

Parents,

Welcome to Little Flock Christian Academy, a ministry of Little Flock Baptist Church. Our academy is a cooperating member of the Association of Christian Schools International and is 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 strive to make “Today’s students tomorrow’s leaders.”

Little Flock Christian Academy School Board

Mrs. Angela Boxwell, Chairperson
Mrs. Linda Belcher, Vice-Chairperson
Mr. Rick Woods, Church Administrator

Mrs. Danita Ludwig
Mr. David Wallace
Mrs. Jennifer Lamkin

Mr. Bryan Crady
Mr. Rick Grice, Principal

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.

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, computers, 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, 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 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 patriotism, leadership, and character building. 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 an education in a Christian environment and who are capable of achieving in a program dedicated to academic excellence.

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.

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

Admission Policy

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.

There will be a 12-week probation period for all students new to LFCA.

Enrollment Procedure

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 1st upon entering kindergarten.
4. The principal may want to conduct an interview with the parent and student prior to acceptance.

5. All applicants must submit to the office the following information before admittance will be approved:
 - a. registration form and fees
 - b. most recent report card including conduct reports
 - c. original immunization certificate
 - d. copy of original birth certificate
 - e. documentation of physical exam (KY state law requires kindergarten and sixth grade physical exam)

Admission 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 six 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 at the end of the first grading period by the principal. 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 six weeks, probationary admission can be extended. Under no circumstances can a student be placed on probationary admittance for more than eighteen weeks.

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 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

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

Re-Registration

All students must re-register each year to retain their position. This is done by turning in a completed registration form with the fees during the designated re-registration period; usually February.

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.

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 after the first day of the first grading period (first semester), but before the beginning of the fourth grading period, will be responsible for a half year's tuition.

Families withdrawing students after the first day of the fourth grading period (second semester) will be responsible for the full year's tuition.

No portion of the tuition shall be excused for a student who either is dismissed or withdraws for disciplinary reasons.

In our attempt to keep expenses at a minimum, each family will be required to volunteer at least 15 hours per school year with ½ of the hours being completed by Fall-Break and the remainder by Spring Break. (i.e., chaperone a fieldtrip, grade papers, serve lunch, fall festival, etc.)

Volunteer opportunities are available daily and some evening volunteer times will be made available as needs arise.

Families wishing to opt-out of the mandatory volunteer hours can do so by paying a one-time fee of \$100. This fee is less than the federal minimum wage of \$7.25/hour which is effective July 2009.

Tuition is charged on an annual basis. However, for the convenience of the parents, tuition may be paid in ten equal installment payments from August through May. Payment is due by the first of each month and past due notices will be sent if payment is not received by the tenth. If the tuition payment is received after the tenth of the month, the account is considered delinquent and a late fee will be applied as follows:

11 th -14 th	\$15 fee
15 th -21 st	\$20 fee
22 nd -31 st	\$25 fee

If a tuition payment is not received by the end of the month, 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.

LFCA assumes no responsibility for moneys sent to the school in care of students. Payments should be made in person to the office, placed in the drop box, or mailed to:

Little Flock Christian Academy
5500 North Preston Highway
Shepherdsville, KY 40165

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.

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. After the second returned check, cash payments must be made for all future installments.

School Hours

Kindergarten:	8:30-12:00	Academics
	12:00-3:30	(Optional) Lunch, after care- arts and crafts, computers, rest, recreation \$25 monthly charge
		<i>Students picked up at 12:00 will only be released from the kindergarten teacher or by being signed out in the office.</i>

Grades 1 -8: 8:30-3:30
Students should not arrive before 7:30 AM and must leave school property by 3:40 PM to avoid any late pickup fees. Those students desiring to remain at Little Flock Baptist Church after school hours to participate in youth ministry 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 3:50 will go to after care and his/her account charged accordingly.

After School Care

An 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 teacher offering supervision. If behavior problems persist, the student will forfeit their place in this program.

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.

When dropping off or picking up your child, please enter the lower parking lot, staying in a single file with all other cars, and drop off or pick up your child at the gym 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 outside gym doors. Parents will not be permitted to pick up their children in the main hallway unless being signed out in the office.

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. You must have an approved background check filed in the office. These must be completed at the beginning of each school year.

Dismissal Procedures

Dismissal for all students is at 3:30. Teachers are to take their students to the gym at that time. Students are to be sitting quietly in their designated place, with the teacher remaining with them until 3:40, unless otherwise assigned. Students are not to be dismissed through any other door, or to any other person, except through the outer gym doors and through the dismissal monitor. If a student is to be taken from the school prior to 3:30, a parent/guardian must sign them out through the office.

The office must have, in writing, a list of names that may be picking up your child from school. If a change is made, that information must be given in writing to the school office prior to the pickup. Parents will be notified and identification will be requested if a different person is picking up your child.

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. 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 for updates.

Field Trips

Field trips enrich and reinforce learning. Students will participate in a minimum of two 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.

- Information sheets and/or permission slips will go home two or three weeks in advance. *Permission slips must be signed and dated by a parent* before a student is allowed to go on the trip.
- Parents may serve as chaperones; however a *background check* must be completed.
- 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 can not be checked out prior to leaving. If a student leaves before 2:00 p.m. from the field trip site, then the student will receive a half day absence.

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.

Medication and Illness Policy

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 and not vomiting for 24 hours before returning to school.

Lice Policy

The “No Nit Standard” at LFCA requires that students with nits and/or lice are 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.

Attendance

In order for a student to progress satisfactorily in school, he/she must be regular in attendance. If a student is absent more than 9 days of school, his/her promotion will be in jeopardy and he/she may be asked to withdraw from LFCA.

Excused absences are those in which a parent sends written notification upon a student’s return. If a student is absent more than five (5) consecutive days, a note from a physician must be presented in order for the absence to be excused. The student, upon returning to school, is permitted one day per day missed to submit all assignments and tests. It is the parent’s and student’s responsibility to request all missed assignments and to schedule make up tests.

If a student is to be dismissed from school early, a parent or their adult designee must come into the office to notify personnel and to sign out their student. Time missed from the school day will accumulate into excused or unexcused absences depending upon the nature of the absence.

Tardies

The school day begins promptly at 8:30 A.M. Students are required to be in their classroom, prepared to work no later than 8:30 A.M. Tardiness to class causes a disruption and a loss of instruction time. A tardy is considered unexcused unless it is due to an illness, emergency, or death in the family.

The principal reserves the right and is the final authority to excuse any absence and/or tardy.

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 hair style 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. Usually, a field trip will follow the Friday jean day dress code. Each student will wear their LFCA mission t-shirt and jeans on all mission trips.

Pants:

Must be cotton, polyester, rayon, or cotton/polyester/rayon blends

Must be navy, black, or khaki

Must not have emblems or piping

Cargo, carpenter, and corduroy styles are acceptable

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

Shorts and Capris:

Must be cotton, polyester, rayon, or cotton/polyester/rayon blends

Must be navy, black, or khaki

Must not have emblems or piping

Must come to or below 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

Must be hemmed at the bottom

Jeans:

Jeans are allowed to be worn on Fridays and other days designated by the administration

Jean skirts/jumpers/dresses/shorts/capris must come to or below 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

Must come to or below the knee cap

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 and sweatshirts:

Any solid color or any LFCA sweatshirt

A dress code shirt must be worn underneath a sweater, sweatshirt, or hoodie

Turtlenecks may be worn as a collared shirt under a sweater, sweatshirt, 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)

Belts:

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

Shoes:

All shoes must have a back strap

Flip flops are prohibited

Sneakers must be worn on PE days

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

Jackets and coats:

Not to be worn during the school day (for cooler temperatures, wear dress code sweaters and sweatshirts)

Piercing:

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.

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.

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.

All volunteers must have an approved background check filed in the office annually.

Scheduling Appointments/Conferences

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. Following the completion of the first grading period, there will be dates set aside for parents to conference with their child's teacher(s).

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.

On the first Thursday of every month, students will need to bring their lunch from home, unless an alternative is offered at the school. On this day, they are permitted to bring cold soft drinks from home. The Senior Citizen group from our church meets on this day. We usually use this as a fund raiser for the 8th gr. mission trip and offer Little Caesars pizza, soda, and dessert for \$3.

Vending machines are not to be used by students during the school day. Students may only use the machines following final dismissal at 3:40.

Fund Raising

Little Flock Christian Academy is primarily funded by tuition. Throughout the school year, various fund raising 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.

Holidays

There will be several opportunities for classroom celebrations during holidays such as Thanksgiving and Valentine’s Day. During the Christmas and Easter holidays, LFCA focuses on the birth, death, and resurrection of Jesus Christ and asks that no items recognizing Santa or the Easter Bunny be brought to school. Also prohibited are: leprechauns, and any Halloween item such as witches, ghosts, skeletons, haunted houses, etc.

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.

School Pictures and Yearbooks

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.

Chapel Services

All students are required to attend a weekly chapel service. Our Kindergarten through fourth grade attends at 8:45 and fifth through eighth grade at 9:40 each Wednesday morning. This is a time of worship, prayer, Bible study with guest speakers, class presentations, and student performances. An offering may be collected in order to support mission activities or guests and their ministries.

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. Approximately 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). In order to fulfill our mission statement, student participation in all Missions projects is required. If a student is absent and / or does not attend the mission project, then it is the responsibility of the parent to arrange a make up project for the student that will be equivalent in hours and purpose. Parent-arranged make up projects must be pre-approved by the principal.

Each spring, the eighth grade class participates in a short-term mission trip (Samaria). Funds are raised primarily through fund raising events held throughout the school year.

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. Permission is necessary to include your child's picture on this website.

Student Activities Policies

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 as it relates to sound doctrine in Jesus Christ,
- 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.

Athletics

The athletic program at LFCA consists of basketball for boys in grades 5-8 and basketball, cheerleading, and volleyball for girls in grades 5-8. New for the 2009/2010 school is Cross Country. Cross Country will be available to all interested students in grades 1 through 8. The athletic director will determine and communicate the following: practices, games, uniforms, fund raising, parent volunteer needs, and any other relevant information.

Physical Examinations

Each student interested in participating in any athletic endeavor will be required 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.

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 a progress report and report card. 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 possible disciplinary action time for the coaches. 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.

It is the philosophy of the Athletic Department that student athletes should be the examples for fellow classmates to follow. They should excel academically, athletically, and in Christian character. School comes first, then extracurricular activities!

Curriculum

LFCAs use the A Beka Book curriculum. This advanced approach to Christian education keeps learning lively, interesting, and memorable. The materials reflect sensible theory that is firmly anchored to practicality, developed as a result of over thirty years of actual classroom experience. The textbooks are traditional in design emphasizing the "back to the basics" in education.

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.

Homework

Homework assignments are given to students to help master academic subjects through additional practice. Students must record homework assignments in their personal planners or notebooks. 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. Because of the "No

Homework” rule for Wednesdays, there will be no tests or quizzes on Thursdays, unless arrangements have been made for makeup work.

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

Homework and other important information may be accessed from the school’s website at

www.littleflockchristianacademy.com .

Report Cards and Progress Reports

Letter grades are given for each subject and report cards are issued every six weeks. There are a total of six grading periods over the course of the school year. Throughout the grading periods, all grades will be posted on Thinkwave which may be accessed through an email account set up with your teacher. Due to the accessibility of grades through Thinkwave, progress reports will not be routinely issued except to student athletes and students with averages below C.

Academic Grading Scale

A= 93-100

B= 85-92

C= 76-84

D= 65-75

F= 0-64

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” in a core content area to be placed on “A-B Honor Roll.”

Retention

It is highly recommended that students with deficiencies in any core content area receive the necessary tutoring within the school year. Any student who receives one F or two D averages must attend summer tutoring in order to pass to the next grade at LFCA. Individuals providing tutoring must be approved by the principal. Any student with deficiencies in excess of one F or in excess of two Ds cannot be promoted to the next grade at LFCA. (For example: one F and one D or three Ds) If the student is retained, a position in their current grade at LFCA may not be available for the next school year.

Any student in kindergarten and/or eighth grade who does not pass will not be permitted to participate in their class graduation ceremony.

Standardized Testing

Each spring, students will take the Stanford Achievement Test. Students in grades three and seven will also take the Otis Lennon Aptitude Test (OLSAT). Parents should make every effort to have their child in school each day during testing week.

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’ 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

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 teacher or administration member will forfeit the student’s continued attendance at LFCA.

Sexual Harassment Policy

LFCA seeks to treat every individual with sensitivity and respect. The school encourages consideration of others and will not tolerate harassment of individuals. The environment necessary for the educational program fostered by the school must be one in which all individuals are free to develop appropriate relationships, work, and learn. The individual must be able to pursue his or her academic program without fear of intimidation, humiliation, or degradation from the unwelcome and unacceptable behavior of another.

Sexual harassment is a violation of the anti-discrimination laws. It is defined as any unwelcome sexual advances, requests for sexual favors, and other verbal, non-verbal, or physical conduct of a sexual nature when: 1) such conduct has a purpose or effect of unreasonably interfering with an individual’s work performance, or 2) such conduct has the purpose or effect of creating a hostile, intimidating, or offensive work environment.

Reporting Procedures: any alleged violation of the Harassment Policy should be reported immediately. Grievances should be reported to the school administrator.

Student 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. The following order of discipline will be administered:

1. Warning for class 1 and 2 Acts
 2. Point or points given with form sent home to be signed by a parent
- *See Levels of Intervention on next page

Students who choose to break the rules will earn conduct points. Points will accumulate and be reflected on the report card as follows:

<u>Kindergarten-Second Grades</u>	<u>Third-Fifth Grades</u>	<u>Sixth-Eighth Grades</u>
0-6 A	0-4 A	0-3 A
7-10 B	5-7 B	4-5 B
11-14 C	8-10 C	6-7 C
15-18 D	11-13 D	8-9 D
19- F	14- F	10- F

DISCIPLINE LEVELS
(*Based on 30 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. 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 to 5 discipline points per infraction)

Class 2 acts of misconduct will result in an Administrative conference, parental contact, and possibly suspension or detention. Examples of Class 2 acts of misconduct include, but are not limited to, threats; intimidation; 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 3 Acts of Misconduct (10 or more discipline points per infraction)

Class 3 acts of misconduct will result in an Administrative conference, parental contact, suspension, and possibly referral for professional counseling and report (if appropriate) to proper law enforcement agency. Examples of Class 3 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; and honor offenses (stealing, deception, cheating). A student who cheats on an assignment, quiz, or test will be suspended for one day. Should a second offense occur, the student will be suspended for three days. A third violation will result in expulsion.

Class 4 Acts of Misconduct (15 or more discipline points per infraction)

Class 4 acts of misconduct will result in removal from school organizations and leadership positions, an Administrative conference, parental contact, suspension, referral for professional counseling, and report (if appropriate) to proper law enforcement agency. Examples of Class 4 acts of misconduct include, but are not limited to, use of tobacco or alcoholic beverages; sexual harassment; assault; possession of or involvement in pornography; public indecent exposure; or any criminal violation (misdemeanor).

Any student who is involved in or is suspected of being involved in any of these major violations of school policy will be dealt with in the following manner:

1. Student will be immediately removed from class for a conference with school administration.
2. Parents will be notified of the results of the conference.
3. Students may be subject to suspension from school, pending the completion of the investigation.
4. The case will be referred to the School Board for a final decision regarding the consequences.

Class 5 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).
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), pregnancy, or marriage while enrolled at LFCA.
5. Any involvement with illegal drugs.
6. Any criminal violation (felony).

Levels of Disciplinary Intervention

Level 1—The accumulation of 5 discipline points will result in:

- Letter sent to parent(s) or guardian(s)

Level 2—The accumulation of 7 discipline points will result in:

- Letter sent to parent(s) or guardian(s)
- Student conference with member of Administration
- Detention

Level 3—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 in-school suspension

Level 4—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
- Three (3) days of in-school suspension

Level 5—the accumulation of 20 discipline points will result in:

- Letter sent to parent(s) or guardian(s)
- Parent/student conference with Administration
- Five (5) days of in-school suspension

Level 6—the accumulation of 30 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

Articles Prohibited

Tobacco products in any form; alcoholic beverages; any narcotics or other drugs; dice; playing cards; knives; guns; fireworks or explosives of any kind; water pistols; radios; voice recorders, without prior consent; inappropriate books or magazines; personal listening devices for music; and laser pointers are not permitted on school property. 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.

Electronic devices of any kind are prohibited during school hours. If a cellular phone rings or is being used by a student at any time during the school day, it will be confiscated by the teacher and must be picked up by a parent or guardian at the school office.

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.

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.

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 principal alone has the authority to expel a student for any reason deemed necessary, 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 or 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 re-admit the student to school.

Complaint or Problem Procedure

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."*

- All questions, problems, or complaints should first be brought 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 brought 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 bimonthly board meeting. The school board is the final level of appeal. *Forms are available in the office or on the website.