

LITTLE FLOCK CHRISTIAN ACADEMY 2019-2020

**FAMILY HANDBOOK**



Little Flock Christian Academy  
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## INTRODUCTION

Parents and Stakeholders,

Welcome to Little Flock Christian Academy (LFCA), 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 (ACSI) and is *accredited* by the state of Kentucky through the ACSI. 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.

### PURPOSE OF THIS HANDBOOK

The purpose of this handbook is to outline the school’s expectations for students and their families. The handbook is reviewed and/or revised annually, but sometimes new situations or circumstances not covered in the handbook will occur. The Administration reserves the right to interpret or change any policy or procedure to fit these new or changing situations. All students and parents are expected to read the handbook and sign a form (at the end of the document) agreeing to cooperate with LFCA in administration of the policies and procedures it contains. This handbook does not create a contract and is subject to change at any time.



## 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.”

## 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 turn them in the way they should go (Prov. 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.” We envision the community recognizing LFCA as an invaluable asset through our missions program. With a renewed commitment to serving our local community, LFCA 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 LFCA 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 LFCA. This is evident when you hear the prayers of our students.

## 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. LFCA 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.

## 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, Psalm 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***

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

***Be United***

- 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 (Romans 12:3-8)

***Serve Others (Missions)***

- Consider others more important than you (Philippians 2:3-4)
- Communicate the Message to others (Psalm 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, Psalm 82:3-4)
- Provide for the needs of employees (Luke 10:7, I Timothy 5:17)

**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.



## **GOALS and OBJECTIVES**

LFCA 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

## **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 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).

## **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 and careers.

We have been blessed with a wonderful facility as a ministry of Little Flock Baptist Church and continue to add new programs. 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.

## **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.

## **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 School Administration, the Church Administrator, and the Church Pastor. Voting members are on a three year rotation.



# ADMINISTRATIVE POLICIES AND PROCEDURES

## COMMUNICATION

LFCA communicates information to parents in a variety of ways that include the school's official website <http://littleflockchristianacademy.com/>, our online gradebook <https://www.gradelink.com/>, e-mail, mailers, and official school social media platforms. Parents can also sign up for school closing alerts from WDRB.

## 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.

- 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.
- Children who have been diagnosed as having a learning disability will be given as much individual instruction and encouragement as their classmates.

### Class Enrollment:

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. Students will be assigned to a class at the discretion of the Administration, with the order of their completed registration date and time as a guideline.

## ENROLLMENT PROCEDURES

1. An entrance exam must be conducted with any student entering LFCA.
2. The Administration 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 Administration will conduct an interview with the parent and student prior to acceptance.
5. All applicants must submit the following information *before final admittance will be approved*:
  - a. Completed registration form online
  - b. Enrolled 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)

## ADMISSIONS DECISIONS

Admission of a student falls into three categories:

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 Administration 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 Administration 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. All first year students at LFCA enter under probationary 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.

Denial of admission: This will be given by the Administration 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:

- The student has attended another school or homeschool for one full semester
- The student has completed a full academic load for one semester
- The student received no grade lower than a "C" in any subject

## TUITION POLICY

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

- All registration fees are non-refundable and non-transferable and must be paid in full before your student's placement is guaranteed.
- Families withdrawing students 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.
- LFCA student records or transcripts will be withheld 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 is either dismissed or withdrawn 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 (SmartTuition). If the tuition payment is not received by the due date, then the account is delinquent, past due notices will be sent, 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 of 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, before final report cards are sent home, or before re-registration for the next year.

### **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, class shirts, field trips, and other events.

### **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 registration fee has been paid. Current students will be afforded the first opportunity to register before open enrollment begins. Financial accounts must be up to date before students re-register. Any student or family not in compliance with policies set forth by the School Board may lose their opportunity for re-registration.

### **STUDENT RECORDS**

LFCA follows all State and Federal laws regarding the privacy and security of Student Records.

Information about Student Education and Confidential Records will remain available online at <http://littleflockchristianacademy.com/student-records/>

### **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.



## COMPLAINT/GRIEVANCE 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 outlined below. This policy is consistent with the teachings found in Matthew 18:15-20. 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 Statement 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.

The Grievance Form is available online at

<http://littleflockchristianacademy.com/familyresources/>

## 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 WDRB, WHAS, and WAVE. 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 (through WDRB Snow Fox), and emails for updates.

## FUNDRAISING

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

## 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 (A photo ID will be required). Visitors must also sign out, return the badge, and leave campus through the entry door. 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**

In our attempt to keep expenses at a minimum, each family will be required to volunteer at least 10 hours per school year. Any hours served by a family member should be recorded in [gradelink.com](http://gradelink.com) by going to the “Service Hours” tab on the left side of your family login. The Principal will verify and approve all hours recorded. Families wishing to opt out of the mandatory volunteer hours can do so by paying a one-time fee of \$100.

Anyone volunteering to help or assist teachers at school, on field trips, missions trips, parties, or other events involving students, *or attending with students*, must have an up-to-date (less than three years) background check on file. The background check can be completed online through the school website or using [this link](#). If a background check is received with inconsistencies or alerts, the applicant will be contacted. Please note: our background checks take approximately 3-4 weeks to come back. The background check must be completed before you may volunteer or attend a trip/event. Please plan accordingly.

Additionally, any person who is going to volunteer must complete the Volunteer Training on the school website by following this link:

<http://littleflockchristianacademy.com/familyresources/volunteer-training/>. Volunteers should dress modestly, including no low cut shirts or pants, bare midriff, or sleeveless attire.



# ACADEMICS

## 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, ACSI, BJU Press, and 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.

## STUDENT ACADEMIC RESPONSIBILITIES

We believe a student's academic efforts should be pleasing to God. "And whatever you do, in word or deed, do everything in the name of the Lord Jesus, giving thanks to God the Father through Him." (Colossians 3:17) As such, we hold students to the following expectations:

- 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

## ACADEMIC GRADING SCALE

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

## HOMEWORK

Homework assignments are given to students to help master academic subjects through additional practice. Homework and other important information may be accessed on the teacher's individual class website, which may be accessed from the school's website (select the class under the "Students" tab).

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 middle school. 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.

Homework will not be assigned on Wednesdays so that students may attend evening church services. There will be no tests on Mondays, unless arrangements have been made for makeup work.

### **LATE WORK**

Late graded assignments will receive a 25% grade reduction on the first day, and then a 50% reduction on the following day. Assignments turned in after the second day will receive a score of “0”.

### **REPORT CARDS**

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. Throughout the grading periods, all grades will be posted weekly on [gradelink.com](http://gradelink.com) which may be accessed online with an account provided to you at the beginning of the year. Please utilize Gradelink to keep up with your child’s academic progress throughout the grading period.

### **HONOR ROLL**

LFCA will recognize those students who have excelled in their conduct and academics by placing them on the Honor Roll. A student who receives all “A”s will be placed on the “A Honor Roll”. A student who receives all As and Bs (with at least one A) will be placed on the “A-B Honor Roll”.

Any student who is placed on the “A Honor Roll” for all four grading periods in the school year will be placed on the “Principal’s Honor Roll”.

### **ACHIEVEMENT TESTING**

Each spring, students are required to participate in end of year achievement testing. Parents should make every effort to have their child in school each day during testing week. Students must return to school to finish any portions missed during absence.

### **PROMOTION AND RETENTION POLICY**

In order for a student to be promoted to the next successive grade, the student cannot receive an F average in any course for the year. Additionally, the student’s mastery of grade level content, achievement test scores, and attendance records will be considered before the promotion of the student. If a student does not meet all of the requirements for promotion, the student may be retained in the previous grade. If the student is retained, a position in their current grade at LFCA may not be available for the next school year.



## **ENRICHMENT OPPORTUNITIES**

### **Chapel**

In order to stress the importance of corporate worship and to model authentic worship, all grade levels at LFCA begin every day with a chapel service. This is a time of worship, prayer, Bible study, and student presentations. Chapel begins at 8:40 every morning. Parents are encouraged to join us as we start our day worshipping our Lord.

### **Missions**

LFCA 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. Throughout the year, each class will go out and serve in their mission field (Jerusalem and Judea). 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 Missions Coordinator within 7 days to arrange for an alternate mission that will be equivalent in hours and purpose.

### **Academic Events**

The school participates in many events through LFCA, local schools, and ACSI which may include: Science Fair, Math Olympics, Music Festival, Art Festival, Creative Writing Festival, Spelling Bee, and Speech Meet.

### **Clubs**

Elementary students will participate in a monthly club meeting to enhance their interests into different areas of enrichment.

## **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.

## **SUPPLIES**

Each teacher will have a list of required supplies posted on the individual class websites, which may be accessed from the school's website (select the class under the "Students" tab).



Please note that ALL Middle School students must have a Chromebook as part of their daily supply. More information about the Chromebooks can be found on our website at <http://littleflockchristianacademy.com/middle-school-chromebooks/>



Revised 7/31/19

## **ATTENDANCE POLICIES AND PROCEDURES**

LFCA 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. Therefore, absences, tardies, and early dismissals will only be excused with a valid note to the school office. Under Kentucky law, a student with three unexcused absences in a school year or who has been tardy (or early departure) without a valid excuse on three or more days is considered truant. Validity of the excuse will be determined by the Administration.

### **SCHOOL HOURS**

School is considered in session from 8:30 a.m. to 3:30 p.m. daily. 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 listed on the authorized pickup list. Any student not picked up by 3:45 p.m. will go to After Care and be charged accordingly (See After School Care section).

### **PARENT RESPONSIBILITIES**

Parents should 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 WORK**

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.

### **TRANSPORTATION**

LFCA does not provide transportation to or from the school; therefore, families are responsible for transportation.



Carpools 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 or ride-sharing services (Uber, Lyft, etc.).

## **ARRIVAL AND DISMISSAL PROCEDURES**

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 gym doors. There will be staff members overseeing both the drop off and pick up time.

### **Arrival**

Students should not arrive before 7:30 a.m. (If your student needs to be dropped off before this time, see the Morning Care section). Students are to gather in the gym until their teacher comes to collect them.

If you wish to walk with your child to the gym, please park in the school parking lot and walk to the building utilizing the crosswalk. Please do not leave your parked car in the driveway.

### **Dismissal**

**Dismissal will begin at 3:30 p.m.**

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 park in the parking lot and pick up their children at the front doors. Please utilize the crosswalk if you intend to walk up.

Students will not be released to anyone that is not on the official school pickup list for that student. Parents must contact the school office in order to add persons to the list (this must be done in writing).

## **LATE ARRIVAL (TARDY)**

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. A student will be classified as tardy if they are not in their homeroom classroom by 8:30 a.m. 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.

## **EARLY DISMISSAL**

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. When you must pick up your child early from school, you will be required to show picture identification. School arrival and dismissal procedures are in place for your children's safety and we appreciate your patience. Our goal is to provide a safe and nurturing environment where all children learn at their fullest potential.

### **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.

### **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 |

### **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.

### **ABSENCES AND AFTER SCHOOL ACTIVITIES**

Any student absent may not be eligible to participate in an after school activity, such as athletics. Any student who has an unexcused absence on the last day before the weekend may not be eligible to participate in school activities, including athletics, on the weekend following the absence.



## **EXTENDED ABSENCE**

Parents should contact the school as soon as they become aware that a student is going to be absent due to illness or hospitalization for more than five consecutive days, the students. 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 two 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. Arrangements for missed assignments should be made ahead of time whenever possible.

## **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.

## **MORNING CARE**

Morning Care is offered from 7:00 a.m. to 7:30 a.m. If a student is dropped off before 7:30 a.m., they will be charged for Morning Care.

For more information such as current costs or to register for Morning Care, visit our website:



<http://littleflockchristianacademy.com/familyresources/morning-care/>

## **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 Care program is offered to students who need supervision at school after school hours.

For more information such as current costs or to register for After Care, visit our website:

<http://littleflockchristianacademy.com/familyresources/after-school-care/>



# STUDENT CONDUCT

## CODE of CHRISTIAN CONDUCT

All constituents of the LFCA 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.

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.

## 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 may forfeit the student's continued attendance at LFCA.

## PROHIBITED ITEMS

The following items are not permitted on school property:

- Tobacco products in any form
- Alcoholic beverages
- Narcotics or other drugs
- Knives
- Guns
- Fireworks
- Flammable items or explosives of any kind
- Any toy weapons such as light sabers, guns, knives, water pistols, etc.
- Inappropriate books or magazines
- Laser pointers



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

Any student caught with a prohibited item 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 during this 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.

## **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.

### **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 (not to be worn from November 1 through March 31)**

- 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
- 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

## **Outerwear**

- 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 during school hours are sweaters, crew neck sweatshirts, and fleeces.
  - “Hoodies” or hooded sweatshirts will not be permitted during school hours.
  - Must be solid in color with no trim or emblems (except LFCA)
  - A dress code shirt must be worn underneath a sweater, sweatshirt, or fleece
  - Turtlenecks may only be worn as a collared shirt under a sweater, sweatshirt, or fleece
  - All shirts worn underneath must be tucked in

## **T-shirts**

- T-shirts are only permitted in P.E. class or with Friday jeans attire. (Must be LFCA t-shirt)

## **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 students' hair must be above the collar, above the eyebrows, and may not be pulled back behind the ears
- Wearing of hats or hoods is prohibited on campus

### **Piercings 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.

### **PE**

- Grades 4-8 must change for PE class
- Students must wear sneakers, and LFCA t-shirt, and black gym shorts or athletic pants.



## DISCIPLINE

LFCA 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 Administration 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; even 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 an administrator at any time during this process if necessary.

Students who choose to break the rules will accumulate demerits. Demerit levels are cumulative over the course of the year. Demerits accumulated during each grading period will inform the student’s Conduct Grade and will be reflected on the student’s report card as follows:

0-2 A

3-5 B

6-7 C

8-9 D

10 - F

## DEMERIT REFERRALS

The administration reserves the right to make adjustments and/or exceptions to disciplinary procedures on a case-by-case basis. Demerits 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 demerits accumulated for that grading period only.



### **Class 1 Acts of Misconduct (1 demerit per infraction)**

Class 1 acts of misconduct are those which interfere with the orderly operation of the classroom or school activities. Examples of Class 1 acts of misconduct include, but are not limited to, horseplay, classroom disruption, disorderly behavior, being unprepared for class, being off task, dress-code violations, or tardiness to class. Repeated Class 1 offenses (3 incidents of the same offense) *may* be awarded more demerits.

### **Class 2 Acts of Misconduct (3 demerits per infraction)**

Examples of Class 2 acts of misconduct include, but are not limited to, intimidation; hitting, biting, kicking another student; destruction of property; skipping class; intentional disobedience; disrespect toward administration, teachers, or other students; leaving campus without permission; profane or inflammatory language or gestures; taking God's name in vain; or inappropriate public displays of affection. Repeated Class 2 offenses against the same student may be considered bullying (a Class 4 offense).

### **Class 3 Acts of Misconduct (6 demerits per infraction)**

Class 3 acts of misconduct include the honor infractions of cheating/plagiarism on tests, quizzes, or other academic assignments (will also result in a zero on the assignment); deception; or stealing.

### **Class 4 Acts of Misconduct (10 or more demerits per infraction)**

Examples of Class 4 Acts of misconduct include, but are not limited to, bullying (defined as repeated, deliberate, physical, verbal, or social attacks or intimidation directed toward another person. There is a marked imbalance of power between bully and victim); fighting; tampering with school equipment (e.g. fire alarms, fire extinguishers, lights, school intercom); or possession of a simulated weapon.

### **Class 5 Acts of Misconduct (15 or more demerits per infraction)**

Examples of Class 5 acts of misconduct include, but are not limited to, use of tobacco or alcoholic beverages, sexual harassment, 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 or off-campus school events at any time.
4. Involvement in sexual immorality (including homosexuality or bisexuality) 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 demerits will result in:**

- Letter sent to parent
- Student conference with member of Administration
- Detention (grades 3-8) or one day loss of privileges (no recess, lunch isolation, etc.) (grades K-2)

### **Level 2—the accumulation of 10 demerits will result in:**

- Letter sent to parent
- Student conference with Administration and an intervention plan set up
- One day of suspension

### **Level 3—the accumulation of 15 demerits will result in:**

- Letter sent to parent
- Parent/student conference with Administration and intervention plan revised
- Two days of suspension

### **Level 4—the accumulation of 20 demerits will result in:**

- Letter sent to parent
- Parent/student conference with Administration
- Three days of suspension

### **Level 5—the accumulation of 25 demerits will result in:**

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

## 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 with duties assigned by the administration. Students in grades K-2 will serve their detention time in isolation during their lunch and recess periods of the school day.

## SUSPENSION

Parents will be notified in writing of the reasons and length for the suspension. A suspended student will be reinstated to class only 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 missed during the suspension will need to be made up by the student, allowing one day for every day suspended. Administration reserves the right to have the suspension be served at home or in school.



## **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 regarding financial obligations.

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:

- Repeated misconduct
- Failure to respond positively to repeated efforts at correction by school personnel
- 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
- 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.



## **GENERAL POLICIES AND PROCEDURES**

### **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

### **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, fundraising, parent volunteer needs, and any other relevant information.

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 another event approved by the Administration.

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.

For all Policies and Procedures concerning the Athletic Program and Student Athletes, please see the LFCA Athletic Handbook.

### **CLASS TRIPS**

Field trips enrich and reinforce learning. Students may participate in one or more field trips per school year. Mission trips provide our students with the opportunity to live out what they learn in missions class. All students will be required to participate in all class trips. If a student is unable to attend a school trip, an alternate assignment will be given to cover the scope and purpose of the trip.

Information sheets and/or permission slips may go home weeks in advance unless otherwise noted. 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
  - Parents who are chaperoning on trips should not bring other siblings so they may be an active chaperone



- 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 trip location must sign the student out at that site
- 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

### LFCA Driver Policy

In order to ensure the safety of our students, all adult drivers on field/mission trips must have valid driver's licenses and insurance. Adult drivers should come into the school office prior to the trip date and let us make a copy of their license and insurance card (or take a picture of your ID and insurance card and email to [agipson@lfca.com](mailto:agipson@lfca.com)). If they don't have them, and we don't have the copies on file, they can't drive. This policy includes teachers, coaches, parents, grandparents, siblings, other relatives or adults, etc. who may drive any LFCA students on any school sponsored outing.

### EMERGENCY PROCEDURES

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. LFCA has an emergency response team on campus to aid in various emergency situations.

### LIBRARY/COMPUTER LAB

The LFCA library serves as a supplement to our classroom curriculum. It is adequately stocked with appropriate books, CDs, DVDs, and periodicals. A link on the school website will supply you with a list of all books and resources.

The school computer lab 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.

The library and computer lab are available before and after school for our students and parents if arrangements are made ahead of time.

### LUNCH PROGRAM

The "God Rock Café" (our lunch program) 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 (if parents wish to bring lunch to their child, please do not include a soft drink.). Please be aware that refrigerators and microwaves are not available for student use at any time.



## **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.

## **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. Please contact student's teacher prior to event in order to inquire about any class allergies. No personal party invitations are to be distributed at school unless every child in the class receives one.

There will be several opportunities for classroom celebrations during holidays. During these events, 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.

## **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.

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



## LFCFA ACCEPTABLE USE OF TECHNOLOGY POLICY

This policy outlines the expected conduct of LFCFA students when using technology resources on the school grounds, whether the device is school-owned or personally-owned. These resources are provided to enhance the educational process, but can be reduced, suspended, or revoked entirely as the Administration deems necessary.

- Access to technology at LFCFA is a privilege, not a right.
- Each student is responsible for his/her own actions.
- While the school will employ every available effort to monitor and secure the students' access (firewalls, filters, screening, etc.), no method is 100% effective.
  - Access to the school network or systems is not private. The Administration (or authorized individuals) may review messages or files as necessary to ensure student safety and system security.
- Accounts should only be accessed by the authorized user.

### Unacceptable Use

Unacceptable use includes, but is not limited to, the following actions:

- Attempting to bypass, disable, or circumvent any LFCFA filter, firewall, or other protective system.
- Accessing or distributing obscene, profane, indecent, or other inappropriate materials.
- Sending harassing, abusive, or threatening language (cyber-bullying).
- Using non-school related sites, games, apps, etc. during school hours (this includes social media sites and apps).
- Attempting to access unauthorized programs, systems, or files (hacking) including those belonging to the school, other students, or any other systems.
- Vandalising, interrupting, damaging, or destroying any property (physical or cyber) or system of an individual or organization.
- Using material that violates copyrights or another's intellectual property without permission.
- Violating any local, state, or federal ordinances, statutes, or laws.

The Administration of LFCFA will determine whether specific actions violate this Acceptable Use Policy. Students who violate this Policy may be subject to disciplinary action according to the Discipline Policy contained in the Family Handbook. This could include reduction, suspension, or revocation of technology use; demerits; suspension from school; or expulsion from school. Any violations of law will be reported to appropriate law enforcement officials.



## PARTNERSHIP AGREEMENT FORM

This agreement is entered into between Little Flock Christian Academy and the family of

\_\_\_\_\_ (Student)

- 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.
- 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.
- All accounts and financial obligations to the school must be satisfied before academic transcripts and final reports can be released or before re-enrollment will be allowed.
- The school agrees to work closely with parents or guardians to help their child 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.
- Students new to LFCA or those returning after a withdrawal are accepted on a trial basis for the first grading period.
- The school reserves the right to dismiss any student, if the student or family does not cooperate with the educational process or adhere to the standards of conduct established by LFCA as acceptable for both on and off campus.
- 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.
- I understand that LFCA does not provide and is not responsible for any before or after school child care.
- I give LFCA permission for my child to take part in school activities and periodic field trips away from school premises.
- I agree to submit to a background check application and online training in order to volunteer for any school activities.
- 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.
- 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 1st or 15th 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.



- 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.
- I agree to keep all immunizations records up to date according to state law.
- 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 the Family Handbook (including the Acceptable Use of Technology Policy) and hereby agree to the terms described above.

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

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

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

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

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

**STUDENT AGREEMENT**

I have read the Family Handbook (including the Acceptable Use of Technology Policy), discussed it with my family, understand what is expected of me, and agree to cooperate with all of the school policies and procedures described in it.

Signature of Student \_\_\_\_\_

