Relationships](#)

If a situation requires a more serious or sterner form of discipline than simply a timeout or issuance of chores, etc., the administrator will immediately contact the parents for a conference before taking a final action. However, in order to keep other students safe, some circumstances will require the immediate removal of a student from the classroom or school premises and a conference with the parent will be scheduled as quickly as possible. If parents are not available for a conference, the administration may have to take final action towards the student without any conference taking place, and the parents will be informed of this action via email or phone.

Logos Statement on Interpersonal Relationships

Logos International School upholds a traditional Biblical view of sexual morality (1 Thessalonians 4:3-5). We believe that God has designed sexual intimacy to be experienced exclusively between a husband and wife within the context of marriage. This is the viewpoint that will be taught in the classroom.

We also recognize that students at Logos come from diverse religious and cultural backgrounds. We maintain that students are free to hold beliefs according to their own personal and religious convictions. Furthermore, we believe that students should be allowed to engage in open and respectful discussion as they explore their own values and beliefs.

Students are expected to respect the rights and privileges of other students. Students may not engage in behavior or promote viewpoints in a way that leads to conflict, hostility, or disrespect in the school environment. This includes any form of harassment or bullying.

Violation of this policy will result in parental notification. If the violation continues, it can result in suspension, a request that the student be withdrawn from the school, or a recommendation of expulsion to the Logos leadership team. The Administration reserves the right to use its own discretion to determine, on a case-by-case basis, what constitutes disruption of the school environment.

Student Rights and Responsibilities

Each student at LIS has rights and responsibilities which accompany membership in school community. While this is not an exhaustive list of rights and responsibilities, it is meant to provide students and parents with expectations for and of the school and responsibilities of students.

LIS Student Rights	
<ul style="list-style-type: none"> ● To be treated with respect ● To be provided an educational program and atmosphere conducive to successful academic development and personal growth ● To be given clear and timely information on the school’s rules and regulations ● To express their views without fear or intimidation 	

LIS Student Responsibilities	
Responsibility	Demonstrated By:
Respect for the learning process	<ul style="list-style-type: none"> ● listening to others, including teachers, staff, and other students ● being honest in the completion of school work ● avoiding disruptive behavior ● attending classes regularly and promptly ● following school rules and regulations
Respect for others	<ul style="list-style-type: none"> ● being courteous and respectful to all ● welcoming and assisting newcomers ● demonstrating respect for other cultures ● avoiding name-calling, foul language/behavior, and bullying ● behaving in a civilized manner ● avoiding outward signs of affection, such as physical contact
Respect for property	<ul style="list-style-type: none"> ● helping to maintain a pleasant, clean, and safe environment ● taking good care of school property ● being a good steward of school equipment and facilities ● showing honesty and integrity with regards to others’ belongings

Logos Policies and Procedures

Attendance Requirements

Students enrolled in Logos International School are expected to attend all prescribed classes. Parents and students may not choose which or how many classes to attend. A record of attendance for each student will be kept by the student's homeroom teacher. The school office is to be notified by the child's guardian no later than the morning of the student's absence, and the office may request written permission or a doctor's note.

Absence Policies

Elementary Absences

All student absences must be reported to the office. Extended absences of 5 or more days require administrator's approval. In the event that the total number of absences is equal to or exceeds 10 days in one quarter the student's parents will meet with the administrator to determine whether or not the student will receive an incomplete (I). Generally, if an 'I' is placed on a report card, a teacher has been unable to determine a student's grade. An 'I' does not affect the final grade directly. However, for some students there could be a correlation between early absences and missed class work with later content understanding and effectiveness.

Secondary Absences

All absences must be reported to the office. There are no longer excused or unexcused absences. Extended absences of 5 or more days require administrator's approval prior to the absence. A meeting will be arranged for student and parents when a student is absent for more than 5 consecutive days or 9 classes in a specific subject area in one semester. In this meeting, we will discuss the importance of attendance, ways to complete missing assignments, and possible loss of credit.

A Leadership Board meeting may be arranged after 18 days of absences during a school year to determine if the students will receive passing grades and course credit. This meeting could also determine future enrollment at Logos.

A high school student who has an absence during a final exam will receive a grade of incomplete (I) in the pertinent course until the missed exam is completed.

Makeup of School Work

If a student knows that he/she will be absent from a class the student must obtain an Absence Form from the school office prior at least two days to the absence. The student must have each teacher fill in the Absence Form to ensure that all school work is appropriately managed.

An adequate time arrangement for any loss of instructional material or missed class work must be made with the teacher before or after the absence. A missed test will have to be made up as determined by the teacher. If a student is only absent the day an assignment is due, he/she will be expected to turn in the assignment the day he/she returns.

Morning Tardies

In order to take part in our school students agree to abide by the rules of our community. This includes showing up on time for homeroom at 8:05 am. If a student has acquired, intentionally or unintentionally, three tardies in a quarter, he/she will receive a 30 minute detention. For every three subsequent tardies, the student will receive an additional 30 minute detention and extra community service hours. If necessary, administration will contact parents to discuss the attendance issue and possible additional consequences.

Chapel

Being a Christian school, LIS holds regular chapel services. All students are required to attend and participate in chapel programs.

Retreat and High School Camp Attendance

By agreeing to send their child to LIS, all parents agree to allow their high school student to attend all designated retreats, camps, or service trips. All students are required to attend and participate in these events as they are seen as a core part of meeting our graduation requirements, ESLRs, and curriculum standards. Students who do not attend camps and retreats will be required to complete additional work, may not be allowed to attend special events, such as banquet, or may be in jeopardy of not graduating from Logos International School.

Fine Arts Performance Attendance

Students work very hard to prepare for concerts and performances, and when students do not show up to play their part in a production or concert, the quality of the performance is affected. Missing students can negatively affect other students and add a high level of stress to everyone involved in a performance. Therefore, attendance is mandatory for students participating in the Fine Arts class. Please be aware that missing a performance may negatively impact a

Student Dress Code Guidelines

General Student Dress Code Guidelines

In order to promote a positive learning environment, LIS students are required to wear clean, neat, modest, and well-fitted clothing and demonstrate good personal hygiene and grooming habits during school hours. In addition, no derogatory, offensive, or revolutionary emblems or marks are to be worn or displayed. Hairstyle/color, accessories, make-up, etc. should not draw undue attention to the student (except on Crazy Hair Day). Parents have the prime responsibility to send their children to school with the correct dress and grooming.

School Uniforms

Logos International School has a school uniform for all students.* The following guidelines include:

- **Shirts**-Button down dress shirt or uniform shirt in the appropriate color.
 - Uniform Colors
 - Elementary-Light Blue
 - Middle School- Maroon or White
 - High School-Royal Blue or White
 - An undershirt may be worn, but it must be a solid white, gray, or black color without any logos or designs showing.
 - The shirts should amply cover the midsection of the torso when arms are raised.
- **Shorts or Skirt**-Either beige, black or navy blue in color
 - Shorts and skirts should be loose-fitting and at least knee-length (not more than 2 inches above the knee)
 - May not have extra pockets on the side of the pant leg (e.g. cargo style)
- **Pants and Capris**-Should be modest and leggings are prohibited
- **Jackets, sweaters, or sweatshirts**- Solid colored without any logos or designs showing
 - Students may wear a jacket or sweatshirt with an LIS logo.
- **PE Uniform**- A standard PE uniform is required for all students and is available for purchase at the school office

*Pre-K students are exempt from wearing school uniforms on normal school days, but they are required to wear a standard Logos PE Uniform on PE and swimming days.

Dress Down Days

Logos will schedule dress down days several times during the school year. Students are free to choose what they wear, but they should reflect Christian modesty and neatness.

- **Females** may wear jeans, slacks, capris, skirts, shorts, or dresses. Skirts, shorts, and dresses should not be any shorter than two inches above the knee. Leggings may be only be worn under skirts or dresses. Sleeveless shirts and tops are acceptable if the sleeves are at least three inches in width and the top is modest. Low-cut tops that reveal cleavage or shirts that reveal the midriff should not be worn to school.
- **Males** may wear jeans, slacks, or shorts. T-shirts with an appropriate logo, polos, and button down shirts are acceptable.

Dress Code Infractions

In the event that a student violates the LIS Dress Code or Uniform Policies, the student will be sent to the office. The student will either be required to purchase and change into an appropriate uniform or call a parent/guardian to bring the appropriate clothing to school. The school administrator may determine the necessary action to be taken in order to rectify any major or repeated infractions of this policy, including sending a student home, suspension, or dismissal.

Campus Safety and Security

Closed Campus Policy

LIS operates on the basis of a closed campus. Once the student arrives on campus in the morning he/she is not permitted to leave the campus until dismissal time in the afternoon. All students must be off campus by 5:00pm. The following exceptions may apply:

- Students who have checked out from the office with parent/guardian permission.
- Only high school students can pick up bubble tea/drinks/snacks/delivery at the gate and return immediately to campus.
- MS/HS students who are participating in morning practices are permitted to leave in the morning and return to school.
- High School students wearing blue shirts or with a student ID card are permitted to leave and return after school hours.
- Logos Sports: Students playing or watching games are allowed on campus, but must leave when the game is finished. Also, athletes returning back to campus must leave campus as soon as they return.

The closed campus policy implies that students may not bring visitors to the school without obtaining permission. Classroom visits require advance notice and permission from the principal and the classroom teacher. All visitors must check in at the gate and wear a visitor's ID badge the entire time that they are on campus.

School Closure

In the event of an emergency the school may need to close for a variety of reasons:

- Political unrest and demonstrations
- Extensive flooding, earthquake, fire or chemical damage to the school buildings
- If it is unsafe for students or teachers to be in school
- If it is unsafe for teachers to travel to school
- If the telephone or internet networks are unavailable
- The other major international schools are closed

If it is unsafe for students to travel to school, they should remain at home even if school is open.

Closure Procedures if School is Open and Students are Present:

1. The school leadership will alert all staff to the school closure and teachers will prepare students possessions for when parents arrive but keep children working and busy without alarming them
2. If possible a school-wide SMS will be sent to

all parents. If not possible all parents will be contacted by telephone by the school office staff. Any parents who cannot be contacted, should receive an SMS and/or email.

3. A message will be posted on the school website
4. A message will be posted on the school gate, and no other visitors will be allowed onto the school campus except for parents/guardians collecting students
5. Any students who come to school unaccompanied may go home as long as their parents have been contacted and agree to this

Closure Procedures if School is Not Open and Students are Not Present:

1. If possible, a school-wide SMS will be sent to all parents. If not possible, all parents will be contacted by telephone by the school office staff. Any parents who cannot be contacted, should receive an SMS and/or email.
2. A message will be posted on the school website and the school gate
3. Emergency staff will be available to answer the phones and send e-mail.

Elementary Drop-off and Pick-up

School start time for elementary is 8:10am. School gates open at 7:30am and students are supervised by the Logos teaching staff. For your safety, please use the sidewalks on campus. Students arriving after 8:10am must obtain a late slip from the main office before going to the classroom.

Pick-up

Students are dismissed at 3:10pm. All elementary students need to be picked-up by 3:30pm unless they are involved in After School Program or Homework Club. Students in these programs must be picked-up by 4:30pm. High school students are permitted to pick-up their siblings only if they are able to provide direct supervision (within eyesight) for the student. Middle school students are NOT allowed to pick-up or supervise elementary siblings. Any student not picked-up by 3:30pm will be taken to the elementary computer lab for further supervision and the parent will be charged \$2 -\$5 late pick-up fee (3:30-3:45=\$2; 3:45-4:30=\$5). Students need to be picked-up and off-campus by 12:15pm on Early Release Days.

Pick-up Cards

All elementary parents/guardian will need a pick-up card for student pick-up. A card can be made in the main office. Any high school student picking up a sibling will need to have a photo of the sibling added to their ID card in the main office. First pick-up card is free. Replacement cards cost \$5.

Elementary After School Program

Logos offers 3 seasons of after school activities for students in grades K-5.

- Season 1- Mid Aug-Oct
- Season 2-Nov-Mid Feb
- Season 3-Late Feb-Early May

Most after school program activities are one day a week from 3:30pm to 4:30pm. Parents are required to pick up children by 4:45pm or a late fee of \$2 will be applied. Late van service is also available for students participating in the after school program. The cost for most activities is \$50 per student per activity per season. Sign-up sheets will be sent home with the students prior to beginning of each after school season.

Mandatory Helmet Policy

All students and staff must wear a helmet when riding a moto or bike to school whether they are a passenger or the driver. Any student or staff member not wearing a helmet will be sent home immediately by the guard and not allowed on campus until they have a helmet.

Field Trips

- Trips to various places of interest will be included in the academic program.
- There may be an extra charge for field trips that will be determined by the class teacher in conjunction with the administration.
- Policies regarding students' appearance and behavior will be maintained on field trips. However, a more casual dress may be permitted on some field trips. The nature of the trip will determine the dress code.
- The school will try its best to take all the possible security and safety measures (within its means) on study tours and field trips. However, the school may not be held responsible for any unforeseen situation such as weather condition, accident, injury, and illness etc.
- All students will be required to complete a Field Trip Medical Release and Consent Form and have it signed by a parent or guardian before each field trip. In addition, if medication is required while the student is on the field trip, a parent must fill out a [Medication Authorization Form](#). All student medication will be administered by a Logos staff member only. All medication needs to be labeled properly with: name, dosage, and preferably kept in original packaging.

Van Service Code of Conduct

Logos International School provides students with van service for their convenience and safety. In order to keep the ride to and from school safe for everyone students must behave in a responsible and respectful manner. Following the rules below will help to keep our vans safe and comfortable for everyone:

1. Students being transported in school vehicles are considered to be under the supervision and authority of the van attendant and/or the driver.
2. Students are to remain seated at all times while the van is in motion.
3. Students are to keep hands, head, and feet inside the van and are not to throw anything out of the vehicle.
4. Students may be assigned seats by the driver/attendant.
5. Students shall converse in normal tone without yelling or screaming.
6. Students shall keep the vehicle clean and must refrain from eating in the vehicle or otherwise causing any damage to the vehicle.
7. Students are only to leave the van at their designated stop unless prior notice has been given or they are directed to do so in the case of a breakdown/accident.
8. Students are expected to remain with their van assistant in the case of a breakdown or accident until alternative transport is arranged.
9. No vulgar language or disrespectful or aggressive behavior will be tolerated.
10. All students who travel by Logos vans have to accept the responsibility of being at their pick up points both before and after school by the school set times or they will be left behind.
11. Failure to follow this policy may result in detention or being banned from van travel for a designated period determined by the administration. Any offence will be communicated to the offending student's parents or guardians.

Technology Policies

LIS Acceptable Use Policy

Students are to abide by the computer usage rules given in this handbook. Use of LIS computer resources is a privilege; therefore, misuse of these resources may result in forfeiture of this privilege.

1. Although Logos administration and faculty do all that we can to make Logos a secure campus, theft does take place. Students are ultimately responsible for any items that they bring on campus, including electronic devices.
2. Certain grade levels may bring devices for academic use. Details can be found in the "Secondary BYOD Policy"
3. Any devices brought on campus will be used explicitly in accordance with the instructions given by classroom teachers.
4. If a student is misusing a device, the device shall be confiscated by the teacher and given to the school administration. The school administration shall keep the device until the parent/guardian of the student comes and meets with the administration.
5. A device may never be used in the school change rooms or bathrooms.
6. No student is allowed to use a school computer without the supervision of a teacher or staff member.
7. The school does not take responsibility for any files or data students save on computers.
8. Students must not make changes of any sort to the school computer settings or install their own software.
9. Any mishandling or vandalizing of any school-owned equipment may warrant a penalty or disciplinary action.
10. Students are generally not allowed to download files from the Internet, unless they are related to a school activity sanctioned by a teacher or administrator.
11. Students are only allowed to run prints of approved school-related material. Printing personal documents is prohibited.
12. No food or open beverage containers may be consumed in the computer labs.
13. Students should always lock their computers when leaving them unattended for any reason.
14. Students are not to tamper in any way with the physical hardware or attempt to fix a problem with a computer. Any damage/malfunction to a computer they are working on should be reported to the supervising teacher immediately.
15. Access to the Internet at the school is provided as a privilege to students. Students are responsible for what materials they access/upload/download on the Internet. Any material accessible via the Internet that contains illegal, defamatory, or potentially offensive content is strictly prohibited and will warrant disciplinary action from the administration.
16. Specifically, the following uses are prohibited and constitute inappropriate use:
 - 16.1. Any illegal activities.
 - 16.2. Use of the network for commercial or for-profit purposes.
 - 16.3. Use of the network for non-work or non-school-related work.
 - 16.4. Use of the network or a device for product advertisement or political lobbying.
 - 16.5. Bullying, defaming, discriminatory remarks, and offensive or inflammatory communication
 - 16.6. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
 - 16.7. Accessing obscene or pornographic material
 - 16.8. Engaging in inappropriate language or profanity on the network
 - 16.9. Transmitting material likely to be offensive or objectionable to recipients and/or the administration.
 - 16.10. Use of the network or a device to intentionally obtain or modify files, passwords, and data belonging to other users.
 - 16.11. Impersonation of another user.
 - 16.12. Loading or use of unauthorized games, programs, files, or other electronic media.
 - 16.13. Use of the network or a device to disrupt the work of other users.
 - 16.14. Destruction, modification, or abuse of network hardware, software, and data by physical or electronic means (viruses, worms, etc.).
 - 16.15. Quoting personal communications in a public forum without the original author's prior consent
 - 16.16. Circumventing or disabling the filter or any security measure.
 - 16.17. Disclosing, using, or disseminating any personally identifiable information of themselves or other staff or students.
 - 16.18. Engaging in the practice of "hacking" in order to bypass computer and network security for any purpose whatsoever.

Any of the listed violations may result in a loss of

access as well as other disciplinary or legal action.

Computer Filters and Safeguards

To the greatest extent possible, users of the network will be protected from harassment or unwanted or unsolicited communication. Logos will take appropriate measures through the use of hardware and/or software tools in an effort to prevent any user from being exposed to obscene graphics/images, text, and any other form of material that would be considered harmful to minors. This includes using one or more Internet content filtering agents that will remove and/or block inappropriate Internet content related to, but not limited to, any of the following topics:

- “Adults only” sites
- Alcohol
- Drugs
- Sexual content
- Nudity
- Violence
- Weapons
- Tobacco
- Gambling
- Games (non-educational)
- Hate or discrimination
- Illegal activities
- Computer “hacking”
- Pornography
- Unethical use of information
- Social networking sites
- Sites that require personal identifiable information from students

These Internet content filtering agents may not be deactivated or circumvented by any computer or device accessing the Internet at Logos for any purpose. Notwithstanding filter implementation, the user retains full responsibility for his/her actions.

Computer Security

System security is protected through the use of passwords. Failure to adequately protect could result in unauthorized access to personal files. To protect the integrity of the system, the following guidelines shall be followed:

1. Students shall not reveal their passwords to another individual.
2. Users are not to use a computer that has been logged in under another student's or teacher's name.
3. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.

Any of the listed violations may result in a loss of access as well as other disciplinary or legal action

Cell Phone Policy

All cell phones should be silenced during the school day. Students are not allowed to make or receive phone calls or send text messages during classes. Students may use cell phones to access the internet during classes for school related activities.

BYOD (Bring Your Own Device) Policy

In order to increase student learning and prepare students for the real world, Logos has developed a Secondary BYOD (Bring Your Own Device) Policy.

For the 2017-2018 school year, we are requiring:

- **Grades 11-12:** Bring a laptop to school. (This can be a tablet with an external keyboard.)
- **Grades 9-10:** Bring a device to school. (Tablets or laptops are preferred.)
- **Grades 7-8:** It is highly recommended, but not required for students to bring a device.
- **Grade 6:** Students may bring a device at the teacher's discretion.
- **PreK - Grade 5:** Students are not permitted to use any items during school hours that have an ON-OFF switch, with the exception of calculators and electronic dictionaries, unless given permission by a teacher or administrator.

Device Definitions

Device	Laptop
Can access the Internet via wifi	Can access the Internet via wifi
Has a screen no smaller than 4"	Has a screen no smaller than 9"
	Has an external keyboard

BYOD Rules

- All students must follow the LIS Acceptable Use Policy
- Students will need to register their device with the IT department if they wish to be on the faster internet
- Students must use devices explicitly in accordance with the instructions given by the classroom teachers
- If students are not following the procedure, teachers can take away a device and give it to the administration for parents to pick up after school.
- **Elementary Students**
 - Are not permitted use a device at school without special permission from a teacher or administrator
- **Middle School**
 - Should not use devices outside of class except
 - In the morning before school, students may only use a device to work on school assignments
 - During lunch, students must go to the library to use a device, and it must be used for academic purposes only.
- **High School**
 - Students can use their devices throughout the school day and are encouraged to use technology in moderation and as appropriate.

Library Policies

Logos Library

Hours:

- Monday thru Thursday 8:00-4:45
- Friday: 8:00-3:45

The Logos library is a place that provides a quiet space for working on school related projects, studying, reading, and researching. It is a bright, open concept library with areas for secondary and elementary use.

The library collection has over 8000 print books, including more than 120 Korean and 120 Khmer language books. The library's online public access catalogue (OPAC) can be found at <http://koha.asianhope.org>. In addition to the print books, the library has over 100 e-books that can be accessed at www.gg.gg/logosreads. User name and password information for the e-books is available in the library. Logos also subscribes to the Encyclopedia Britannica Online at <http://school.eb.com>. Students may ask their teacher or library staff for login information.

Students in Pre-K4 through grade 5 visit the library each week. This visit may include storytime, booktalks, library skills, etc. This visit also provides an opportunity for students to borrow books and read. Elementary students are welcome to visit the library after school provided they are with a parent or adult guardian.

Secondary students have access to the library during study hall, lunch, and after school. They may borrow computers or tablets for use in the library. The Conference and Group study rooms are available for secondary students to reserve for group projects. They may also use the library copier/printer for school related work.

Secondary students may use their cellphones while in the library for educational purposes only. The library is reserved for educational pursuits and so students are not allowed to play electronic games, watch videos/movies, check social media, or surf the internet while in the library. However, they may use their own personal devices (including cellphones) to listen to music while doing school work if they have headphones/earbuds.

Food, candy, gum, and drinks other than water in bottles are not allowed in the library. This helps to keep the library neat and clean and to protect books and resources from damage. Patrons who need to make or receive phone calls are asked to step outside of the library to do so.

The library holds a number of fun contests during the year in order to promote pride in the school library and to encourage reading. The library also hosts four Scholastic Book Club orders each year in September, November, February, and March.

Circulation Policy

The circulation policy at Logos is very flexible and open. There is no limit (within reason) to the number of print books borrowed by students in grade 4 and up. Students are encouraged to borrow the number of books that they can comfortably read within their loan period.

A limit to the number of e-books students and parents may borrow is imposed due to the current size of our collection.

GRADE	NUMBER OF BOOKS	LOAN PERIOD	NUMBER OF E-BOOKS	LOAN PERIOD
Pre K4	2	1 week	0	0
K-1	2	1 week	1	7 days
Grade 2	3	1 week	1	7 days
Grade 3	4 books	1 week	1	7 days
Grade 4	no limit	1 week	2	7 days
Grade 5	no limit	1 week	3	14 days
Grades 6-12	no limit	2 weeks	3	14 days
Parents	20	2 weeks	3	14 days

In most cases, books may be renewed as many times as needed provided the book is not on hold, new, or very popular.

Although no overdue fines are charged, a minimum replacement fee of \$10.00 per book is charged for lost or unreturned books. Books more than 30 days overdue are considered lost and the full replacement fee is charged. Damaged books are assessed and an appropriate fee is charged. The Logos school policy on unreturned resources applies and students will not receive their report cards if any library books are not returned or fees for lost or damaged books are not paid.

Parent Borrowing Policy

Parents of students who attend LIS are encouraged to borrow books from the library anytime after 3:00 pm each day. They are welcome to bring their young children or elementary aged children with them, however, they are responsible for the supervision of their children. The borrowing policy is as follows:

1. Parents who have a parent card/pickup card may bring that card to the library and register to borrow books.
2. Parents who do not have a card may request one in the office and then register the card in the library.
3. The first card is free. However, there is a \$5.00 fee charged for replacement cards.

4. Parents may borrow up to 20 books per family. This does not include books borrowed by their children attending LIS.
5. Books may be borrowed for a period of two weeks and can usually be renewed for an additional two weeks.
6. A minimum replacement fee of \$10.00 per book is charged for lost or unreturned books. Books more than 30 days overdue are considered lost and the full replacement fee is charged. Damaged books are assessed and an appropriate fee is charged.
7. All books must be returned no later than the third week of May. The Logos school policy on unreturned resources applies and students will not receive their report cards if any library books or fees are outstanding on their parents' cards.

Textbooks

All textbooks belong to Logos International School and are loaned to our students for a certain period or for the entirety of the school year. All secondary textbooks should be checked out from and returned to the library. Students will be charged the replacement value of any book which is lost or which is determined to be damaged or excessively worn.

Books and School Supplies

LIS provides textbooks to the students at all levels. Students are also provided basic stationery items and facilities at the school. However, MS/HS students must buy their own notebooks, pencils, pens, erasers, sharpeners, calculators, etc. School supplies for elementary students will be purchased by the teacher and the parents will be billed the first week of school.

Health Policies

Student Health and Emergency Info

A Student Health and Emergency Information Form must be filled out at the beginning of each new school year. Also, if there are any pertinent health or allergy information changes throughout the school year, it is important to inform the school nurse. In addition, in the event that the parents/guardians are out of the city/country, it is important to inform the school office of a temporary guardian for your child(ren) along with their phone number in case of an emergency.

Communicable Disease Policy

If a student is showing signs of a communicable illness, they should stay home. If they are at school with these symptoms, a parent will be asked to come and pick up their student. These symptoms include:

- Temperature over 38C or 100F
- Persistent, disruptive cough with yellow or green mucous
- Vomiting
- Diarrhea (persistent, disruptive, or with fever)
- Sore throat with swollen lymph nodes
- Uncovered, infected skin sores
- Eye infection
- Any other contagious illness (chicken pox, typhoid, rubella, dengue, etc)

A student with these symptoms should wait to return to school until they have been fever free for 24 hours without temperature-reducing medication (Tylenol, paracetamol, or ibuprofen). If antibiotics are required, then a child should not return to school until they have been on antibiotics for at least 24 hours. And in the case of vomiting or diarrhea, they should not return until they have been symptom free for 24 hours. There may also be times when a child does not exhibit these specific symptoms, but is not well

enough to be at school. The School Nurse should be contacted in this type of situation.

Accidents and Emergencies

All accidents occurring at school or a school related activity, regardless of how slight the injury or damage may be, must be reported to the teacher in charge of the class or activity. When students are ill or injured, their parents will be notified as soon as possible. In the event of a life threatening emergency, the student will be transported to Royal Phnom Penh Hospital by a school van along with two Logos staff. If there is suspicion of a spinal injury, a Royal Phnom Penh Hospital ambulance will transport student to Royal Phnom Penh Hospital.

Medication Policy

- In all grades, all medication taken at school must be given through the school nurse.
- If an elementary student needs to take medication at school, the parent must hand the medication to the school nurse or to a Logos teacher (never given to the child or placed in child's backpack to bring to school).
- For all grades to be able to bring medication from home to take at school, a parent must fill out and sign a Medication Authorization Form AND all medication needs to be labeled with the medication name and dosage. It is preferred for medication to remain in the original packaging and have a visible expiration date.
- Students may not carry any medication with them while at school unless prior arrangements with the school nurse have been made (ie asthma inhalers or Epi Pen etc.)
- First aid supplies and basic over the counter medications are always available at school and on school field trips. Medication is administered only with parental authorization for conditions such as fever, basic aches and pains, allergic

reaction, etc.

Vaccinations

Vaccinations should be up to date at time of admission, and a copy of the vaccination record should be given to the school nurse who will then update the student's school medical record. In addition, vaccinations should be updated as the child ages and a copy of the updated record given to the school office. The school nurse will help to encourage vaccination follow-up through written and verbal communication with parents.

In addition to the required vaccinations, there are several vaccinations for school-age children that are recommended by several internationally recognized institutions. These include Varicella, Hepatitis A, Typhoid, Rabies, Japanese Encephalitis, and others. However, these vary depending on individual risk factors, and should be left to the discretion of the parent in communication with a doctor. Students who will enroll in a school in another country (such as for home assignment or furlough) should be aware of the vaccination requirements of that country. All vaccination records are considered personal health information, and will be kept confidential.

The following vaccinations are required at Logos International School according to grade level:

Pre-K and Kindergarten

*BCG	**DTaP	Polio	Hepatitis B	***MMR or MR	Hib
1 dose (if under age five)	3 doses	3 doses	3 doses	One dose after 1st birthday	At least one dose

*BCG is a vaccine primarily used against tuberculosis. In countries where tuberculosis is common one dose is recommended in healthy babies as close to the time of birth as possible.

** DTaP is a vaccine that helps children younger than age 7 develop immunity to three deadly diseases caused by bacteria: diphtheria, tetanus, and whooping cough (pertussis). Tdap is a booster immunization given at age 11 that offers continued protection from those diseases for adolescents and adults.

1st-8th Grade

DTaP	Polio	Hep B	MMR or MR
4 doses, <u>with last dose after 4th birthday.</u>	4 doses, <u>with last dose after 4th birthday</u>	3 doses	2 doses

***one dose of MMR or MR is acceptable, if the child has been previously immunized against measles.

9th-12th Grade

Tetanus Booster ****	Polio	Hep B	MMR or MR
One dose	4 doses	3 doses	2 doses

****Tdap or Td is preferred to TT, but not widely available in Cambodia. Tdap is a combination vaccine that protects against three potentially life-threatening bacterial diseases: tetanus, diphtheria, and pertussis (whooping cough). Td is a booster vaccine for tetanus and diphtheria. It does not protect against pertussis.

Lice

In the event of a lice infestation, a student may remain at school but the student needs to obtain treatment at home to return. Parents should supply a written note when the student returns to school stating that the student has received treatment for lice.

Special Physical and Emotional Needs

Children with physical or emotional handicaps or special needs will only be accepted, when and if, appropriate facilities and personnel are available at school to handle such situations. Temporary or permanent physical needs that may affect a child's school program and/or well being should be communicated to the office or school nurse.

Exemption from Physical Education

If there is a reason for a child to miss Physical Education or Swimming, a note requesting permission for the student to be excused from specific activities should be obtained before the student reports to the PE class. To miss more than two consecutive class periods, a note from a doctor will be required. Physical Education is considered as an important part of the educational program and students are required to participate except in rare situations or occasions

General Policies and Information

Lunches and Snacks on Campus

- Students may bring their own lunch or purchase lunch at the school cafeteria.
- Snacks are sold during lunch time for MS/HS students only.
- Snacks are sold after school on campus by approved vendors. Students and parents are responsible for the choice of snacks purchased.

Eating Outside the Cafeteria

During the lunch period food must be eaten in the cafeteria. A teacher may give students special permission to eat outside of the cafeteria but that teacher is then responsible to ensure that all plates and cutlery are returned to the cafeteria and no mess is left behind.

No food or beverages may be brought into the classrooms unless prior permission has been given by the teacher. Students are not allowed to bring in anything; it is a privilege. If students have not finished their food or drink before class starts they should not complain to the teacher student is asked to throw food or drink. It is the student's responsibility to get prior approval and be responsible.

Ordering Off Campus Food Delivery

Elementary and middle school students may not order food or beverages from off campus. High School students must follow the following guidelines when ordering food from off campus:

- All orders may be placed with a phone call or text, but it must not be done during class time.
- All food and drink orders must be received during lunch in person. Deliveries will not be taken by the office nor will money be left in the care of the office or any other staff.

Buying and Selling on Campus

At no time are students permitted to buy or sell items and/or services to/from other students while at school or attending school sponsored events or activities. No items, including food, may be sold on campus or the parking area without authorization from the administration. Students must abstain from getting involved in any type of business dealings with anyone at school.

Student Fund Raising

All fund-raising activities at LIS must be approved by the administration.

Posters and Printed Materials

The Administration must approve any and all printed material (brochures, posters, letters sent home with students, etc.) before being distributed or displayed on campus.

Printed materials must be submitted to the office for approval the day before they are to be sent home or displayed.

Media Policy

The school administrator is the only school employee authorized to speak to the news media on behalf of Logos International School.

Staff members, parents, and students are requested not to communicate in such a way to the news media that would convey authority in regard to school policies and practices.

Damage to School Property

Anyone who damages/destroys property on campus will be responsible for the repair or replacement costs. This includes graffiti, writing on furniture, scratching, and improper use of school materials, equipments, and supplies.

Lockers

- Middle and High school students will be assigned a locker at the beginning of each year.
- A student must purchase their own combination lock.
- The school reserves the right to have access to the lockers at all times.
- Lockers are school property and therefore should be treated with care and kept tidy.
- Any pictures inside lockers must meet the decency standards of the school.
- Students who are unable to follow the guidelines may lose the privilege of having a locker.

Valuables and Personal Property

Parents should discourage students from bringing excessive amounts of money, expensive gadgets, or other valuable items to school. The school tries to insure a safe and secure environment for the students and staff but the ultimate responsibility of a person's belongings rests on the individual.

Students are strictly prohibited from bringing any material or device that may be of a potential danger to any other individual or school property.

The school reserves the right to confiscate such items and take necessary disciplinary action against students who violates this rule.

Lost and Found

Lost and found items will be placed in the Logos Office. Items not claimed will be periodically donated to charity. All parents are strongly encouraged to mark all of their children's belongings (lunch boxes, bottles, swim-suits, etc.) with their names.

Student Council

LIS promotes student leadership through the Student Council (StuCo). The goal of the Logos International School student government is to create time and space for the students of Logos to build a strong community. Events, class organization and community building will be core goals of this student group. Among other characteristics, students interested in participating in student government should be:

- Committed to the spiritual, emotional and academic growth of their peers at Logos.
- High quality communicators and organizers
- Supportive of team goals.
- Committed to uplifting, empowering and supporting their peers.
- Willing to become a leader for students throughout the school and aware that their actions reflect the school.

Near the end of each school year students and teachers will vote for the Student Council members for the next school year.

Extra-Curricular Activities

The primary objective of Logos International School is to provide a quality education to students within a Christian context. Extra-curricular activities have their own distinct but essential and integral role in achieving this goal. They are, however, not meant to overshadow the importance of the core curriculum but to serve as an extension of the academic courses. Extra curricular activities aim at providing opportunities to train and focus on a goal, test it in an authentic situation, build sportsmanship, and deal positively with the results. LIS promotes and encourages such activities to help students achieve a harmonious development in mental, spiritual, physical, and social areas of growth. LIS is committed to providing a rich and diverse program in extra curricular activities to supplement students' needs toward holistic growth.

Logos Athletics

Athletics is a prevalent part of our world, and it is an important part of our school. Logos is dedicated to the purpose of providing a sound athletic program integrated with a Christian view of God, the world, and competition. Involvement in athletics must be positive, constructive, and a growing Christian experience for players, managers, coaches, parents, and the school in general. In order for this to occur we encourage all those involved to be guided by the expectations set forth in the Logos Athletics Handbook.

Appendix

Appendix A: ESLRs In Elementary Children's Terms

1. People Who Grow In Christ Are Able To

- 1.1 Grow with Jesus as Savior and best friend
- 1.2 Know who you are because of Jesus' love
- 1.3 Know the Bible as God's Word
- 1.4 Tell and show others about Jesus and serve Him
- 1.5 Make wise choices based on what the Bible says
- 1.6 Know that it is important to be healthy in all areas of your life

2. A Learning Student Who

- 2.1 Has the tools to use their God-given abilities well
- 2.2 Thinks on their own to solve problems
- 2.3 Develops skills to be a lifelong learner
- 2.4 Speaks and writes clearly
- 2.5 Knows how to use technology effectively and appropriately

3. A Caring Member Of A Community Who

- 3.1 Takes personal responsibility for what they do and what you think
- 3.2 Knows and respects those in charge
- 3.3 Shows God's love toward everyone
- 3.4 Considers others more important than themselves
- 3.5 Works well in a team
- 3.6 Values and enjoys culture and the arts
- 3.7 Takes care of all that God has given them