

LITTLE FLOCK CHRISTIAN ACADEMY 2017-2018

**FAMILY HANDBOOK**

Parents and Stakeholders,

Welcome to Little Flock Christian Academy, a ministry of Little Flock Baptist Church to the communities of Louisville and Bullitt County. Our academy is an active member of the Association of Christian Schools International; the Southern Baptist Association of Christian Schools; and is *accredited* by the state of Kentucky through the ACSI and the National Association of Private Schools. We are committed to academic excellence in a Christian environment. We feel honored that you have chosen our school to be your partner in the education of your children.

Our staff believes the ministry of our Christian school is to lead young people to Christ and to turn them in the way they should go (Proverbs 22:6). With this in mind, we are committed to guiding your children with a well-balanced education emphasizing character building and leadership skills. We believe with the church, the school, and the home working together, we can help build your children into successful, Godly leaders that will not only be able to function in this world but will be able to excel and impact this community.

### **Expected Student Outcomes**

- Students will develop a personal relationship with Jesus Christ (Galatians 5:25).
- Students will become lifelong learners by being proficient in reading, writing, thinking, mathematics, and science (Colossians 1:26-29).
- Students will consider others more important than themselves and will pursue a life of faith, goodness, self-control, perseverance, godliness, love, and kindness (Philippians 2:3-4).
- Students will have an appreciation of languages and cultures of other people, dispelling prejudice and showing biblical hospitality to strangers and those from foreign lands.
- Students will approach learning with a Christian worldview and be able to defend and articulate that view with an understanding of opposing views (Matthew 9:36).
- Students will be equipped to share the Gospel and disciple others (Matthew 28:19-20).
- Students will know how to utilize resources - especially technology in order to find and evaluate information.
- Students will know the value of treating their bodies as a temple unto the Lord as it relates to health and moral living.
- Students will know God's word and apply it daily.
- Students will have the skills to question, solve problems, and make wise decisions.
- Students will be actively involved in a church community.
- Students will become active in social and civic activities.
- Students will have an appreciation for the natural environment and take care of God's creation.
- Students will be good stewards of their finances, time, and all other resources.
- Students will understand that work has dignity and is an expression of the nature of God himself.

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## **Academic Grading Scale**

### **K-8**

A=	93-100
B=	85-92
C=	76-84
D=	65-75
F=	0-64

Tests and other summative assessments 50%

Classwork/Homework (formative) 30%

Quizzes and Other assessments (formative) 20%

In order to assure that the weighted grades are authentic and individual assignments do not carry too much weight, the following are guidelines for minimum recorded grades in each category.

Tests should be recorded a minimum of 2 times in each quarter.

Classwork and homework should have a minimum of 5 assignments per quarter.

Quizzes and Other assessments should have a minimum of 3 assignments per quarter.

## **ACCEPTABLE USE of TECHNOLOGY POLICY**

This policy provides the procedures, rules, guidelines and codes of conduct for the use of the technology and information networks at Little Flock Christian Academy (LFCA). Use of such technology is a necessary, innate element of the LFCA educational mission, but technology is provided to staff and students as a privilege, not a right. LFCA seeks to protect, encourage and enhance the legitimate uses of technology by placing fair limitations on such use and sanctions for those who abuse the privilege. The reduction of computer abuse provides adequate resources for users with legitimate needs.

### **Summary**

Public technology that includes but is not limited to computers, wireless & LAN access, electronic mail, Internet access, Telephone/Voice Mail systems, printing devices and all other forms of instructional, networking and communication tools are provided as a service by LFCA to students. Use of these technologies is a privilege, not a right. Students are expected to observe the following:

- All users are required to be good technology citizens by refraining from activities that annoy others, disrupt the educational experiences of their peers, or can be considered as illegal, immoral and/or unprofessional conduct.
- The student is ultimately responsible for his/her actions in accessing technology at LFCA. Failure to comply with the guidelines of technology use (as stated either in this document or in the LFCA Board Policy Manual) may result in the loss of access privileges and/or appropriate disciplinary action. Severe violations may result in civil or criminal action under the New Mexico Revised Statutes or Federal Law.

### **Guidelines**

Covert recording of conversations, general meetings, or personally scheduled meetings is a violation of the school's employment policy, and will lead to disciplinary action, including possible termination.

1. Access to computers, computer system, information networks, and to the information technology environment within the LFCA system is a privilege and must be treated as such by all students.
2. The LFCA system will be used solely for the purpose of research, education, and school-related business and operations.
3. Any system which requires password access or for which requires an account, such as the Internet, shall only be used by the authorized user. Account owners are ultimately responsible for all activity under their account and shall abide by this Policy.
4. LFCA's resources are limited. All users must respect the shared use of LFCA resources. The school reserves the right to limit use of such resources if there are insufficient funds, accounts, storage,

memory, or for other reasons deemed necessary by the system operators, or if an individual user is determined to be acting in an irresponsible or unlawful manner.

5. All communications and information accessible and accessed via the LFCA system is and shall remain the property of the school.
6. Student use shall be supervised and monitored by system operators and authorized staff. Student use must be related to the school curriculum.
7. Any defects or knowledge of suspected abuse in LFCA systems, networks, security, hardware or software shall be reported to the system operators.

### **Unacceptable Use**

LFCA has the right to take disciplinary action, remove computer and networking privileges, or take legal action or report to proper authorities, any activity characterized as unethical, unacceptable, or unlawful.

Unacceptable use activities constitute, but are not limited to, any activity through which any user:

1. Violates such matters as institutional or third party copyright, license agreements or other contracts. The unauthorized use of and/or copying of software is illegal.
2. Interferes with or disrupts other network users, services, or equipment. Disruptions include, but are not limited to, distribution of unsolicited advertising, propagation of computer viruses or worms, distributing quantities of information that overwhelm the system (chain letters, network games, etc.) and/or using the network to make unauthorized entry into any other resource accessible via the network.
3. Attempts to disable, bypass or otherwise circumvent the LFCA content filter.
4. Seeks to gain or gains unauthorized access to information resources, obtains copies of, or modifies files or other data, or gains and communicates passwords belonging to other users.
5. Uses or knowingly allows another to use any computer, computer network, computer system, program, or software to devise or execute a scheme to defraud or to obtain money, property, services, or other things of value by false pretenses, promises, or representations.
6. Destroys, alters, dismantles, disfigures, prevents rightful access to, or otherwise interferes with the integrity of computer-based information resources, whether on stand-alone or networked computers.
7. Invades the privacy of individuals or entities.
8. Uses the network for commercial or political activity or personal or private gain.
9. Installs unauthorized software or material for use on school computers. This includes, but is not limited to, downloading music, pictures, images, games, and videos from either the Internet or via portable drives.
10. Uses the network to access inappropriate materials.
11. Uses the school system to compromise its integrity (hacking software) or accesses, modifies, obtains copies of or alters restricted or confidential records or files.
12. Submits, publishes, or displays any defamatory, inaccurate, racially offensive, abusive, obscene, profane, sexually oriented, or threatening materials or messages either public or private.
13. Uses the school systems for illegal, harassing, vandalizing, inappropriate, or obscene purposes, or in support of such activities is prohibited. Illegal activities are defined as a violation of local, state, and/or federal laws. Cyber-bullying and harassment or slurs, comments, jokes, innuendos, unwelcome comments, cartoons, pranks, and/or other verbal conduct relating to an individual which: (a) has the purpose or effect of unreasonably interfering with an individual's work or school performance; (b) interferes with school operations; (c) has the purpose or effect to cause undue emotional stress or fear in an individual.
14. Vandalism is defined as any attempt to harm or destroy the operating system, application software, or data. Inappropriate use shall be defined as a violation of the purpose and goal of the network.

Obscene activities shall be defined as a violation of generally accepted social standards in the community for use of a publicly owned and operated communication device.

15. Violates the School Acceptable Use Policy.

**School's Rights and Responsibilities**

1. Monitor all activity on the school's system.
2. Determine whether specific uses of the network are consistent with this Acceptable Use Policy.
3. Remove a user's access to the network at any time it is determined that the user is engaged in unauthorized activity or violating this Acceptable Use Policy.
4. Respect the privacy of individual user electronic data. The school will secure the consent of users before accessing their data, unless required to do so by law or policies of LFCA.
5. Take prudent steps to develop, implement, and maintain security procedures to ensure the integrity of individual and LFCA files. However, information on any computer system cannot be guaranteed to be inaccessible by other users.
6. Attempt to provide error-free and dependable access to technology resources associated with the school system. However, the school cannot be held liable for any information that may be lost, damaged, or unavailable due to technical or other difficulties.
7. Ensure that all student users complete and sign an agreement to abide by the school's acceptable use policy and administrative regulation. All such agreements will be maintained on file in the school office.

**Violations/Consequences**

Students who violate this Policy will be subject to revocation of LFCA system access up to and including permanent loss of privileges, and discipline up to and including expulsion. Violations of law will be reported to law enforcement officials. Disciplinary action may be appealed by parents and/or students in accordance with existing LFCA procedures for suspension or revocation of student privileges.

**ACCEPTABLE USE of TECHNOLOGY POLICY AGREEMENT FORM**

Sign and return this page only. Do not return the entire policy. I have read and will abide by the Little Flock Christian Academy's Acceptable Use Policy. I understand that I am responsible for my actions while using the school's academic computer systems and the Internet. I understand that my Internet activities will be monitored by the school, and any violation may result in the loss of computer privileges, discipline as per the LFCA Discipline Policy, and/or appropriate legal action.

Printed Name of Student: \_\_\_\_\_

STUDENTS (For students under the age of eighteen, a parent or guardian must also sign the agreement.) I have read and understand that my child must abide by the LFCA Acceptable Use Policy. I understand that some materials on the Internet may be objectionable, but I absolve the school and its employees from any liability resulting from my child's activities on the Internet. I understand that my child's Internet activities will be monitored by the school, and any violation may result in the loss of computer privileges, discipline as per the LFCA Discipline Policy, and/or appropriate legal action.

Signature of Student: \_\_\_\_\_ Date \_\_\_\_\_

Printed Name of Parent or Guardian: \_\_\_\_\_

Signature of Parent or Guardian: \_\_\_\_\_ Date \_\_\_\_\_

## **ACCREDITATION**

LFCA is accredited by the state of Kentucky and recognized by the U.S. Department of Education through the Association of Christian Schools International. LFCA is also accredited by the National Association of Private Schools.

## **ADMISSIONS**

### *Nondiscriminatory Policy*

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

### *Special Needs*

LFCA will do whatever possible to accommodate and lead a student to be successful. Though we have the ability to assist students that need extra help; we do not have the funds, facilities, or trained personnel to meet the special needs of some children. Please keep this in mind as you make decisions to place your child in LFCA.

1. Children who have been diagnosed as having a learning disability will be required to meet the same academic standards as all the other children in their grade level.
  2. Children who have been diagnosed as having a learning disability will be given as much individual instruction and encouragement as their classmates.
- There will be a 9-week probation period for all students new to LFCA.
  - If a class enrollment reaches 24 registered students, then a waiting list will be created for that class. If a spot becomes open, then the first student on the waiting list has the choice to be enrolled. If the waiting list reaches 10 students, then we will ask the 10 to register. Once all 10 have registered, we will open another class.

## **ADMISSIONS DECISIONS**

Admission of a student falls into three categories: conditional admission, probationary admission, and denial of admission.

Conditional admission: Tutoring will be mandated for each deficiency in the core content areas (reading comprehension, language, math procedures, math problem solving) as shown on their entrance exam. One hour of tutoring per subject is required for at least a period of nine weeks. Grades will then be reviewed to determine if further tutoring is required.

Probationary admission: Applicants with minor deficiencies in any of the specified core content areas may be offered probationary admittance. Probationary admissions are reviewed by the Principal at the end of the first grading period. If the necessary corrections have not occurred, the student will be placed on conditional admission. If the Principal and the student's teacher(s) agree it is highly likely the deficiencies will be corrected at the end of a second nine weeks, probationary admission can be extended.

Denial of admission: This will be given by the Principal if the applicant is deficient in one or more of the specified core content areas and it is unlikely he/she will be successful. Denial of admission does not prohibit a student from applying again if the deficient areas are corrected. Following removal or withdrawal from the school for academic reason, a student may apply to be re-enrolled on academic probation if the following conditions are fulfilled:

1. The student has attended another school or home school for one full semester
2. The student has completed a full academic load for one semester
3. The student received no grade lower than a “C” in any subject

### **AFTER SCHOOL CARE**

The school day ends at 3:30 p.m. There is no supervision provided for students who remain on the school or church campus after 3:45 p.m. Therefore, students are expected to be enrolled in an after school program or be in the care of an adult that is pre-approved by the parents and the school office. Students involved in any after school activity must report to their supervising sponsor/coach when released from dismissal. A student will not be allowed to wait in any part of the school or church campus for the start of an after school activity unless with their supervising adult.

The After School care program is offered to students who need supervision at school after school hours. This is not a program included within LFCA and appropriate payment must be made to the person offering supervision. If behavior problems persist, the student will forfeit their place in this program.

### **ATHLETIC PROBATION**

Student athletes must maintain a 2.0 grade point average without failing any subjects, including conduct, to be eligible to participate in *any* athletic practices and/or games. Grades will be checked every three weeks by means of GradeLink.com. Ineligible players will be submitted by teachers directly to the Athletic Director for suspension.

If a student falls below a 2.0 GPA or receives an “F” in any academic area including conduct, he or she will be ineligible for one week. This means that the student will not be able to dress or participate in any games or practices that entire week. However, the student is required to attend all games and practices while ineligible. Practice time will serve as a study hall for the student and possibly time for the coaches to administer disciplinary action. Once a child has lost eligibility, his or her grades will be monitored on a weekly basis until a 2.0 GPA is earned. Repeat offenders will be evaluated for further disciplinary action and possible dismissal from the team.

### **ATHLETICS**

The athletic program at LFCA may offer basketball, cheerleading, softball, baseball, volleyball, cross country, flag football, soccer, and track. Contact the Athletic Director for information on age cut-offs and gender availability. The Athletic Director will determine and communicate the following: practices, games, uniforms, fund raising, parent volunteer needs, and any other relevant information.

Note: Games and sports that require physical contact, such as tackle-football and wrestling, are not allowed to be played by students or staff on the LFCA campus unless it is an organized team practice, competition or any other event approved by the Principal.



## **ATTENDANCE**

Little Flock Christian Academy is required to account for every student every day that school is in session. All students are expected to attend school regularly. Regular and punctual attendance is essential for success as a student. Absences, tardiness, and early dismissal from class interrupt the smooth and complete process of learning.

### Parent Responsibilities

Encourage prompt and regular attendance. Please schedule appointments and family trips so that attendance at school is affected as little as possible. When your student is absent, call the office as soon as possible to notify the school of your student's absence that day, the reason for the absence, and the anticipated length of absence. Upon return to school, a note is to be presented to the school office explaining the absence, the date of absence, and the parent signature.

### Missed Assignments

Assignments will be posted on the school website, and you may request missed class work, homework, and textbooks for your student. Requests made after 9:30 a.m. cannot be guaranteed. Items will be ready to be picked up in the school office by 3:30 p.m. Students shall have the number of days absent plus one to make up work missed unless additional time is allowed by the teacher. Regularly scheduled tests, reports, and projects that were announced prior to the student's absence will be due on the day of return to school. Make-up work may not be the same as assignments made to students who were in the class. Teachers may alter assignments in attempt to compensate for the class lectures and discussions that were missed. Upon returning to school, it is the responsibility of the student to request the work/assignments missed.

### Extended Absence

When a student is absent due to illness or hospitalization for more than five consecutive days, parents should contact the school as soon as they become aware that the student will be absent for several consecutive days. The following information will be requested:

- Doctor's statement of reason for absence
- Location of the student (home, hospital, etc.)
- Approximate length of absence
- School work and materials needed

If a student is to be absent more than 10 consecutive school days, the school will have the option to release the student to an approved homebound instructor so the student may complete and receive credit for work completed. Upon return to school, please provide the following information:

- A signed release from the doctor to return to school
- A written description of permitted and prohibited activities
- A list of medications the student will be taking at school
- An up-to-date evaluation of the student's academic progress from the homebound teacher

If it is necessary for a family to keep a student from attending school for a family trip, the following procedure is to be followed:

Notify the office of the dates which the student will miss school at least two weeks in advance.

The administration will contact the teacher and identify the impact of the student missing those specified dates of class.

### High School Campus Visits

Current 8<sup>th</sup> grade students are given 2 days for the purpose of visiting high school campuses and for interviews. Parents must notify the school office prior to the visits and present a note from the high school in order for the student to not be counted absent. Students are responsible for missed class work, homework, quizzes, tests, reports, and projects, which are to be completed and turned in upon returning to school.

### School Related Absences

Absences due to LFCA related activities will not be included in the cumulative count. However, if a student chooses to leave school following a school trip, during school hours, it will be counted as an early dismissal.

### Absences and After School Activities

Any student absent at least three hours prior to the end of the school day is not eligible to participate in an after school activity, such as athletics. Students must attend the last three hours of the last school day before the weekend to be eligible for weekend activities.

### Late Arrivals

It is important for students to be on time to school and class. Whenever a tardy student enters a class late, the learning process is either interrupted or delayed for all students in the class. Students who arrive after 8:30 a.m. must report to the school office and will receive a tardy. The tardy policy will be upheld even if student tardies are due to situations beyond their control. An unexcused tardy may include, but is not limited to: oversleeping, traffic, or tardies without a written note.

### Early Dismissals

Early dismissals interfere with the continuity of learning and disrupt class time. Parents are encouraged to avoid early departures. However, if your student is to be dismissed from school before the end of the school day, they are to present a note from their parents to their classroom teacher. The note is to include the student's name, date, time and date of departure, estimated time of return (if returning that day), reason for leaving early, and a parent's signature. The student will be called to the office when the parent arrives to sign them out. An unexcused early dismissal may include, but is not limited to: transportation issues, sibling appointments, going home early after a party, field trip, mission trip, or other event, or early dismissals without a written note.

## **BACKGROUND CHECKS**

Anyone volunteering to help or to assist teachers on field trips; Missions trips; parties; or other events involving students, *or attending with students*, must have an up-to-date background check on file.

The background check can be completed on line through the school website:

[www.littleflockchristianacademy.com](http://www.littleflockchristianacademy.com)

If a background check is received with inconsistencies regarding name and/or birth date, the person must bring their driver's license. We will make a copy of the license. We will then relay the information to Little Flock Baptist Church.

## **BIRTHDAY PARTIES**

Birthday parties will not be held at school. However, children who wish to celebrate their birthday may bring a treat (such as cupcakes or cookies) for the entire class for lunch or snack time. No personal party invitations are to be distributed at school unless every child in the class receives one.

## **CHAPEL**

All students are required to attend chapel services. This is a time of worship, prayer, Bible study with guest speakers, class presentations, and student performances. Chapel begins at 8:40am every morning. Parents are encouraged to join us.

## **CLUBS and ACADEMIC EVENTS**

The school participates in many events through local schools and the Association of Christian Schools International which may include: Science Fair, Math Olympics, Music Festival, Art Festival, Creative Writing, Spelling Bee, and Speech Meet. Students will participate in monthly club meetings to prepare for these festivals and to enhance their interests into different areas of enrichment.

## **CODE of CHRISTIAN CONDUCT**

All constituents of the Little Flock Christian Academy community (students, staff, volunteers, parents, etc.) are expected to manifest the highest Christian virtues in judgement, dignity, respect, and living as long as they are associated with the academy. Our expectations are grounded in our statements of faith, mission, and philosophy.

We believe that God designed marriage to be the lifelong union of one man and one woman, and only within the context of such a marriage does sexual intimacy have God's blessing (Genesis 2:20-24, Mark 10:2-9, Hebrews 13:4).

Students, volunteers, visitors, and staff are expected to dress modestly and in conformance with one's biological sex. They are expected to use restrooms, locker rooms, and changing facilities conforming to one's biological sex. Students and staff are to abstain from all intimate sexual contact outside the marital union of one man and one woman.

Students and staff are expected to avoid cheating, stealing, and plagiarizing the work of others. They are to respect the authority of teachers, administrators, and other staff members. Students will consider the lives of their classmates to be valuable and worthy of their respect (Philippians 2:3). The staff will consider students, parents, and colleagues to be worthy of their respect. They

are also expected to respect school property and take good care of the facilities and equipment that they are provided (1 Peter 2:17).

The failure to comply with the expected standards of conduct will subject the student to disciplinary action up to expulsion, and the staff member disciplinary action up to termination. Others are subject to banishment from the campus.

### **COMMUNICABLE CHILDHOOD DISEASES**

Upon having any of the following diseases, a child must obtain written consent from a physician or the Health Department to return to school, or be subject to school office approval for re-admittance:

- |                   |              |
|-------------------|--------------|
| 1. Chicken Pox    | 6. Impetigo  |
| 2. Measles        | 7. Pink eye  |
| 3. Mumps          | 8. Pinworms  |
| 4. Pneumonia      | 9. Scabies   |
| 5. Whooping Cough | 10. Ringworm |

### **COMMUNICATION FROM SCHOOL TO HOME**

LFCA communicates information to parents in a variety of ways that include the school's website [littleflockchristianacademy.com](http://littleflockchristianacademy.com); [GradeLink.com](http://GradeLink.com); e-mail; mailers; [facebook.com](http://facebook.com); [twitter.com](http://twitter.com); and YouTube. Parents can also sign up for school closing alerts from WDRB-TV.

### **COMPLAINT or PROBLEM PROCEDURES**

During the course of the year, occasional misunderstandings or problems arise between a teacher and student, teacher and parent, parent and school, or any of several possible areas. This is often the result of a lack of communication between those involved.

LFCA's policy for dealing with these situations is mentioned below. This policy is consistent with the teachings found in Matthew 18:15-20: "If your brother sins against you go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen even to the church, treat him as you would a pagan or a tax collector. I tell you the truth, whatever you bind on earth will be loosed in heaven. Again, I tell you that if two of you on earth agree about anything you ask for, it will be done for you; by My Father in Heaven. For where two or three come together in My Name, there I am with them." Please use these steps before resorting to social media:

- All questions, problems, or complaints should first be taken directly to the teacher before anyone else is involved.
- If the situation is not cleared up at this level through direct contact, it should then be taken to the Principal.
- If the problem is still not solved at this level, and the parent wishes to bring a grievance before the School Board, the parent must fill out a grievance form and submit it to the principal. The Principal will then take the grievance before the Board. This form must be filled out and returned to the Principal at least one week before the scheduled bi-monthly board meeting. The School Board is the final level of appeal. \*A copy of the form is on the next page.

**LITTLE FLOCK CHRISTIAN ACADEMY  
GRIEVANCE STATEMENT**

Today's Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

Person Filing Grievance \_\_\_\_\_

Relation to LFCA (i.e. student, parent, etc.)  
\_\_\_\_\_

Date problem occurred \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

State your grievance:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_

### **COMPUTER LAB and WEBSITE**

The computer lab at our school is for student use during their class time and computer usage is monitored at all times. Security use of a firewall is updated continually to ensure appropriate website access. In addition, various computer programs will be introduced during the computer class time.

You are able to access our website at: [www.littleflockchristianacademy.com](http://www.littleflockchristianacademy.com). Permission is necessary to include your child's picture on this website.

### **CONDUCT TOWARD AUTHORITY**

Romans 13:1-5 instructs us to subject ourselves to authority. The matter of respect for teachers and administration is given the utmost importance at LFCA. We are not above making mistakes, but everyone deserves to be treated with respect and courtesy (1 Corinthians 14:40; Philippians 2:3; Romans 12:10). Therefore, any student or parent who directs profanity, name calling, derogatory comments, or any other verbal or physical assault toward a staff member in person, in writing, by email, or social media will forfeit the student's continued attendance at LFCA.

### **CONFERENCES/SCHEDULING APPOINTMENTS**

Parents wishing to contact a teacher, administrator, or other school personnel should first do so by email. You may, if necessary, contact the school office, preferably by phone, to set up a convenient time for a conference.

### **CONTRACTUAL AGREEMENTS**

All parents and students must sign an agreement to form a partnership between the family and Little Flock Christian Academy and turn into the school office before classes begin in August. A copy of the agreement is on the next two pages. Parents and students must also sign an agreement to indicate that they have read the Family Handbook and agree to its terms. A copy of that agreement follows the contractual agreement.

## CONTRACTUAL AGREEMENT

This agreement is entered into between Little Flock Christian Academy and  
\_\_\_\_\_ (Parent/Guardian)

1. We have carefully examined and agree with the Christian purpose and doctrinal basis of Little Flock Christian Academy and desire the school to work with us in the total education of our child(ren).
2. We pledge our loyalty to the aims and ideals of the school and will bring any and all questions and criticisms directly to the administration so that they may be properly addressed by those in authority.
3. All accounts and obligations to the school must be satisfied before academic transcripts and final reports can be released.
4. The school agrees to work closely with parents or guardians to help their child(ren) realize their full spiritual and academic potential. The school also agrees to work closely with the parents to help students resolve school-related problems. This cooperation includes provision of competent teachers, a full-balanced curriculum, regular reporting of academic achievement, and supervision of students and the school program.
5. Students new to LFCA or those returning after a withdrawal are accepted on a trial basis for the first grading period.
6. The school reserves the right to dismiss any student who does not cooperate with the educational process or adhere to the standards of conduct established by LFCA as acceptable for students both on and off campus.
7. I agree to insist that my child submit to the school's programs, academic disciplinary regulations, and all other requirements instituted by the administration and carried out by my knowledge and belief.
8. I understand that LFCA does not provide and is not responsible for any before or after school child care.
9. I give LFCA permission for my child(ren) to take part in school activities and periodic field trips away from school premises.
10. I agree to submit to a background check application in order to volunteer for any school activities.
11. I give permission for my child's Teacher and/or Administrator of the school to make and enforce classroom and school regulations and consequences in a manner consistent with Christian principles and discipline as set forth in the Family Handbook.
12. It is my understanding that the policy of LFCA is to make no refunds on registration fees. I also understand that my tuition payments are due no later than the 1<sup>st</sup> or 15<sup>th</sup> of each month (July to April) and late charges will be added as stated in the handbook for any payments made after the due date.
13. I further agree to hold the school and its agents harmless for the liability to my child or any guardian or parent thereof because of any claims on behalf of my child against the school or any agent thereof because of injury or alleged injury to my child. Should legal action, for any reason, be taken against Little Flock Christian Academy or any employee thereof on my child's behalf, and the school or its agents not be found at fault, I agree to pay any attorney

fees, court fees, damages or other costs that Little Flock Christian Academy or its agents should incur to defend itself against such action.

14. I agree to keep all immunizations records up to date according to state law.

15. I understand that LFCA does not condone the use of third-party or ride-sharing car services to transport students to and from the campus or other school events.

We have read this contract and hereby agree to the terms described above.

Name of student \_\_\_\_\_

Signature of Mother/Guardian \_\_\_\_\_

Signature of Father/Guardian \_\_\_\_\_

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### Family Handbook Agreement

We have read the Family Handbook and hereby agree to the terms described above.

Name of student \_\_\_\_\_

Signature of Mother/Guardian \_\_\_\_\_

Signature of Father/Guardian \_\_\_\_\_

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

*\* This handbook does not create a contract and is subject to change at any time*



## **CURRICULUM**

LFCA uses a well-rounded curriculum that focuses on state and national standards with a Christian-worldview. This advanced approach to Christian education keeps learning lively, interesting, and memorable. Materials from ABeka, the ACSI, the BJU Press, SevenStar, and the CSI are used along with other educational resources to supplement the curriculum. The materials reflect sensible theory that is firmly anchored to practicality and Biblical truths.

Students may use any Christian Bible parents choose for them to use as long as it is a full translation and not a picture Bible or paraphrase (such as The Living Bible). We recommend King James, New King James, English Standard, New American Standard, and Holman translations. Note: our curriculum is based on the New International Version (1984 edition).

## **DETENTION**

Parents will be notified in writing that the student has received detention and the reasons leading to this step. Detention will be held after school on a date set by the office (usually the day after the parent is notified). Detention will be served for one hour, and a writing assignment will be given to the student.

Students in grades K-2 may serve their detention time in isolation during the school day.

## **DISCIPLINE**

Little Flock Christian Academy expects full cooperation from both students and parents in the education of students. At a minimum, discipline should be training in a positive direction. The school discipline program is called Discipline with Love and Logic. This method of discipline works most effectively when parents, teachers, and administrators act as a team to lead the children into responsible behavior. The Love and Logic approach allows children to **grow through their mistakes (Love)** and allows them to **live with the consequences of their choices (Logic)**.

A student who shows repeated behavioral problems will meet with the Principal and his/her parents to discuss the course of action needed to correct the behavior. This will be an indication that parents need to take action at home so that the teacher's time is not consumed with behavioral problems but with academic instruction. If at any time the school feels that this cooperation is lacking, the student may be requested to transfer out of LFCA.

Attendance at LFCA is a privilege and students may forfeit this privilege if they do not conform to the standards and ideals of work and life of this school. "Train up a child in the way he should go, and when he is old, he will not depart from it." (Proverbs 22:6)

It is essential to institute some guidelines to help students keep their behavior within acceptable boundaries. The student may be sent to the Principal's office at any time during this process if necessary.

Students who choose to break the rules will accumulate conduct points. Points are accumulative and will be reflected on the report card per grading period as follows:

0-2 A

3-5 B

6-7 C

8-9 D

10 - F

**DISCIPLINE LEVELS**  
(\*Based on 25 point system)

Please note that the administration reserves the right to make adjustments and/or exceptions to disciplinary procedures on a case-by-case basis.

Points will continue to accumulate throughout the entire school year, but will not carry over to the next school year.

Conduct grades for each report card are based on points accumulated for that grading period only.

**Class 1 Acts of Misconduct (1 discipline point per infraction)**

Class 1 acts of misconduct are those which interfere with the orderly operation of the classroom or school activities such as horseplay and other disruptions. Examples of Class 1 acts of misconduct include, but are not limited to, classroom disruption; disorderly behavior; being unprepared for class; being off task; dress-code violations; and tardiness to class.

**Class 2 Acts of Misconduct (3 discipline points per infraction)**

Examples of Class 2 acts of misconduct include, but are not limited to, threats; intimidation; hitting, biting, kicking another student; destruction of property; skipping class; disrespect toward administration, teachers, or other students; leaving campus without permission; profane, obscene, or inflammatory language or gestures; taking God's name in vain; or inappropriate public displays of affection. Class 2 also includes repeated Class 1 offenses.

**Class 3 Acts of Misconduct (6 discipline points per infraction and zero on assignments)**

Class 3 acts of misconduct include the honor infractions of cheating (and plagiarism) on tests or assignments or other academic assignments; deception; and stealing. Class 3 also includes repeated Class 2 offenses. Repeated Class 2 offenses against the same student are considered bullying.

**Class 4 Acts of Misconduct (10 or more discipline points per infraction)**

Examples of Class 4 Acts of misconduct include, but are not limited to, fighting; tampering with school equipment (e.g. fire alarms, fire extinguishers, lights, school intercom); possession of a simulated weapon. A student who cheats (second offense) on an assignment, quiz, or test will be suspended for one day.

**Class 5 Acts of Misconduct (15 or more discipline points per infraction)**

Examples of Class 5 acts of misconduct include, but are not limited to, use of tobacco or alcoholic beverages; sexual harassment; assault; possession of or involvement in pornography; "sexting"; public indecent exposure; or any criminal violation (misdemeanor).

**Class 6 Acts of Misconduct**

The following acts of major misconduct may result in automatic expulsion from LFCA:

1. Bringing a weapon, explosive device, or firearm on campus or to any school-sponsored event (law enforcement personnel will be notified). Note: any device designed to cause harm to an animal or human and/or is used as a threat to another person is considered a weapon.
2. Threatening or bringing bodily harm to a student, faculty or staff member, or Administrator.

3. Possession of alcoholic beverages or tobacco on campus at any time.
4. Involvement in sexual immorality (including homosexuality or bisexuality, sexting), or pregnancy (outside of marriage).
5. Any involvement with illegal drugs.
6. Any criminal violation (felony).

### **Levels of Disciplinary Intervention**

Level 1—the accumulation of 6 discipline points will result in:

- Letter sent to parent(s) or guardian(s)
- Student conference with member of Administration
- Detention (grades 3-12)
- 3 days loss of privileges (no recess, lunch isolation, etc.) (grades K-2)

Level 2—the accumulation of 10 discipline points will result in:

- Letter sent to parent(s) or guardian(s)
- Student conference with Administration/intervention plan set up
- One (1) day of suspension from school (grades 3-12)
- One (1) day of in school suspension (grades K-2)

Level 3—the accumulation of 15 discipline points will result in:

- Letter sent to parent(s) or guardian(s)
- Parent/student conference with Administration/intervention plan set up
- Two (2) days of suspension from school

Level 4—the accumulation of 20 discipline points will result in:

- Letter sent to parent(s) or guardian(s)
- Parent/student conference with Administration
- Three (3) days of suspension from school

Level 5—the accumulation of 25 discipline points will result in:

- Letter sent to parent(s) or guardian(s)
- Parent/student conference with Administration
- Expulsion from school, upon evaluation by and recommendation of the School Board

## **DISMISSAL PROCEDURES**

Dismissal for all students is at 3:30 p.m. Teachers are to take their students to the theater at that time. Students are to be sitting quietly in their designated place, with the teacher remaining with them until 3:45 p.m., unless otherwise assigned. If a student is to be taken from the school prior to 3:30 p.m., a parent/guardian must sign them out through the office.

## **DRESS CODE**

The dress code of LFCA is intended to place an emphasis on the student to be neat and well-groomed, to ensure modesty, and to promote safety. Students, as well as their parents, should assume responsibility for acceptable appearance. Any type of attire or hairstyle which is considered contrary to good hygiene or attracts undue attention to the wearer and, thus causes a disturbance in the school, is in bad taste and not acceptable. Tight fitting clothing will not be permitted at any time. If students and parents take care of dress, the school will not have to discipline for dress code violations. The administration reserves the right to determine the appropriateness of each student's attire. If clothing is considered undesirable, students will be referred to the office. If an immediate change is needed, parents will be contacted to bring a change of clothing.

During field trips and certain school functions, the required dress is determined by the event itself. Each teacher will communicate the dress code for the trip or event. Each student will wear their LFCA mission t-shirt and jeans on all mission trips. Game days: athletes may wear game jerseys only; with normal dress code pants, but the jerseys must be tucked in.

### **Pants:**

#### **Must be uniform style**

Corduroy and cargo styles are acceptable

Must be navy, black, or khaki in color

Must not have emblems or piping

Must be worn at the waist

Must not be low rise to where the shirt does not remain tucked

Must not have rips, tears, or holes, nor be faded

### **Shorts and Capris** *(we recommend that shorts and capris be worn under appropriate weather conditions):*

Must be navy, black, or khaki

Must not have emblems or piping

Must touch the kneecap

Must be worn at the waist

Must not be low rise to where the shirt does not remain tucked

Must not have rips, tears, or holes, nor be faded

Must be hemmed at the bottom

### **Jeans:**

Jeans are allowed to be worn on designated days only

Jean skirts/jumpers/dresses/shorts/capris must touch the kneecap

Appropriate designs are permitted

Must not have rips, tears, or holes  
Must not be jean cut-offs  
Must not be low rise to where the shirt does not remain tucked

**Skirts, Jumpers, and Dresses:**

Must be cotton, polyester, rayon, or cotton/polyester/rayon blends  
Must be navy, black, or khaki  
Must not have emblems or piping  
Length: must touch the knee cap and back must be even with front  
A solid colored, collared shirt or solid colored turtleneck must be worn with jumpers  
Dresses must be solid, have a collar, and follow the color guideline

**Shirts:**

Must have collars and sleeves  
Must be solid in color with no trim or emblems (except LFCA)  
To ensure modesty, shirts must be fastened and not be low cut  
All shirts must be tucked in  
If a shirt is worn underneath a school shirt, it must be solid

**Sweaters, fleeces, and sweatshirts:**

Must be solid in color with no trim or emblems (except LFCA)  
A dress code shirt must be worn underneath a sweater, sweatshirt, fleece, or hoodie  
Turtlenecks may only be worn as a collared shirt under a sweater, sweatshirt, fleece, or hoodie  
All shirts worn underneath must be tucked in

**T-shirts:**

No t-shirts permitted unless in PE class or with Friday jeans attire. (Must be LFCA t-shirt)  
*4<sup>th</sup> – 8<sup>th</sup> grades must wear LFCA gym shorts or athletic pants and shirts*

**Belts:**

Must be worn if pants have belt loops (grades 1-8)

**Shoes:**

All shoes must have a back or back strap  
Flip flops are prohibited  
Sneakers must be worn during PE classes

**Hair:**

Must be clean and neat  
Color is limited to that which is found naturally (no severe contrasting highlights)  
Male student's hair must be above the collar and above the eyebrows and may not be pulled back behind the ears  
Wearing of hats is prohibited on campus

**Jackets and coats are NOT to be worn in any building on the LFCA/LFBC campus during school hours** (the words “jacket” and “coat” are generally used interchangeably, to mean a garment that is heavier than a sweatshirt or a sweater and goes over them and other “tops”, principally to keep the wearer warm and dry).

*Examples of acceptable lighter wear are dress code sweaters, dress code fleeces, and dress code sweatshirts.*

## **EMERGENCIES**

Disaster and fire drill regulations are posted in each classroom. Drills, held at regular intervals, are an important safety precaution. In the case of severe weather, students will not be dismissed from the school building until weather conditions improve.

## **ENROLLMENT PROCEDURES**

1. An entrance exam must be conducted with any student entering LFCA in grades K-8.
2. The Principal will assess the student’s scores and determine if the student is eligible to enroll in the desired grade level.
3. Students must be five years old on or before October 1<sup>st</sup> before entering Kindergarten.
4. The Principal may want to conduct an interview with the parent and student prior to acceptance.
5. All applicants must submit the following information *before admittance will be approved*:
  - a. completed registration form online
  - b. enroll with Smart Tuition (fees)
  - c. most recent report card including conduct reports
  - d. original immunization certificate
  - e. copy of original birth certificate
  - f. documentation of physical exam (KY state law requires kindergarten and sixth grade physical exam)
  - g. eye exam on file (from kindergarten)
  - h. dental screening on file (from kindergarten)

## **EXPULSION**

When a student is expelled, both student and parent will be notified in person and in writing as to the reasons for the expulsion. The School Board alone has the authority to expel a student for any reason deemed necessary (upon recommendation from the Principal), with or without the consent and/or agreement of the parent. Parents are responsible to uphold the Tuition Policy and Financial Obligation.

The student and his/her parent may appeal their case to the School Board only for the reason that the evidence upon which the decision to expel was made was based on inaccurate or insufficient evidence. Their appeal shall be in writing and shall be presented to the Principal within three days of the expulsion. Only the parent, guardian, or a member of the School Board may represent their case in a specially called meeting of the board. The School Board’s decision shall be final.

Expulsion may result from serious departure from school policies or expectations for students, including but not limited to the following:

- o Repeated misconduct

- o Failure to respond positively to repeated efforts at correction by school personnel
- o A serious breach of the school's code for student conduct, including stealing, the use of possession of drugs, alcohol, tobacco, or weapons, either on or off school grounds
- o Threatening or bringing harm to themselves or to any member of the school community- this may result in mandatory counseling and temporary expulsion. The Principal must have approval in writing from a counselor to readmit the student to school.

### **FEES - ADDITIONAL**

Be aware that besides registration fees, other fees may arise throughout the year such as athletics; clubs; P.E. clothes; missions projects; class parties; t-shirts for field day, music programs, etc.; field trips; and other events.

### **FIELD TRIPS**

Field trips enrich and reinforce learning. Students may participate in one or more field trips per school year. All students will be required to participate in all scheduled field trips unless special arrangements are made through the Principal.

*LFCA Driver Policy (effective 9-11-17)*

Purpose: To ensure that all adult drivers on field/mission trips have valid licenses and insurance. If they don't have them, and we don't have the copies on file, they can't drive.

Procedure: Adult drivers should come in the school office prior to the trip date and let us make a copy of each. They could also take a picture of them and text (502-533-9959) or email ([agipson@littleflockchristianacademy.com](mailto:agipson@littleflockchristianacademy.com))

Inclusion: This policy includes teachers, coaches, parents, grandparents, siblings, other relatives or adults, etc. who may drive any LFCA students on any school sponsored outing.

*Information sheets* and/or permission slips will go home three to four weeks in advance.

*Permission slips must be signed and dated by a parent* two weeks before a student is allowed to go on the trip; unless otherwise noted.

- Parents may serve as chaperones; however an up-to-date *background check* must be on file.
- If your child will be riding with someone else, a permission slip must be signed to that effect.
- Parents wishing to take their children home with them from the field trip location must sign the student out *on site*. Students cannot be checked out prior to leaving.

### **FUNDRAISING**

Little Flock Christian Academy is primarily funded by tuition. Throughout the school year, various fundraising opportunities will be held to benefit the school and its programs. The school's Fund Raising Chairperson and Principal will approve all fundraisers and all students are highly encouraged to participate in order to maintain LFCA's affordable tuition rates.

### **GOALS and OBJECTIVES**

Little Flock Christian Academy seeks to attain certain goals and objectives in the administration of the school in dealing with the lives of students, teachers, and families. Those goals are:

- To introduce each child to Jesus Christ as his/her Savior and Lord
- To help each child develop to his/her highest level spiritually, mentally, emotionally, physically, and socially

- To uphold Jesus Christ as the model for all actions at all times
- To prayerfully seek God's will
- To honor and respect each person as a creation of God
- To commit to excellence in leadership by example
- To emphasize high academic standards
- To stress the importance of developing good reading skills in the early grades
- To create a school atmosphere that will be conducive to higher learning
- To cultivate positive attitudes and loyalty to Little Flock Christian Academy
- To promote partnership in Christian education among administration, faculty, parents, and students
- To evaluate our program continuously in order to improve Conditions of employment

### **GOVERNING BODY**

LFCA is a ministry of Little Flock Baptist Church and is governed by an independent board of directors that consists of nine voting members, the Principal, the Church Administrator, and the Church Pastor. Voting members are on a three year rotation.

### **HOLIDAY PARTIES**

There will be several opportunities for classroom celebrations during holidays. During these holidays, LFCA focuses on bringing glory to God. The parties will last for one to one and a half hours.

Parents will be asked to leave the building when parties are complete so that the students can return to the normal class day.

### **HOMEWORK**

Parents may request to pick up homework assignments or daily work at the end of the day for students who have missed class. The requests will be honored only if the teacher has sufficient time to provide the information.

We encourage parents to make requests before 9:30 a.m. Homework assignments are given to students to help master academic subjects through additional practice. Homework shall be assigned in such quantities as to provide adequate training in independent study and in practicing the skills conferred in the classroom, without interfering too much with non-academic activities or with meeting a healthy bedtime hour. If a student consistently has difficulty in this area, please contact the classroom teacher so that the matter might be resolved in a timely manner.

To help students budget their time, one should expect one hour or less of homework each night in the elementary grades and two hours or less in the upper elementary and junior high. Homework will not be assigned on Wednesdays so that students may attend evening church services. There will be no tests or quizzes on Mondays, unless arrangements have been made for makeup work.

Missing graded assignment after the first date due (a 25% grade reduction on the day after the date due, and then 50% Reduction the following day if the assignment isn't completed and returned, and 0 % credit after that).



Homework and other important information may be accessed from the school's website at [www.littleflockchristianacademy.com](http://www.littleflockchristianacademy.com) .

### **HONOR ROLL**

Little Flock Christian Academy will recognize those who have excelled in their conduct and academics by placing them on the Honor Roll. To qualify, the student must have all A's to be placed on the "A Honor Roll" or all A's and B's with at least one "A" to be placed on the "A-B Honor Roll."

### **LIBRARY/MEDIA CENTER**

Our library serves as a supplement to our classroom curriculum. It is adequately stocked with appropriate books, CD's, DVD's, and periodicals. A link from the school website will supply you with a list of all books and resources. Our computer lab also serves as a supplement to the classroom curriculum as well as a location for computer classes. The library and computer lab are available before and after school for our students and parents.

### **LICE POLICY**

The "No Nit Standard" at LFCA requires that students with nits and/or lice be dismissed from school until they are free of lice and nits. Head lice are a common occurrence among children and frequent screenings at home are necessary. Head lice do not necessarily reflect unsanitary households or neglected children. If lice or nits have been found on a child at school, further information on screening will be sent home to all students.

### **LUNCH PROGRAM**

The "God Rock Café" is available each day for students wishing to purchase a balanced and nutritious lunch at school. Students may choose to bring their lunch from home as well. Soft drinks are not permitted. Please be aware that refrigerators and microwaves are not available for student use at any time. If parents wish to bring lunch to their child, please do not include a soft drink.

### **MEDICATION and ILLNESS**

All student medication must be maintained and given in the office by the office staff. An authorization to dispense prescribed medication signed by a licensed physician must be obtained and on file in the school office in order for your student to be able to take medication during school hours. This form is available in the school office and on the school website. Students are not permitted to possess medication of any kind- it must be kept in the office at all times. *All* medication must be in the original packaging. If students who do not have authorization to take medication during school hours have a need for medication, a parent or their designee will need to come into the school to dispense the medication. Students must be fever free (under 100 degrees and un-medicated), and not vomiting for 24 hours before returning to school.

### **MISSIONS**

Little Flock Christian Academy is a Christ-centered, mission-minded school. Students have the privilege of serving our community through our missions program using Acts 1:8 as our guideline. A minimum of two times per year, each class will go out and serve in their mission

field (Jerusalem and Judaea). Also, in their Missions classes, they will learn about, pray for, communicate with, and contribute to other missionaries serving elsewhere (the uttermost part of the earth). Each spring, the eighth grade class participates in a short-term mission trip (Samaria). All 8<sup>th</sup> grade students must attend and participate in this activity as a requirement for graduation.

In order to fulfill our mission statement, student participation in all class Missions projects is required. The student's grade level is not complete until this requirement is met. If a student does not attend a particular mission project on its scheduled day, then it is the responsibility of the parent to contact the Assistant Principal within 7 days to arrange for an alternate mission that will be equivalent in hours and purpose. The Assistant Principal will allow you to choose from a list of pre-approved projects.

### **PARENT-TEACHER FELLOWSHIP (PTF)**

The PTF was formed to develop a partnership between parents and teachers. The group also raises money to purchase classroom needs and honors teachers with dinners and gifts. Please consider becoming an active member of this organization.

### **PHYSICAL EXAMINATIONS**

Each student interested in participating in any athletic endeavor will be required, each year, to present a physician's certificate signed by a physician, physician's assistant, or registered nurse practitioner that states the student is physically able to participate without undue risk. A student will not be allowed to participate in practices or games until the certificate is on file.

### **PICTURES and YEARBOOK**

Individual school pictures are taken in the fall and again in the spring. Group pictures, by class, event, and activity, are taken in the spring. Team and individual pictures are also taken of our sports teams.

These fall individual pictures and spring group pictures will be included in the school yearbook that is available to purchase in the spring.

### **PIERCING and TATTOOS**

Boys are not permitted to wear earrings or any inserts in piercings

Girls may have ears pierced only

We strongly discourage any permanent tattoos and encourage parents to regulate this among their children. We reserve the right to deny admission to any student with a tattoo which we perceive to be distracting to the learning process of other students. We also reserve the right to dismiss any student from school who reveals any distracting tattoos.

### **PROHIBITED ITEMS**

Tobacco products in any form; alcoholic beverages; any narcotics or other drugs; knives; guns; fireworks, flammable items, or explosives of any kind; water pistols; radios; inappropriate books or magazines; personal listening devices for music during inappropriate times; and laser pointers are not permitted on school property. Any toy weapons such as light sabers, guns, knives, etc. are not permitted on school grounds. Any student caught with a prohibited article will have it

confiscated immediately by the teacher or Administrator. A parent or guardian of the student must pick up the article from the office.

Cellular devices are not to be used by students between 8:15 a.m. and 3:45 p.m. on campus and must be turned off during this time. If a cellular device rings or is being used by a student at any time on school property without permission from the administration, then it will be confiscated and must be picked up by a parent or guardian at the school office. A Class 1 offense will be recorded.

\*Food, candy, drinks, and gum are prohibited in the classroom and gym at all times unless pre-approved by the administration.

## **PROMOTION POLICY**

Current students must meet the following criteria to be promoted to the next successive grade:

Students currently enrolled at LFCA must receive a 2.0 G.P.A. over the course of the academic school year for promotion to the next successive grade. In addition, the student cannot receive an F average for any course.

In addition, when considering promotion of students currently enrolled, special emphasis should be given to the appropriate level of mastery of the following skills/subjects in the grade noted:

- Kindergarten to First Grade: Behavioral maturity and reading readiness for First Grade.
- First Grade to Second Grade: Able to read silently and orally with adequate speed, correct use of phonetic skills, and fundamental comprehension. Able to write neat, complete sentences. Able to add and subtract single digit numbers with some proficiency.
- Second Grade to Third Grade: Cumulative mastery of above requirements, plus: Able to read fluently and independently, using books of a second grade level. Able to write neatly and correctly identify the basic parts of a sentence. Able to spell correctly with some proficiency. Able to add and subtract two-digit numbers with proficiency.
- Third Grade to Fourth Grade: Cumulative mastery of the above requirements, plus: Satisfactory proficiency of curriculum objective for this grade level.
- Fourth Grade to Fifth Grade: Cumulative mastery of the above requirements, plus: Satisfactory proficiency of curriculum objective for this grade level.
- Fifth Grade to Sixth Grade: Cumulative mastery of the above requirements, plus: Satisfactory proficiency of curriculum objective for this grade level.
- Sixth Grade to Seventh Grade: Cumulative mastery of the above requirements, plus: Satisfactory proficiency of curriculum objective for this grade level.
- Seventh Grade to Eighth Grade: Cumulative mastery of the above requirements, plus: Satisfactory proficiency of curriculum objective for this grade level.

## **RECORDS – STUDENTS**

Except as otherwise provided by law, student education records mean those records recorded in any medium that are directly related to a student and are maintained by the School. Such records, as defined by law, may include, but are not limited to:

1. personal and family data;
2. evaluation and test data;
3. medical, psychological and;
4. all records of school achievement, progress reports and portfolios;
5. records of conferences with students and/or parents (including Individual Education Programs for exceptional children);
6. copies of correspondence concerning a student;
7. photographs/video records of a student;

8. discipline records;
9. other information or data that may be useful in working with a student and/or required by law.

### **Confidential Student Records**

Confidential student records include, but are not limited to personal records, psychological treatment records, law enforcement records, and juvenile court records. These records must be kept in a locked, fireproof file. The Principal will determine who can access these records.

### **Parent Review of Education Records**

Parents shall have the right to inspect and review any education record relating to their minor child. That right shall include the right to a response to reasonable requests for explanations and interpretations and the right to have a representative inspect and review the records of their exceptional child. Both parents shall be presumed to have these rights unless the School has been advised that the parent(s) does not have that right under applicable state laws governing such matters as custody, separation and divorce. The student shall acquire the sole right to review or grant review and/or inspection of such education records at age 18 or upon entrance into an institution of postsecondary education unless the District has been notified of a court order establishing full guardianship or limited guardianship for educational services. Requests to review and inspect education records shall be addressed to the local school principal. The request shall be granted within a reasonable period of time not to exceed 45 calendar days and before any Admissions and Release Committee meeting concerning the identification, evaluation, or placement of an exceptional child. If any record contains information on more than one student, the parent(s) may inspect and review only information relating to his/her child.

### **Hearings**

Parents or eligible students may request a hearing to challenge information in the education records to ensure that it is not inaccurate, misleading, or otherwise in violation of the student's privacy rights. The request must be addressed in writing to the Principal.

**Disclosure** will be made to the following individual(s) or under the following conditions without written consent:

1. Parent(s) of the child
2. School officials
3. Officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll or is already enrolled.
4. Personally identifiable student information may be released to those other than employees who are designated by the Superintendent in connection with audit, evaluation, enforcement, or compliance activities regarding Federal or State programs. Such designation must be executed in writing with the authorized representative and specify information as required by 34 CFR Part 99.35.
5. Organizations conducting studies for or on behalf of the District as authorized by law
6. Accrediting organizations in order to carry out their functions
7. Appropriate parties in health and safety emergencies
8. In connection with a student's application for or receipt of financial aid
9. Entity or person designated in a judicial order or lawfully issued subpoena.
10. Parents of a dependent student of such parents, as defined in Section 152 of the Internal Revenue Code of 1986 (26 U.S.C. Section 152)

**A Record of Disclosure** (access) must be maintained on all requests for and disclosures of student education records except disclosures to the parent(s), eligible students, school officials and requests for directory information.

### **Destruction of Records**

Student Education Records may be destroyed 10 years after the student graduates and/or leaves LFCA.

### **Information of Rights**

Information about Student Education and Confidential Records will be available in the Family Handbook and online at [www.littleflockchristianacademy.com](http://www.littleflockchristianacademy.com).

### **Safeguards**

The local school principal shall ensure the confidentiality of any personally identifiable information at the collection, storage, disclosure, and destruction states of Student Education Records in the school. The Student Confidential Records will be kept in a fireproof container at a location determined by the Principal.

### **REPORT CARDS and PROGRESS REPORTS**

K-8: Letter grades are given for each subject and report cards are issued every nine weeks. There are a total of four grading periods over the course of the school year. A progress report will be sent home between the fourth and fifth week of each grading period. Throughout the grading periods, all grades will be posted weekly on *GradeLink.com* which may be accessed through an online account set up with your teacher.

### **RETENTION**

It is highly recommended that students with deficiencies in any core content area receive the necessary tutoring within the school year.

If the student is retained, a position in their current grade at LFCA may not be available for the next school year.

### **RETURNED CHECKS**

Any check returned to LFCA for any reason will result in a charge of \$20 to the student's account to cover fees and additional bookkeeping.

### **RE-REGISTRATION**

All students must re-register each year to retain their position. This is done by filling out a completed registration form on the school website and paying fees during the designated re-registration period. Registration is not considered complete until the full amount of the fee has been paid. Current students will be afforded the first opportunity to register before open enrollment begins. Any student or family not in compliance with policies set forth by the School Board may lose their opportunity for re-registration.

### **SCHOOL CORE VALUES**

#### *Depend on God*

- Seek God's will, not mine. (John 5:30)
- Do not to limit God (Psalm 78:41)

- Pray before planning (Nehemiah 1, Ps. 16:7-8)
- Remember that we are a faith based ministry (direction and resources)( Hebrews 11:6)

***Acknowledge that God is Preeminent; Our Creator***

- God created the universe and does not need us (Acts 17:24-25)
- We exist because of Him (Revelation 4:11)
- God possess all power (Psalm 62:11)

***Acknowledge that Truth is written in the Bible***

- Follow the Bible (2 Chronicles 1:10)
- Only He can provide truth (Isaiah 55:8-9)
- Live in truth (2 Timothy 2:15)
- The Bible is profitable for teaching truth (2 Timothy 3:16-17)

***Evangelize and Disciple (Matt. 28:19,20)***

- Got to others and tell the Good News (Matthew 28:19-20)
- Keep eternity in view (Eccles. 3:11)
- Prepare students for life (Col. 1:26-29)
- Develop the individual's spirit before intellect (1 Thess. 5:23)

***Be United (John 17:21, Rom. 12:16, Eph. 4:1-6)***

- Be as one as Jesus and the Father are one (John 17:21)
- Follow the Principle of Matthew (18:15-17)
- Recognize the uniqueness of each believer (Rom. 12:3-8)

***Serve Others (Missions)***

- Consider others more important than you (Philippians 2:3-4)
- Communicate the Message to others (Psalms 9:11)
- Teach the children at home (Deuteronomy. 6:5-7)

***Be good stewards of God's money***

- Better to give than receive (Acts 20:35)
- Care for the poor, the fatherless, and the orphan (James 1:27, Psalms 82:3-4)
- Provide for the needs of employees (Luke 10:7, I Timothy 5:17)

## **SCHOOL HISTORY**

Little Flock Christian Academy began in the fall of 1995 with grades kindergarten-third grade. We moved into our current building in the spring of 1997. Since then, our enrollment has steadily grown as we now have students in grades kindergarten-eighth grade. The first class to complete our eighth grade class graduated from high school in 2005 with many of them winning national honors and continuing their education at various colleges. ***2017 Marks our 22<sup>th</sup> year of service and ministry!***

We have been blessed with a wonderful facility as a ministry of Little Flock Baptist Church and continue to add new programs in athletics, music and drama, computer lab, Missions, and a cafeteria. The school participates in many events through the Association of Christian Schools International including: Science Fair, Math Olympics, Music Festival, Art Festival, Speech, and Creative Writing. Our achievement test scores have consistently been at and above grade level for each class each year. Our administration, faculty, and students continuously strive for

excellence in all areas of education at our school and have been blessed by God through our efforts.

## **SCHOOL HOURS**

### **8:30 a.m.-3:30 p.m.**

Students should not arrive before 7:30 a.m. and must leave school property by 3:45 p.m. to avoid any late pickup fees. Those students desiring to remain at LFBC after school hours to participate in church related activities must be picked up by a responsible adult whom permission is given in writing by their parents.

Any student not picked up by 3:45 p.m. will go to after care and be charged accordingly.

## **SCHOOL MISSION STATEMENT**

The ministry of our Christian school is to lead young people to Christ and to turn them in the way they should go (Proverbs 22:6). With this in mind, we are committed to guiding children with a well-balanced education emphasizing character building and leadership skills. We believe with the church, the school, and the home working together, we can strive to make “Today’s students tomorrow’s leaders.”

## **SCHOOL PHILOSOPHY**

Little Flock Christian Academy will provide a solid academic foundation and basic fundamentals of learning for the average to above-average child along with Christian training. There is a distinct emphasis on citizenship, integrity, and leadership. LFCA teachers are of the highest caliber and are educationally prepared to give each student a thorough scholastic background. Our teachers are selected, not only for their instructional skills and academic preparedness, but also for their love and understanding of children and God. Little Flock Christian Academy offers a program for students who desire a Christian education, with a Christian worldview perspective, in a Christian environment and who are capable of achieving in a program dedicated to academic excellence.

## **SCHOOL VISION STATEMENT**

From day one, Little Flock Christian Academy has striven, and still strives, to provide an affordable alternative to the traditional public school. Our faculty believes the ministry of our school is to lead young people to Christ and to train them in the way they should go (Prov. 22:6). With this in mind, we are committed to guiding your children with a well-balanced education emphasizing citizenship, integrity, and leadership. With the church, the school, and the home working together, we can succeed in building our next generation of Christian leaders. We envision the community recognizing Little Flock Christian Academy as an invaluable asset through our Missions program. With a renewed commitment to serving our local community, Little Flock Christian Academy students will have the opportunity to learn what it means to love thy neighbor through serving others. We are striving to serve first here in our Jerusalem, Bullitt County. Our Missions program makes Little Flock Christian Academy unique when compared to other Christian schools.

Our motto has always been “Excellence through Academic Leadership.” Excellence is not merely mastering all of the core educational standards; it is also defined as learning,

implementing, and teaching Biblical truths. This is happening right here, right now, at Little Flock Christian Academy. This is evident when you hear the prayers of our students.

### **SEVERE WEATHER – SCHOOL CLOSINGS**

In case of severe weather, (i.e. snow, ice) the official announcement for school closings may be heard over the local radio and TV stations. Pay particular attention to WHAS-11, WDRB-41, and WAVE -3. Please do not call the school. We will **NOT** follow Bullitt County Schools. Always tune in for a full cycle of closings to be sure of LFCA's plans. You may also check the school website, receive text alerts, and emails for updates.

### **STANDARDIZED TESTING**

Each spring, students are required to participate in the Terra Nova Achievement Testing. Parents should make every effort to have their child in school each day during testing week. Students must return to school by the deadline to finish any portions missed during absence.

### **STATEMENT of FAITH**

- We believe in the verbal inspiration and authority of the Scripture.
- We believe that the Bible reveals God, the fall of man, the way of salvation and God's plan and purpose for all people.
- We believe in God the Father, God the Son, and God the Holy Spirit, eternally existing as the Trinity.
- We believe that God created the Heavens and the Earth.
- We believe in the Deity, virgin birth, and bodily resurrection of Jesus Christ.
- We believe that eternal life comes when one personally places his faith in Jesus Christ as Lord and Savior.
- We believe in the visible and personal return of Jesus Christ.
- We believe that children are a heritage of the Lord and that parents are responsible for training them to walk in the commandments of the Lord.

### **STATEMENT of FINAL AUTHORITY on MATTERS of FAITH and CONDUCT**

The statement of faith does not exhaust the extent of our beliefs. The Bible is the sole source of all that we believe concerning truth, morality, and the proper conduct of man. For purposes of of Little Flock Christian Academy's faith, doctrine, practice, policy, and discipline, our Senior Pastor at Little Flock Baptist Church is the final interpretive authority on the Bible's meaning and application.

### **STATEMENT on LIFE**

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life (Psalm 139).

### **STATEMENT on MARRIAGE, GENDER, and SEXUALITY**



We believe that God wonderfully creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Genesis 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person. We believe that GOD DESIGNED MARRIAGE to be the lifelong union of one man and one woman, and only within the context of such a marriage does sexual intimacy have God's blessing. (Gen. 2:20-24; Mark 10:2-9; Hebrews 13:4).

### **STUDENT ACTIVITIES**

All activities whether they be Academic, Athletic, or the Arts must operate on the basis of our philosophy, goals, and the mission of the school. Therefore,

- all academic activities will be for the express purpose of supplementing the curriculum and learning in the classroom,
- all athletic activities will be for the purpose of developing healthy bodies as temples to the Lord,
- all arts activities will be for the purpose of supporting the students' growth in appreciation and expression of the wonderful things God has provided for His children.

*Academics* – All faculty, staff, and coaches will emphasize the Apostle Paul as a role model. He was well educated – able to speak to all intellects (Acts 17) and possessed a craft so that he could support himself as he spread the Gospel without being a burden on others (Acts 18).

*Athletics* – All faculty, staff, and coaches will emphasize serving the Lord by of taking care of their bodies as it is written in Romans 12:1 "...present your bodies a living sacrifice, holy, acceptable unto God, which is your reasonable service."

*The Arts* – All faculty, staff, and coaches will emphasize the standards set forth by King David as they relate to the expression of worship to the Lord through the arts as in I Chronicles 15:16.

### **STUDENT BEHAVIOR**

"And whatsoever ye do in word or deed, do all in the name of the Lord Jesus, giving thanks to God and the Father by Him." Colossians 3:17

Students' Academic responsibilities:

- Attend school regularly
- Be punctual for all classes
- Have necessary supplies for all classes
- Complete all assignments to the best of their ability
- Participate in all class activities to the best of their ability
- Cooperate with administration, faculty, and classmates in such a manner that classes will be able to function as an educational entity

### **SUPPLIES**

Each teacher will have a list of supplies posted over the summer on the school website for your convenience. Please note that **ALL Middle School students** must have a **ChromeBook** as part of their daily supply.

### **SUSPENSION**

Parents will be notified in writing the reasons for the suspension. A suspended student will be reinstated to class after consultation with both the student and parent with assurance from them

that such behavior and/or attitudes will be discontinued and that the student will assume his/her place in the school community with a cooperative and happy spirit. All assignments for the day will be sent by the teacher(s) to the office to be completed by the student.

### **TEXTBOOKS**

All textbooks are property of the school. They must be handled with care and kept in good condition and free from marks. Any damaged or lost textbooks, workbooks, student planners, or school issued materials must be replaced by the student through the school office at current replacement cost.

### **TRANSPORTATION**

Little Flock Christian Academy does not provide transportation to or from the school; therefore families are responsible for transportation. Car pools may be set up to assist parents in providing this need. The office staff will assist the parent as much as possible in locating families in the same area. The office staff will not make arrangements nor be responsible for controlling the arrangements that are made. LFCA does not condone students leaving campus in third-party car services or ride-sharing services (Uber, Lyft, etc.). Students will not be released to anyone that is not on the official school pick-up list for that student. Parents must contact the school office in order to add persons to the list.

When dropping off or picking up your child, please enter the lower parking lot, and stay in a single file with all other cars, and drop off or pick up your child at the main doors. If you wish to walk with your child to or from the gym, please park in the school parking lot- do not leave your parked car in the driveway. For the safety and security of your child during dismissal, students will only be released through the gym doors to the cars in the pick-up line. Parents will also be permitted to pick up their children at the front doors. Prior to each field trip and mission trip, students will receive a permission slip stating that they might be carpooling in the absence of bus transportation. We ask that every parent who is able, to participate in this carpooling and chaperoning process.

Note: according to Kentucky law children must ride in car seats. Please make sure to drop off your child's car seat if you are not driving to event.

Note: you must have an up-to-date background check on file in the school office.

### **TUITION POLICY**

Tuition and other fees are necessary in order for Little Flock Christian Academy to successfully fulfill its mission. Little Flock Christian Academy has financial and contractual agreements with faculty, staff, vendors, etc. which are made well in advance of the school year.

- All registration/book fees are non-refundable and non-transferable and must be paid in full before your student's placement is guaranteed.
- Families withdrawing students:  
K-8, after the first day of the first quarter; but before the beginning of the third quarter; will be responsible for a half year's tuition. Families withdrawing students after the first day of the third quarter will be responsible for the full year's tuition.

- Little Flock Christian Academy reserves the right to withhold student records or transcripts if the student has not settled his/her financial obligations to the school.
- No portion of the tuition shall be excused for a student who either is dismissed or withdraws for disciplinary reasons.
- Tuition is charged on an annual basis. However, for the convenience of the parents, tuition may be paid in ten equal installment payments from July through April using a third party. Past due notices will be sent if payment is not received by the due date. If the tuition payment is not received by the due date, then the account is delinquent, and a late fee will be applied.
- If a tuition payment is not received, the student will be suspended until full payment is made. All tuition accounts must be paid in full before a student can return to school. Days missed will be counted as excused absences and students will be permitted to make up any class work or tests for full credit. If after all the efforts noted above have been exercised and a period of 60 days has elapsed from the due date, without payment or written arrangements, the school administration will inform the family that their student(s) are expelled for non-payment fees.
- Any unpaid balances after 60 days will be turned over to a collection agency.
- All tuition payments and fees are non-refundable and non-transferable. Accounts must be settled in full before any student records are forwarded to a requesting school or before final report cards are sent home.

## **VISITORS**

We value our parents and friends as helpers within our school and welcome you to visit at appropriate times. For security purposes, the only access into the school building is through the front office entrance. When visiting the school, please sign in at the office first and receive a visitor's tag to be worn. Do not go directly to any classroom. If you have items to be delivered to your children, bring them to the school office, and the items will be delivered at the appropriate time. *We also ask that no one enter the building between 3:25 p.m. and 3:45 p.m. so that we can efficiently carry out the dismissal procedure.*

When parents or visitors visit the school or attend a school function, we ask that you respect the rules concerning dress which apply to our students and set a good example before them. If you smoke, please do not do so on the school property or on school field trips. Please drive carefully and safely on the school grounds and park in designated areas.

## **VOLUNTEERS**

All volunteers must have an up-to-date background check filled out on the website by the end of August each school year.

Volunteers should dress modestly, including no low cut shirts or pants, or bare midriff. Please refrain from sleeveless attire.

In our attempt to keep expenses at a minimum, each family will be required to volunteer at least 10 hours per school year with ½ of the hours being completed by Christmas Break and the remainder by May 1.

Families wishing to opt out of the mandatory volunteer hours can do so by paying a one-time fee of \$100.

**Any hours served by a family member should be recorded in Gradelink.com. The Principal will verify and approve all hours recorded.**