



- 2 Peter 1:3



I. PURPOSE & AFFILIATION

- 1.1 Mission Statement
- 1.2 Vision Statement
- 1.3 Statement of Purpose
- 1.4 Affiliation
- 1.5 Program Description
- 1.6 Statement of Faith

II. PHILOSOPHY OF EDUCATION

- 2.1 Philosophy of Education
- 2.2 Educational Objectives

III. HOMESCHOOL OPERATIONS

- 3.1 Admission
- 3.2 Re-Enrollment / Admission of Returning Students
- 3.3 Required Forms and Documents
- 3.4 School Hours

- 3.5 School Location
- 3.6 Morning Drop-Off and Afternoon Dismissal
- 3.7 Attendance Expectations
- 3.8 Parent Involvement
- 3.9 School to Family Communication
- 3.10 Emergency Procedures
- 3.11 Transportation
- 3.12 Lost and Found
- 3.13 Lost/Damaged School Property
- 3.14 Student Cell Phone Use
- 3.15 Personal Electronic Use
- 3.16 Homeschool Technology Resources
- 3.17 Lunch & Snack
- 3.18 Inclement Weather
- 3.19 Photo & Video Release
- 3.20 Student Sickness
- 3.21 Medication Policy
- 3.2 Student Injuries



IV. FINANCIAL PROCEDURES

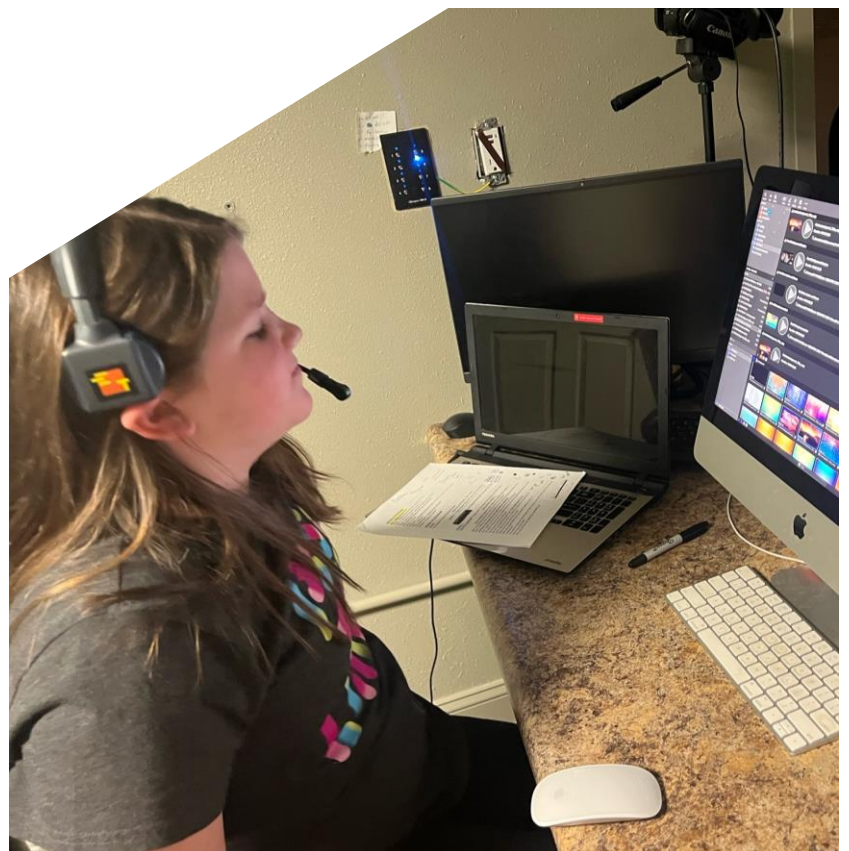
- 4.1 Financial Management
- 4.2 Tuition & Fees
- 4.3 Hope Scholarship
- 4.4 Early Withdrawal

V. STUDENT BEHAVIOR & APPEARANCE

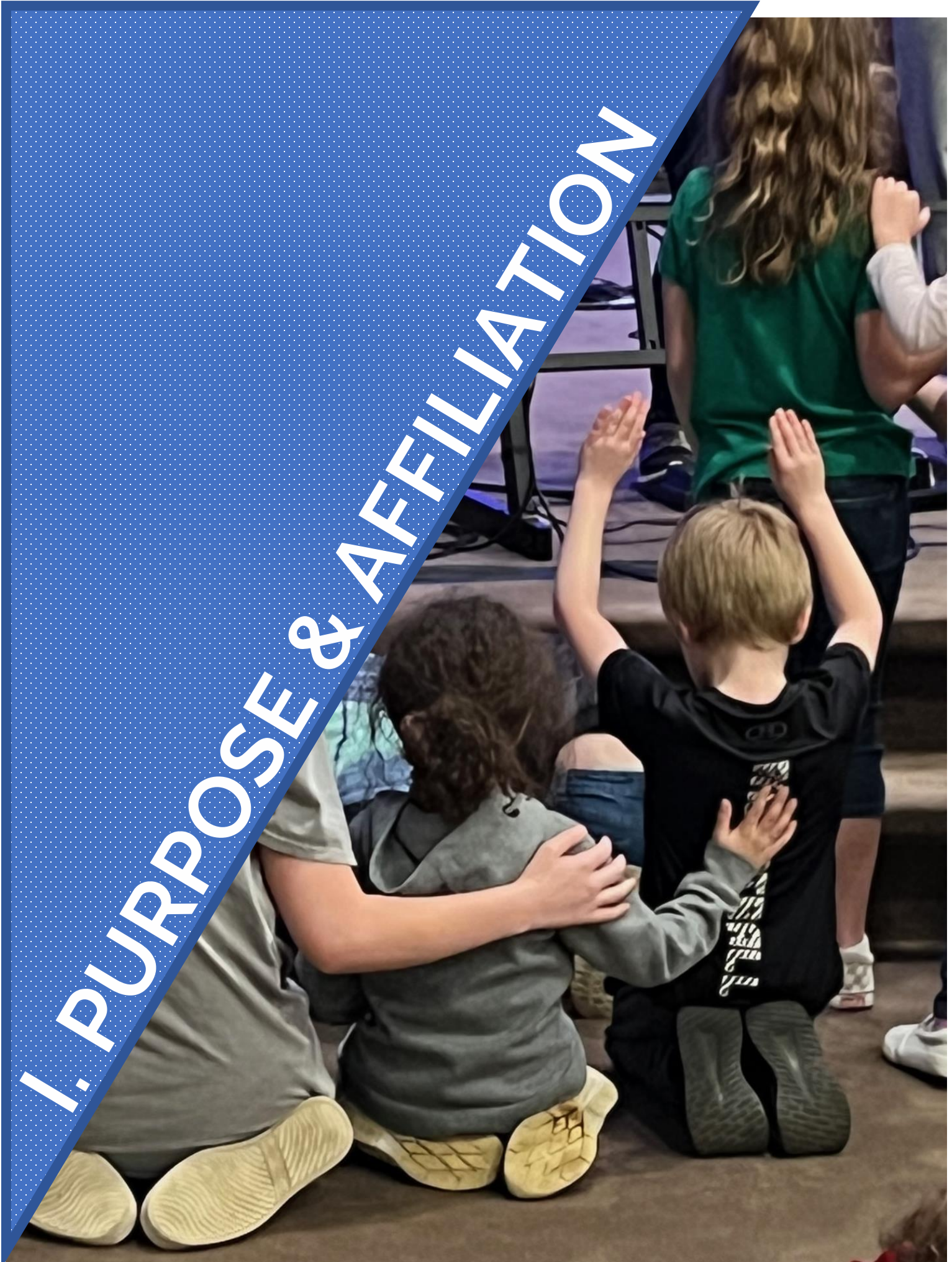
- 5.1 Student Expectations
- 5.2 Disciplinary Procedures
- 5.3 Tobacco-Free and Vape Policy
- 5.4 Weapons
- 5.5 Student Dress Expectations

VI. EDUCATIONAL PROGRAM

- 6.1 Curriculum
- 6.2 Grading Scale
- 6.3 Portfolio Review
- 6.4 Homework
- 6.5 Report Cards
- 6.6 Student Promotion
- Acceptable Academic Progress
- 6.7 Standardized Testing
- 6.8 Student Assessment
- 6.9 Summary of Responsibilities



I. PURPOSE & AFFILIATION



1.1 MISSION STATEMENT

The mission of West Logan Church Homeschool Ministry is to partner with students and families so that our students may:

KNOW GOD through a Christ-Centered Foundation, Education and Discipleship.

FIND FREEDOM by experiencing community and meaningful connections in a family oriented atmosphere that is based on truth and focused on their heart.

DISCOVER PURPOSE in the Kingdom of God and in society by discovering and refining their God-given gifts and talents.

MAKE A DIFFERENCE by emphasizing leadership through servanthood and providing opportunities to utilize their gifts and talents to contribute to the world around them.

1.2 VISION STATEMENT

Propelling students in a loving environment that builds community and reflects God's love.

Preparing a future generation of "Good Humans" who are able to successfully live in today's culture with a Christ Centered foundation.

Providing students with a quality, well-rounded, individualized education with flexibility that equips them to lead and become contributing members of our society.

1.3 STATEMENT OF PURPOSE

West Logan Church Homeschool Ministry exists for the purpose of establishing and operating a Homeschool Co-op existing as an organization to assist the home and the church in the training of children and youth. The intent of West Logan Church Homeschool Ministry is to refine the gifts, talents, and abilities that God has already positioned inside students' hearts, developing Good Humans that exhibit excellence, kindness, integrity and respect as they walk out His will and purpose in their lives.

1.4 AFFILIATION

West Logan Church Homeschool Ministry is a ministry of West Logan Church.

1.5 PROGRAM DESCRIPTION

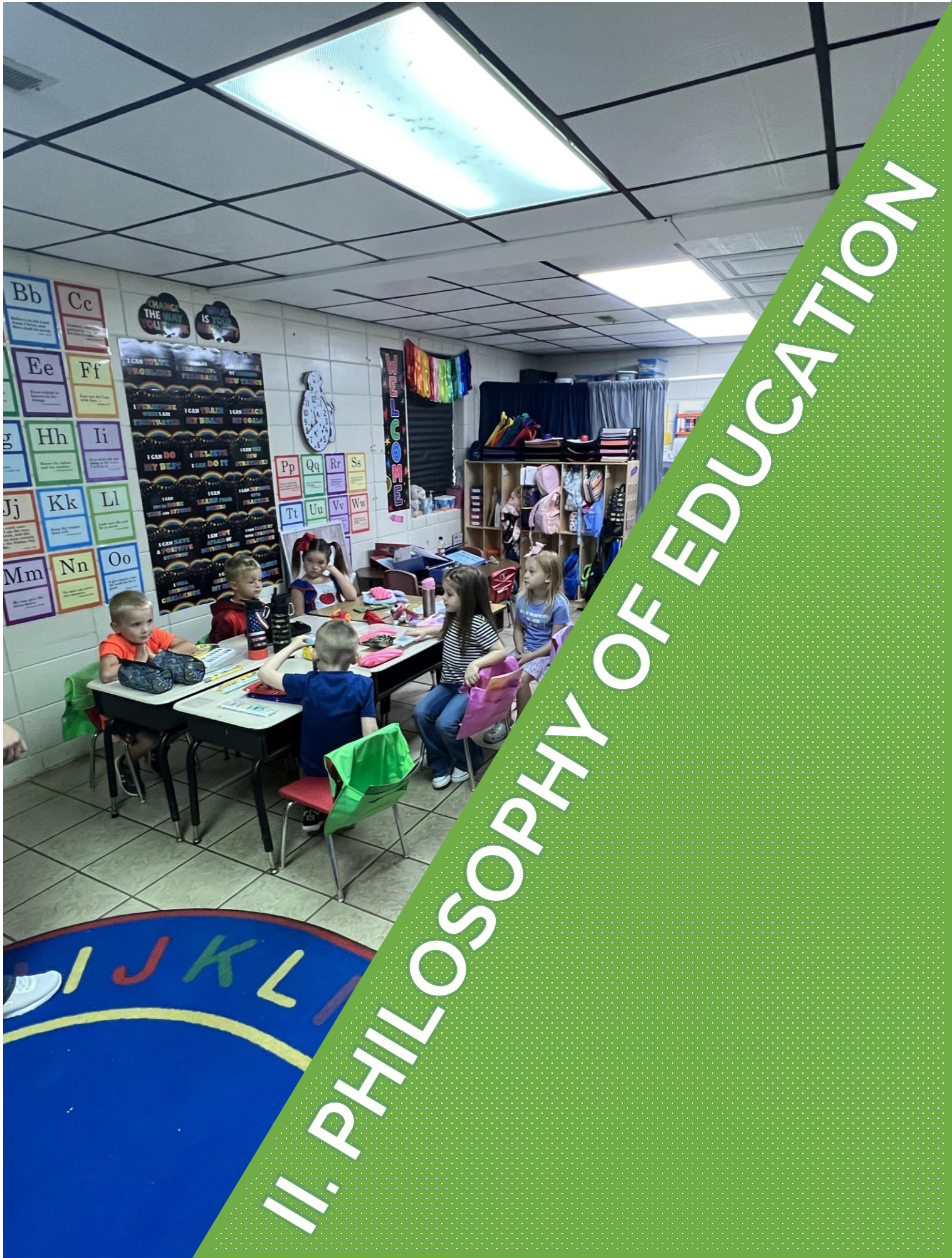
WLC Homeschool Ministry will provide supplementary academic instruction to students who have opted for home instruction and have been approved by the local board of education to do so. Homeschooling allows students' academic instruction to be tailored to their individual needs by offering a personalized learning approach to their education.

Personalized Learning offers a unique, blended instructional model ensuring that the needs and interests of each student are met and engages learners in the most productive and meaningful way to optimize the educational process. Students will have the opportunity to receive daily support from licensed educators in all four core subjects as well as opportunities for academic enrichment and socialization.

1.6 STATEMENT OF FAITH

West Logan Church Homeschool Ministry will operate based not upon doctrine, but upon the principles of Christianity:

- We believe the whole Bible to be completely and equally the inspired, infallible, and authoritative Word of God.
- We believe that there is one God, eternally existent in three Persons: Father, Son, and Holy Spirit.
- We believe God as the Creator of all things.
- We believe Jesus Christ was the Son of God, conceived by the Holy Spirit, was born of a virgin, that He lived a sinless life, performed miracles, died on the cross for our sin, rose again on the 3rd day, that He is seated at the right hand of the Father, and that He is coming back again!
- We believe in the necessity of salvation, as all have sinned and come short of the glory of God.
- We believe in the rightful submission to God-ordained governmental authorities but that God's Law is higher than man's law and will always obey the higher law when the two are in conflict.
- We believe in the unique roles of male and female as created by God and do not condone violation of these roles. We confirm that biblical marriage is limited to a covenant relationship between a man and a woman.
- We believe in the spiritual unity of believers in our Lord Jesus Christ



2.1 PHILOSOPHY OF EDUCATION

Aristotle said, "Educating the mind without educating the heart is no education at all." The foundation of education goes deeper than academic knowledge – the foundation of education is the heart. God's Word says in 2 Peter 1:3, "His divine power has given to us all things that pertain to life and godliness, through the knowledge of Him who called us by glory and virtue." Through the power of God and knowledge of Him, everything we need to be successful at any stage of life, God has already placed inside of us. The intent of West Logan Church Homeschool Ministry is to refine the gifts, talents, and abilities that God has already positioned inside students' hearts, developing Good Humans that exhibit excellence, kindness, integrity and respect as they walk out His will and purpose in their lives.

As partners with parents in the educational process, teachers and staff stand as delegated authorities and Spirit-filled role models of excellence, kindness, integrity, and respect and are responsible before God to communicate the character of Christ and the Truth of His Word to their students in both word and deed.

2.2 EDUCATIONAL OBJECTIVES:

FOR SPIRITUAL AND MORAL GROWTH OF THE STUDENT, the school seeks:

- To teach the Bible as God's inspired Word.
- To encourage the student to accept God's offer of salvation through faith in Jesus Christ.
- To teach consistent, daily Christian living and fellowship with God.
- To teach a Biblical sense of right and wrong.
- To teach self-discipline in all areas of life based on respect and reverence to God and those in authority.
- To train up students as individuals of integrity and character.
- To teach an attitude of Christ-like servant-hood.

FOR PERSONAL AND SOCIAL DEVELOPMENT OF THE STUDENT, the school aims:

- To instill the qualities of excellence, kindness, integrity, and respect in the hearts of our students.
- To help the student accept him/herself as God has created him/her.
- To challenge the student to full development of his/her capabilities and talents in Christ, helping him/her to accept and respect others with differing talents.
- To promote healthy living and the responsible use of the body as the temple of God.
- To foster a Biblical attitude toward material things and to teach stewardship of possessions and time.
- To cooperate closely with the family in all aspects of the student's development, especially as it relates to the academic school program.
- To actively promote kindness towards all fellowman.
- To teach the student to worship God and to effectively represent the Gospel to the world.

FOR ACADEMIC INSTRUCTION OF THE STUDENT, the school endeavors:

- To provide an environment conducive to each individual's learning needs to the best of our ability.
- To encourage the student to succeed to the best of his/her ability, applying the idea of excellence into their academic efforts.
- To meet students where they are in their academic level while aiming to challenge them to reach beyond it.
- To teach with rigor and relevance, no matter the academic level.
- To encourage the development of good, study habits and research methods.
- To develop creative and critical thinking skills through applying Biblical criteria for evaluation.
- To encourage the student to make a positive contribution to society.
- To promote a Biblical worldview through the integration of Biblical principles in all subject areas.



III. HS OPERATIONS

3.1 ADMISSION

1. New student inquiries must complete the "New Student Inquiries" form online.
2. Parents of students will be notified by administration when spots come available and will have the opportunity to accept or decline the spot.
3. Siblings of current students will have preference over spots.
4. Parents will complete the Enrollment Application along with a nonrefundable enrollment fee of \$100.
5. Transfer Students must be in good financial standing with previous schools, Students who are not in good behavioral standing, are in danger of suspension/expulsion, or are currently under suspension/expulsion may not be accepted into West Logan Church Homeschool Ministry. Acceptance of all new students is based upon the discretion of Program Administration.
6. Parents are required to submit all required homeschool documentation to the Board of Education in their county of residence.

3.2 RE-ENROLLMENT/ADMISSION OF RETURNING STUDENTS

Current students will have the opportunity to re-enroll for the following year in February and will have a designated period of two weeks to respond to the digital form sent out by administration along with a non-refundable re-enrollment fee of \$100 per family. In order to be eligible for re-enrollment, tuition and any other financial obligations must be paid in full at the time of re-enrollment and must continue for the remainder of the year.

Although West Logan Church Homeschool Ministry desires to maintain its current student base, administration reserves the right to withdraw the re-enrollment of a student for the upcoming academic year. This type of decision may be the result of offenses like a student's or parent's unwillingness to cooperate with school policy or procedure, history of unreasonably late payments or nonpayment of tuition or other fees, consistent and deliberate disruptive behaviors, poor attendance, or any other issue deemed by administration as grounds for revocation of re-enrollment privileges.

Students are expected to demonstrate adequate academic progress each year. Inadequate progress could be failure to make progress in two core subjects (math & language arts) for two consecutive years. Administration reserves the right to review each case individually and take appropriate action, including termination of enrollment.

3.3 REQUIRED FORMS AND DOCUMENTS

To ensure compliance with all necessary state regulations, we must have the following on file:

- o Completed Admissions Application
- o Completion of Digital Student Information Form
- o Submitted Homeschool Notice of Intent with required documentation OR Hope Notice of Intent to the Board of Education's Office in the county of residence.

3.4 SCHOOL HOURS

West Logan Church Homeschool Ministry's hours 8:00-3:00 on Monday-Thursday.

3.5 SCHOOL LOCATION

West Logan Church Homeschool Ministry is located at West Logan Church.

3.6 MORNING DROP-OFF AND AFTERNOON DISMISSAL

The safe arrival and departure of our student is of utmost importance, therefore parents are required to adhere to the following procedures:

Morning Drop Off

- Drop off occurs between 7:55-8:25am.
- Follow the established drop-off route for the school, entering the one-way street at 9th Avenue (not the main entrance) and driving around the back of the building. Students will be dropped off along the sidewalk out back and go to their respective locations.
- Please drive slowly and cautiously, following any direction by school staff.
- Students will report to their designated area after being dropped off.
- Parents may park and walk their children in but please do not park along the building out back to impede the drop off lane.

Afternoon Dismissal

- Parents (or an approved person) must sign children out at the end of each day.
- During the time of 2:00-2:15 no students will be allowed to leave the building until teachers can safely get into their positions.
- The designated area to sign children out is inside the gym building.
- If your student needs to leave before 2:00PM please contact their teacher or administration to prepare them to be signed out early and handed off safely.

DISMISSAL TIMES

- 2:15-2:45 – K4-1st Grade
- 2:30-3:00 – 2nd -4th Grades

3.7 ATTENDANCE EXPECTATIONS

OBJECTIVE: The attendance expectations for West Logan Church Homeschool Ministry aims to foster positive learning environment and encourage regular attendance to maximize student academic, social/emotional, physical, and spiritual growth.

Research shows that attendance and student academic success are directly related to one another, therefore faithful attendance is of critical importance.

CONSEQUENCES FOR ABSENTEEISM

10 Absences: Letter will be sent home with student.

15 Absences: Parent Meeting Scheduled to determine appropriate action to be taken; Attendance Contract.

20 (plus) Absences: potential dismissal from program; Administration reserves the right to contact the district truancy officer and/or Child Protective Services if a student's absences are deemed excessive over the course of a semester/year.

MAKING UP WORK FROM SCHOOL ABSENCE

Absence for sufficient reason entitles the student to an opportunity to make up the work missed. It is the student's responsibility to obtain make-up assignments from teachers. In general, the following guidelines will apply for making up work missed due to absence. Failure to make up work will result in zeros. Any work assigned prior to the absence and due during the absence must be submitted on time to receive full credit. To ensure that a student has no outstanding assignments it is recommended that the student check in with teachers on the day the student returns.

Students who are in the building for any part of the day are required to turn in all assignments due that day to all of their classes. Exceptions may be made by administration. Otherwise, late penalties may apply. For example, students who arrive late or leave early must turn in all work due that day. (e.g., students leaving for appointments or school sponsored athletic events).

Long-range assignments (as designated by the teacher) made previously by a teacher (i.e., prior to a student's absence) are due on the date assigned. Otherwise, late penalties shall apply. Illness or appointments are not exceptions. Arrangements must be made to submit assignments on the day they are due.

Previously assigned homework is due the day the student returns. Otherwise, late penalties may apply.

Students who were absent must talk to their teachers about completing work missed during their absence. Failure to complete these assignments on time may result in a zero for each unsubmitted assignment. Students must submit make-up work as follows:

One-day absence: work is due the day after returning.

Two-day absence: work is due two days after returning.

Three or more day absence: work is due three days after returning.

Students who are absent are encouraged to contact their teachers to learn what material was covered in class as well as what assignments are due. For prolonged absences (more than three days), students may request homework and other class assignments from the administrator. Upon their return to school, students should check with their teachers about missing assignments.

Parents of students absent from school for extended periods of time due to major illnesses should contact the principal to discuss assignments from teachers. Parents should encourage their child to work on an appropriate amount of schoolwork so that, upon return to school, students' progress will not be jeopardized.

Students suspended from school/class are required to turn in previously made assignments on time, including those assignments due during the course of their suspension. While suspended, students are expected to make up class work/tests and will be given credit for the work submitted.

3.8 PARENT INVOLVEMENT

We welcome parent involvement at West Logan Church Homeschool Ministry. If you desire to volunteer in a classroom or in the school in any capacity, notify your child's teachers to see where you may be needed. We often REQUEST parent volunteers for larger school events and functions. Parents and visitors are required to check in at the school office. Regular volunteers may be asked to provide permission to do a background check for insurance purposes.

3.9 SCHOOL TO FAMILY COMMUNICATION

In order to provide our families various reliable communication channels, we utilize app and subscription based services. These annual fees are assumed by the organization and do not require families to pay for these services individually. However, these expenses will be a **billable fee of \$50** per child and will be a Hope eligible expense.

ParentSquare– this is our primary form of communication with the school and your child's teachers.

Mass Text – WLCA also utilizes the text messaging service from West Logan Church.

Thinkwave – this is used for parents to see student's grades. A login will be sent the first week of school via email.

3.10 EMERGENCY PROCEDURES

In the event of an emergency, established policies and procedures are followed when and where necessary. Safety procedures are practiced regularly so that everyone is familiar with step to take for an actual event.

In response to any early dismissal for any reason, West Logan Church Homeschool Ministry will notify parents via Parent Square and mass text.

3.11 TRANSPORTATION

Daily transportation to and from WLCHSM is not provided. At this time, when the need to transport students arises, students are transported via the West Logan Church van, teachers, or volunteers. Anyone who volunteers to drive students must have a valid West Virginia driver's license and proper insurance.

3.12 LOST AND FOUND

Lost and Found is located in the school office. At the end of each quarter any unclaimed personal items will be donated or discarded of.

3.13 LOST/DAMAGED PROPERTY

Parents will be asked to replace any piece of property that is lost or damaged by their child during the year. If the item is lost, the total replacement fee is charged. If the item is damaged, administration will determine the appropriate charge.

3.14 STUDENT CELL PHONE USE

Student cell phones are to be powered down and turned into and secured by each classroom teacher upon the students arrival to the classroom. Students are permitted to utilize their cellular device in the instance it is necessary with permission from their classroom teacher. There may be times that students are permitted to use their device for classroom activities.

CONSEQUENCES FOR VIOLATION OF CELL PHONE POLICY

***Failure to turn in device counts as a violation of the cell phone policy.*

- First violation will result in a verbal warning.
- Second violation will result in a parent phone call, a Disciplinary Referral, and the parent or guardian will be required to pick up the device at the end of the day.
- Third violation will result in a parent phone call, a Disciplinary Referral, and the student will be required to turn in their device in the main office first thing in the morning every day for a week.
- Fourth violation will result in a Disciplinary Referral AND loss of cell phone privileges and will no longer be permitted to bring their device to school.

3.15 PERSONAL ELECTRONIC USE

Students are permitted to use their personal laptops and tablets for classroom assignments. West Logan Church Homeschool Ministry is not liable for any damaged, lost or stolen personal electronic devices.

3.16 HOMESCHOOL TECHNOLOGY RESOURCES

Throughout the year, West Logan Church Homeschool Ministry may make available to students certain technology for assignments and activities. Procedures for proper use will be taught to students in the beginning of the year. Students will then be required to sign an Acceptable Use Agreement that will be kept on file in the office. Any misuse or mistreatment by the student that results in damage results in a loss of electronic privileges for that student and the parents will be required to pay to replace or repair any damages. Any violation of the Acceptable Use Agreement may result in a loss of electronic privileges.

All students, upon enrollment, will receive an email account that gives them access to the Google for Education Platform. With this email address, older students may be required to complete some school assignments in Google Classroom.

3.17 LUNCH & SNACK

Meals are not provided to students at West Logan Church Homeschool Ministry therefore all lunches must be brought from home. Microwaves are available to heat up food, HOWEVER we request that parents do not send food items that take a significant amount of time to heat (eg. Ramen Noodles, Easy Mac, etc.) Teachers do not have enough time/help to be able to heat these up prior to lunch. These items can be sent fully prepared in another container to be heated for a shorter amount of time or in a thermos.

3.18 INCLEMENT WEATHER

West Logan Church Homeschool Ministry will follow Logan County Schools Inclement Weather calls, unless otherwise agreed upon by school administrations in certain situations. School cancellations and delays will be put FIRST on Classroom DoJo to notify parents.

3.19 PHOTO & VIDEO RELEASE

We want to take every opportunity to share all of the great things our students are experiencing and for this reason, all parents must have a signed photo release form on file for their child. If there is some reason a student is NOT permitted to have their photo taken, it is the responsibility of parents to let administration know. This also applies to those students at the SWVCTC campus pertaining to their own photo releases as well..

3.20 STUDENT SICKNESS

1. If a child's temperature is 100 degrees or higher, a parent will be contacted and expected to make immediate arrangements to pick up their child.
2. If a child has any outward signs of sickness, a parent will be contacted to discuss the best course of action.
3. Students should not come to school if they have a fever of 100 degrees or higher, and/or have vomited and/or had diarrhea within 24 hours.
4. In the event that a child has contracted a serious illness, a doctor's note clearing the child may be required prior to the child coming back to school.
5. School administration will make any necessary decisions regarding notification of health issues.

3.21 MEDICATION POLICY

School staff is not permitted to dispense non-prescription medication without written parental consent. All prescription medications must be in the original container and have a pharmacy label that includes the child's full name, name of the medicine, and instructions regarding time and dosage.

3.22 STUDENT INJURIES

Parents will be notified of any injury deemed serious by school administration. We will attempt to contact parents immediately concerning any head or serious injury. Emergency medical services will be sought as needed.



IV. FINANCIAL PROCEDURES

4.1 FINANCIAL MANAGEMENT

All West Logan Church Homeschool Ministry finances are overseen by our Board of Directors and managed by the business manager of West Logan Church.

4.2 TUITION & FEES

Invoices for tuition are emailed on the 1st of every month and due by the 15th of each month. Invoices for Book Fees are invoiced and due in July. Enrollment fees are due at the time of Application submission. Tuition is divided into 10 payments on a 10 month payment period.

YEARLY TUITION RATES & FEES

Tuition - \$5,025
Yearly Book Fee - \$200 per child
Re-Enrollment Fee - \$100 per family
Enrollment Fee - \$100 per child
Testing Fee - \$65
Technology Fee- \$50
Graduation Fee - \$75

Failure to make timely payments may result in a student's dismissal from our program.

Student re-enrollment requires that all financial obligation be met at the time of re-enrollment. If all financial obligations are NOT met at the completion of the school year, a student's re-enrollment may be revoked for the following school year.

4.3 HOPE SCHOLARSHIP

West Logan Church Homeschool Ministry does accept Hope Scholarship Funding for students. In order to qualify, students must be enrolled in public school for at least 45 days at the time of their application. Hope is NOT income based. The application window is open from March 1st through June 17th to receive 100% of the scholarship; June 18-September 15th for 90% of the Scholarship; September 16th – November 30th for 50% of the scholarship; and December 1st – February 28th for 25% of the Scholarship.. Just because a student is approved for the Hope Scholarship does not mean that the student is required to accept it when the time comes. **YOU MUST REAPPLY FOR THE HOPE SCHOLARSHIP EVERY YEAR!!** Find out more at www.hopescholarshipwv.com.

BEGINNING THE 2026-27 ACADEMIC YEAR, HOPE SCHOLARSHIP FUNDS WILL BE DISPERSED ON A QUARTERLY BASIS INSEAD OF A SEMESTER BASIS AS IN YEARS PAST.

Hope Scholarship Funds will be distributed by the Treasurer's Office on: August 15th, October 15th, January 15th, and April 15th. Parents will be required to reserve funds on these dates as well. In the past, this has only been done in August and January. Now parents are required to reserve funds be sent to the school **four times** instead of twice..

PARENTS ARE RESPONSIBLE FOR RESERVATION OF FUNDS IN THEIR CHILD'S HOPE PORTAL. FAILURE TO RESERVE FUNDS BY OCTOBER 15TH / FEBRUARY 15TH WILL RESULT IN A \$300 CASH LATE FEE.

4.4 EARLY WITHDRAWAL

Once a student is enrolled or re-enrolled for the upcoming school year, West Logan Christian Academy begins making staffing, curriculum, classroom, scheduling, and operational decisions based on that enrollment commitment. Because a withdrawn enrollment may result in financial loss to the school and may prevent another student from receiving that seat, the following withdrawal policy shall apply.

Withdrawal before JUNE 15TH:

Families who submit written notice of withdrawal before **JUNE 15TH** will not be charged an early withdrawal fee. Registration, application, curriculum, testing, and other non-refundable fees remain non-refundable.

Withdrawal AFTER JUNE 15TH:

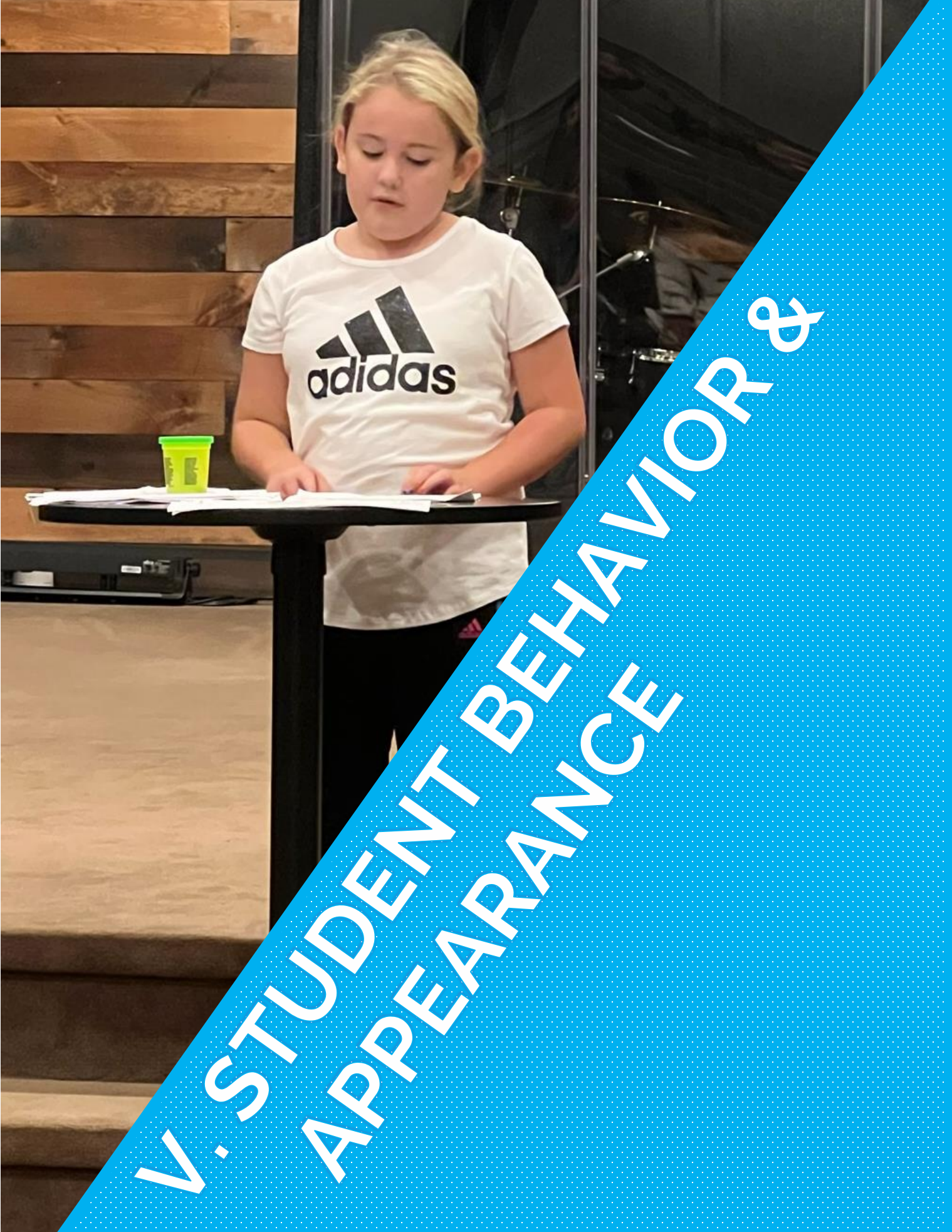
Families who withdraw after **JUNE 15TH** will be assessed an early withdrawal fee of \$500 per student.

Dismissal or administrative withdrawal:

If a student is dismissed or administratively withdrawn due to academic, behavioral, attendance, financial, or parent partnership concerns, the same financial withdrawal policy may apply.

Records:

Report cards, transcripts, diplomas, and other academic records may be held until all financial obligations to the school are satisfied, to the extent permitted by applicable law.



V. STUDENT BEHAVIOR & APPEARANCE

5.1 STUDENT EXPECTATIONS

1 **Be Excellent**

- Excellence is the high standard set for personal achievement – it is not perfection.
- Colossians 3:23 says "Whatever you do [whatever your task may be, work from the soul [that is, put in your very best effort], as [something done] for the Lord and not for men." (AMP)
- We promise to strive for excellence in this ministry – and we expect the same in return from all participants involved.

2. **Be Kind**

- Ephesians 4:32 says, "And be kind to one another, tenderhearted, forgiving one another, even as God in Christ forgave you."
- Luke 6:31 "Do to others as you would have them do to you."
- Kindness means we:
 - Put the needs of others above ours
 - Appreciate others' differences
 - Don't expect anything back in return
 - Say nice words to people
 - Smile at others
 - Do not make fun of others

3. **Be a person of integrity**

- Integrity is doing the right thing even when no one is looking.
- 2 Corinthians 8:21 says "We are careful to be honorable before the Lord, but we also want everyone else to see that we are honorable." (NLT)
- People of integrity:
 - Always tell the truth
 - Admit when they are wrong
 - Apologize when they are wrong
 - Are trustworthy
 - Keep their word

4. **Be Respectful**

- 2 Peter 2:17 says "Show proper respect to everyone, love the family of believers. . . ." (NIV)
- We will respect ourselves, one another and one another's property
- We will respect God's house
- Respectful people use their manners! They say yes mam, no mam; yes sir, no sir; please; and thank you.

5.2 DISCIPLINARY PROCEDURES

In an effort to provide each student at West Logan Church Homeschool Ministry with a safe and productive environment conducive to the development of their spiritual, personal, and educational needs, we have established FOUR PILLARS OF EXPECTATIONS that our students are held to on a daily basis.

STUDENTS ARE EXPECTED TO:

- to hold themselves to a standard of EXCELLENCE in their behavior, academics, and extracurricular activities and outside school functions.
- to exhibit KINDNESS to all school staff, classmates, peers, and any other individual he or she may encounter at both school and extracurricular functions.
- to demonstrate RESPECT towards school staff, parent volunteers, classmates, peers, and any other individual he or she may encounter at both school and extracurricular functions AS WELL AS demonstrating RESPECT towards property that does not belong to them AS WELL AS demonstrating RESPECT towards themselves by refraining from negative self talk.
- to have INTEGRITY in both his or her character and academics.

In the event that a student chooses not to comply with these above stated expectations in any capacity, teachers and students are to refer to the logical consequences behavior agreement. You will receive a copy of this at the beginning of the school year. Each teacher uses it at their discretion by each situation or student.

DISCIPLINARY PROCEDURAL STEPS

- 1st Disciplinary Issue= verbal warning & potential consequence
- 2nd Disciplinary Issue = consequence & parent contact by teacher
- 3rd Disciplinary Issue = consequence & 2nd parent contact by teacher, admin notified of issue
- 4th Disciplinary Issue = consequence, parent contact by administrator
- 5th Disciplinary Issue = Behavior Improvement Plan Implemented & Monitored Closely
- 6th Disciplinary Issue = Expulsion/Dismissal

Students who are under suspension are NOT PERMITTED to attend any school function or extracurricular activity for the duration of their suspension days.

*****MAJOR BEHAVIOR REFERRALS are EXPELLABLE OFFENSES and may skip the above stated steps and lead straight to Expulsion.***

5.3 TOBACCO-FREE AND VAPE POLICY

Tobacco and vape/e-cigarette use is prohibited for everyone, everywhere, at all times- even during off-site excursions, activities, and events. This includes all tobacco products and vaping devices whether they contain nicotine or not. Visitors violating this policy may be asked to leave ministry related functions. Students violating this policy may result in dismissal.

5.4 WEAPONS

The possession of a weapon, including knives of all kinds, on the school grounds is strictly prohibited. Any violation of this policy may result in immediate suspension or expulsion AND potential criminal prosecution.

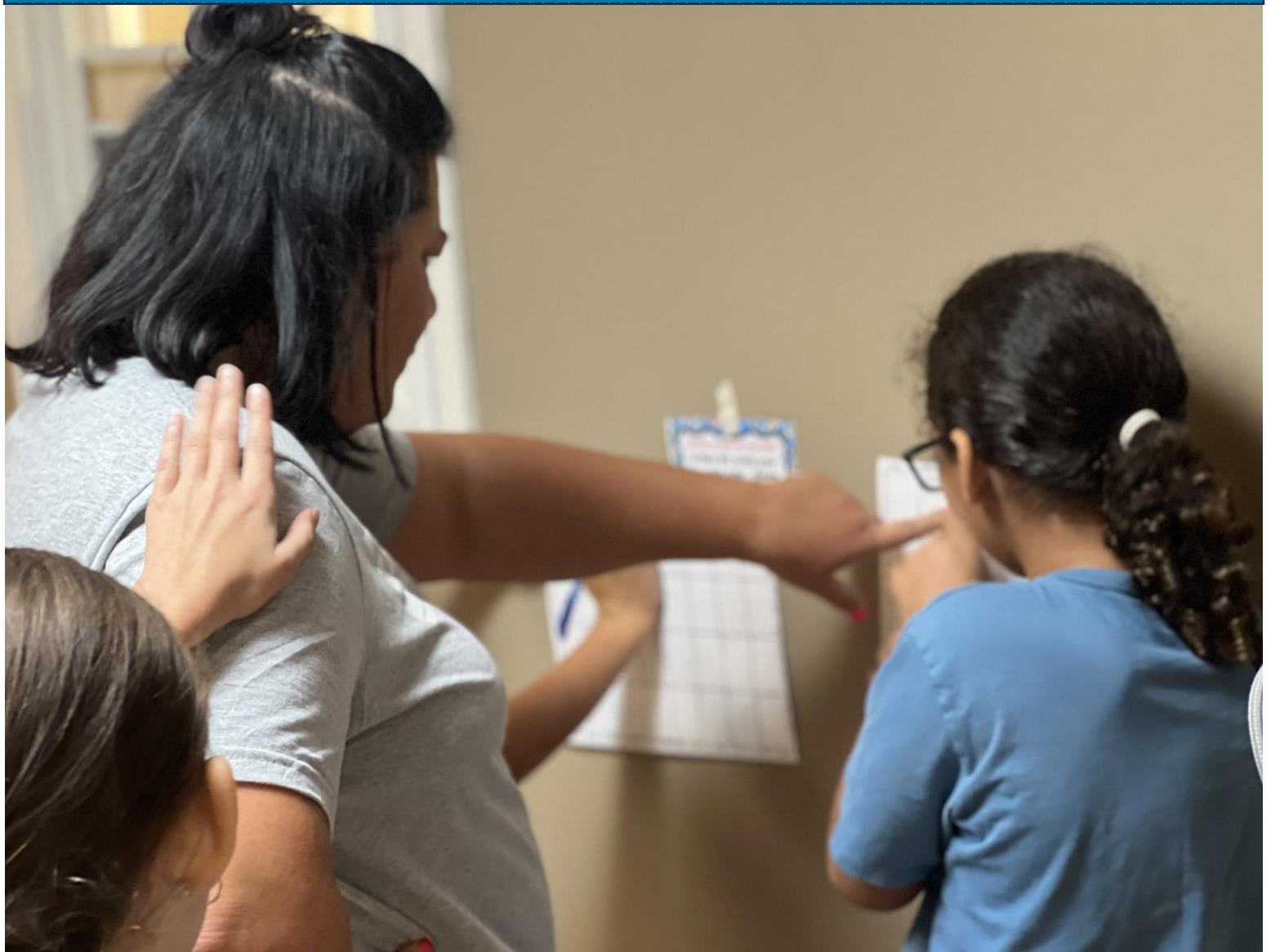
ALL THREATS concerning the possibility of staff or student harm are considered by law Acts of Terrorism and WILL BE taken seriously and may result in criminal investigation/prosecution.

5.5 STUDENT DRESS EXPECTATIONS

Students who violate our Student Dress Expectations will be asked to call home to get a change of clothes. Habitual violation of Dress Expectations may result in disciplinary action. School administration has the authority to make the final call on dress code issues.

- Clothing must be sufficient enough to cover undergarments while the student is sitting or standing.
- Undergarments, abdomen, back, and cleavage must be fully covered.
- Skirt and short lengths must be mid-thigh or longer.
- Halter tops, tube tops, sheer shirts that expose undergarments, mesh shirts, spaghetti straps, belly shirts, and crop tops are not considered as appropriate attire.
- Leggings are permitted but must be worn modestly (adequate coverage, not too tight, etc.)
- Pajamas/Pajama Pants are not permitted.
- Any attire or accessory that displays a logo or other message promoting drugs, alcohol, tobacco, controlled substance use, or any other illegal activity is not permitted.
- Any clothing or accessories displaying obscene, offensive or violent language, pictures, writing or symbols are not permitted.

VI. EDUCATIONAL PROGRAM



6.1 CURRICULUM

West Logan Church Homeschool Ministry uses a variety of curriculum options to best meet the needs of our students based on their level of learning that includes, but is not limited to: Saxon, Abeka, Bob Jones University, teacher developed resources, and other supplemental materials we deem necessary to student understanding.

6.2 GRADING SCALE

Students who violate our Student Dress Expectations will be asked to call home to get a change of clothes. Habitual violation of Dress Expectations may result in disciplinary action. School administration has the authority to make the final call on dress code issues.

- 90-100 – A
- 80-89 – B
- 70-79 – C
- 60-69 – D
- 0-59 – F

6.3 PORTFOLIO REVIEW

All students will develop a portfolio throughout the course of the year. Each student portfolio will be a cumulative collection of samples of student work. Portfolios must be evaluated and reviewed by a certified teacher at the end of the year to fulfill the requirement as stated in the WV Compulsory Attendance code to produce an end of year academic assessment of the student's progress, a service also provided by our program. (See 6.6 Acceptable Academic Progress). It is required by state law that parents retain their child's portfolio for 3 years.

6.4 HOMEWORK

"Homework" is defined as work assigned by teachers to students to complete at home. This is not to be confused with make-up work or unfinished classwork. Students will be assigned homework. We see homework as a valuable tool in education with excellence and teaching students responsibility, however, we also recognize the need to monitor the amount of homework our students are assigned. Students who fail to complete homework will be subject to any academic penalties assigned by their teacher.

6.5 REPORT CARDS

Report Cards will be produced at the end of each grading period, however parents have 24/7 access to their child's grades via Thinkwave.

6.6 STUDENT PROMOTION/ACCEPTABLE ACADEMIC PROGRESS

Students are promoted to the next grade only if they have shown adequate progress in their core classes from their previous grade level with a cumulative yearly average of 60% or higher. If the school administrators and/or teachers question a student's ability to perform at the next grade level, the school may request to retain the student if space allows. This will be decided upon collectively by school administration, teachers, and the student's parents.

A student's failure to receive Acceptable Academic Progress for two years in a row, may result in revocation of their homeschool status by their County Homeschool Liaison.

6.7 STANDARDIZED TESTING

Each school year, standardized testing is offered to West Logan Church Homeschool Ministry students in grades 2-4th grades. In order to satisfy the Assessment Requirement in WV's Homeschool Law, TESTING IS NOT REQUIRED, as a portfolio review meets this Assessment Requirement as well.

6.8 STUDENT ASSESSMENT

Academic progress will be measured based on a variety of assessment strategies. These may include but are not limited to: daily student work, tests, lab reports, quizzes, 9 weeks summative exams, semester exams, research papers, writing assignments, and project based learning activities. Assessment reports will be provided to parents every 9 weeks, and are available anytime using the Thinkwave account provided to parents in the beginning of the year.

6.9 SUMMARY OF RESPONSIBILITIES

Parents'/Guardians' Responsibility	Educator's Responsibility	Students' Responsibility
Providing the "notice of intent to provide home instruction" to the Attendance Director at the Board of Education in the county of residence. According to state policy, this must be done prior to the date the student is to begin. Decide how they wish to obtain a yearly academic assessment of the student that will be submitted to the county Attendance Director. Payment of book fees and providing required supplies. Payment of required monthly fees due on the 15th of each month. Providing daily lunch/snacks for student. Supporting the educator in their development of the student's educational plan, including goals, objectives, and assignments. Supporting educator/administration in decisions regarding student behavior. Inform educators of current student needs and other needs as they arise. Take steps to ensure the timely submission to the educator of all student work, completed assignments, and accurate records that will be needed for the assessment of student progress.	Provide supplementary instruction to meet the personalized learning needs of each student. Working with parents/guardians and students to develop academic goals and action plans concerning their education. Selection of curriculum. Assisting students in development of final portfolio and the final portfolio evaluation. Evaluating student work. Planning and development of cooperative learning projects, group lessons, and excursions. Provision of enrichment opportunities for students. Development of daily schedule for student learning.	Making adequate progress based upon student's abilities and tracking progress toward their goals. Completion of all assignments as assigned by educator. Maintain respectful and responsible behavior during participation in the West Logan Church Homeschool Ministry and in all additional activities occurring offsite. Assisting parents/guardians and educators in development of final student portfolio.

