



# Louisville Adventist Academy

## Student Handbook

*“Train up a child in the way he should go,  
and when he is old, he will not depart from it.”*

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## Table of Contents

I.	PHILOSOPHY AND MISSION .....	3
II.	OBJECTIVES.....	3
III.	ADMISSION .....	4
IV.	FINANCIAL INFORMATION.....	5
V.	GENERAL INFORMATION AND REGULATIONS .....	6
VI.	ACADEMIC CONCERNS.....	11
VII.	SPORTS.....	12
VIII.	PERSONAL CONDUCT AND SAFETY CODE.....	12
IX.	SCHOOL SAFETY .....	15
X.	SCHOOL HEALTH .....	16
XI.	DRESS CODE.....	16
XII.	GRIEVANCE PROCESS .....	18
XIII.	DISPENSING MEDICINES .....	18
XIV.	DIRECTORY .....	20

### *Right to Modify*

*The Louisville Adventist Academy school board reserves the right to add to, modify, or delete portions of this handbook at any time it is considered to be necessary, and changes would become effective immediately. Students and parents will be notified of any such changes.*

## I. PHILOSOPHY AND MISSION

Louisville Adventist Academy is a Seventh-day Adventist Church school offering grades Pre-K-12 on campus with grades 11 and 12 certified through Griggs University. We are committed to preparing young people for service to humanity now and to have a home with God in the future. LAA seeks to accomplish this mission by assisting students to develop spiritually, mentally, socially, and physically through the guidance of qualified teachers, a Christ-centered curriculum, and Biblical values. Teaching students to love God and other people is most important (Matthew 22:37-39).

## II. OBJECTIVES

### Spiritual

To “love God with all your heart” is the greatest commandment. Through the Holy Spirit working in our teachers, the students will:

- Want to know Jesus as a personal Friend and Savior.
- Recognize that Jesus is the perfect Example to follow.
- Understand God’s plan of salvation through Bible study and personal application.
- Recognize that God’s plan results in happiness and satisfaction.
- Become acquainted with the Bible doctrines of the Seventh-day Adventist Church.
- Be prepared for church and community service.
- Learn and practice moral and ethical values as taught in the Bible.

### Social

To “love your neighbor as yourself” is similar to loving God. To do that, students will:

- Practice respect for everyone they come in contact with.
- Develop and practice habits of good manners and etiquette.
- Conduct themselves in a manner that does not offend other people, whether it be through personal appearance (clothing, hairstyle, cosmetics, accessories, etc.), language, or behavior.
- Develop appreciation and respect for all people, regardless of cultural backgrounds or physical appearances.
- Participate in community service activities.
- Gain knowledge and practice skills that will begin to prepare them for establishing their own Christ-centered homes.

### Intellectual

To meet the challenges of this life, students will:

- Recognize that God is the source of true knowledge and wisdom.
- Recognize that knowledge and wisdom are gifts from God and should be used to further understand Him.
- Build a broad base of information and skills covered in the curriculum.
- Recognize the value of and practice positive attitudes, attention to details, follow-through, curiosity, self-discipline, and responsibility.

### Vocational

Looking forward to independence, students will:

- Explore various occupations.
- Learn to appreciate the value of labor and the practice of good work ethics.
- Discover their own talents and interests as they relate to future careers.

### **Physical**

Knowing that our bodies are home to the Holy Spirit, students will:

- See the connection between a healthy body and development of the intellectual and spiritual powers.
- Develop habits and skills that will optimize a healthy lifestyle, including proper nutrition, exercise, and rest.
- Learn to appreciate the miracle and value of human life through study of the body and how it works.

## **III. ADMISSION**

### **Application for Admission**

Because all LAA tuition is subsidized by the Seventh-day Adventist Church, entrance preference may be given to its members should limitation of facilities or class space make it necessary.

The School Board must approve all student admissions, new and returning.

- **New students** To apply, the following actions are required for new students:
  - Complete Financial Plan and Responsibility Form.
  - Complete Medical History Form and immunization record.
  - Complete Release Form signed by the parent(s) for the former school to release the school records to LAA.
  - Students will be tested to ascertain appropriate academic placement.
- **Returning students.** Returning students must reapply by submitting early registration forms.

### **Eligibility**

Kentucky law requires students to be at least five years old by August 1 to enter Kindergarten and four years old by August 1 to enter Pre-Kindergarten. Students and their parents need to understand and agree willingly to observe the educational philosophies and policies of the school.

Students of any race or religion are welcome at LAA. The academy will admit students of any race or religion to all rights, privileges, programs and activities generally accorded or made available to students at the school. The school will make no discrimination on the basis of race or religion in the administration of educational policies; applications for admission, scholarship, or loan programs; and athletic or extracurricular programs.

### **Home-schooled Students**

Students coming from an accredited home school study course must provide grades/transcripts and test scores. Students who home-schooled with a non-accredited program will be given a standardized test and placed at the appropriate grade level.

### **Special Needs**

Due to limited resources, LAA is unable to admit students with special needs and does not offer special education classes. Individuals will be considered on a case-by-case basis. Pupils who have serious scholastic or behavioral problems may not benefit adequately from the academic program to justify admission.

## IV. FINANCIAL INFORMATION

### **Tuition**

Grade	Constituent <sup>1</sup>					Non-Constituent				
	Annual Tuition	Registration Fee <sup>2</sup>	Book Fee <sup>3</sup>	Lab Fee	Graduation Fee <sup>4</sup>	Annual Tuition	Registration Fee <sup>2</sup>	Book Fee <sup>3</sup>	Lab Fee	Graduation Fee <sup>4</sup>
Pre-K-8th	\$4,034	\$275	\$250	N/A	N/A	\$4,942	\$275	\$250	N/A	N/A
9-12	\$4,942	\$350	\$275	\$75	\$150	\$6,076	\$350	\$275	\$75	\$150

<sup>1</sup>To be eligible for the Constituent tuition rate, the student's family must be a member of Louisville First Seventh-day Adventist Church, Middletown Seventh-day Adventist Church, or Louisville Hispanic Seventh-day Adventist Church. Each of those churches directly supports the school with funds from their budget, so that is why they are given. All other families are subject to the Non-Constituent tuition rate.

<sup>2</sup>The Registration Fee is established each year by the School Board and is not refundable after August 1 unless approved by the School Board. The registration fee covers various consumable materials, accident insurance, testing services, library services, and technology access.

<sup>3</sup>The Book Fee is not refundable.

<sup>4</sup>The graduation Fee applies to 12th-grade graduates only and at enrollment of graduation year.

### **Registration**

We are currently accepting applications for the upcoming school year. Please contact the school office to request a registration packet or for more information on the registration process.

- **New students** must remit their Registration Fee, Book Fee, and Lab Fee along with prior school transcript(s) at the time of registration.
- **Returning students** must re-enroll by April 20 with completed registration papers and \$150 enrollment fee. This will be rebated in their first of 12 monthly tuition payments beginning in June. A \$25 non-refundable late fee will be assessed for each month the enrollment is not completed. Accounts from the previous year must be paid in full by the beginning of the next school year. Any exception to this rule must be presented in writing to the School Board before registration for approval. No exceptions will be made for accounts 90 days or more in arrears.

### **Payment of Accounts**

Tuition is established each year by the School Board and can be divided into either 10 or 12 monthly payments. Tuition payments, registration and book fees are combined and will be billed monthly and are due on the 20<sup>th</sup> of each month, beginning June 20 (or August 20 for 10 month billing) and ending May 20. Payments of student accounts can be made at the school office during regular school hours, mailed to the school's address, or paid online through AdventistSchoolPay. Cash, personal checks, money orders, credit cards, debit cards, and ACH (electronic checks) are accepted. Make all checks payable to Louisville Adventist Academy. A \$25 fee will be assessed for all returned checks.

**Note:** Transcripts of credits, report cards, and diplomas are issued only when a student's account is paid in full.

### **Discounts for Advance Payment**

A 5% discount is available for those paying the full year's tuition in advance. A 2% discount is available for those paying a full semester's tuition in advance.

### **Financial Aid**

LAA offers financial aid for families with a need through the Chris Juhl Scholarship Fund (formerly Helping Hand Scholarship Fund). We believe Christian education should be available to all, regardless of financial situation. Those who would like to request financial assistance will need to come to the office for application information.

### **Account Collection**

Bills will be sent out by the last of each month, showing the amount due and that is payable by the 27<sup>th</sup> of the following month.

An account not cleared by the next month's billing will be noted, and a statement will be included with the billing stating that failure to pay the account in full by the 27<sup>th</sup> of the following month will result in the account being brought before the School Board for review. If an account cannot be paid in full, an explanation and a plan should be brought before the School Board.

The School Board will receive a 30-60-90-day aged list of accounts receivable each month for its review and action. It will show the date and amount of the latest payments.

Delinquent accounts will be handled as follows:

- At 15 days overdue, a family who is delinquent in payment will receive a **letter** from the School Board.
- At 30 days overdue, the school treasurer will **call** the family to give them a reminder.
- At 45 days overdue the School Board will issue a **warning** to pay 75% of the delinquent account within 15 more days.
- At 60 days overdue, the student will be **suspended** until 75% is paid.

**Note:** If the family becomes delinquent again, all of the previous actions will be taken 15 days earlier: i.e. call at 15 days, warning at 30 days, suspension at 45 days.

Families that come upon financial hardship are asked to pay as close to their full amount due as possible and notify the school treasurer in writing when full payment may be expected.

### **Griggs University Payments**

Students in 11<sup>th</sup> and 12<sup>th</sup> grades take several of their courses through Griggs University, a distance learning institution. Since LAA is required to keep current on its payment to Griggs, a student taking Griggs courses will not be able to access these courses if the student's tuition bill is more than 30 days delinquent.

## **V. GENERAL INFORMATION AND REGULATIONS**

### **Absences**

Student absences will be either excused or unexcused as described below.

#### ***Excused Absences***

Excused absences should be documented by either a handwritten note, an e-mail from the parent's e-mail account, or a text from the parent's phone. Acceptable causes of excused absences include:

- Student's illness (Extended illnesses of more than three days should be documented by a physician.)
- Death in the immediate family (e.g. parents, siblings, grandparents)
- Legitimate emergencies
- Medical appointment that cannot be scheduled outside of school hours (note of verification from doctor required)
- Occasional travel issues (e.g. bad weather, traffic accidents)
- Special circumstances as determined by the principal

### ***Unexcused Absences***

Unexcused absences may include, but are not limited to:

- Family vacations
- Out-of-town guests
- Work
- Shopping
- Ordinary travel

### **After-school Program**

LAA provides a teacher-supervised after-school program for families with schedule conflicts. The program operates Monday-Thursday, 3:30-5:00 pm and Friday, 2:30-4:00 pm. Parents are required to register students in advance for this program. Charges for the after-school program are added to the monthly school bill and are subject to the same payment terms as tuition.

All students in grades Pre-K-8 who stay after school must stay in the After-school Program area until their parents arrive. High school students need to either leave the property by 3:30 pm Monday-Thursday and 2:30 pm on Friday or stay in the after-school program area with the teacher. Parents must pick up their students at 5:00 pm Monday-Thursday or 4:00 pm on Friday or be subject to late charges.

<b>Cost</b>	<b>Monday-Thursday</b>		<b>Friday</b>	
Regular fee	3:30-5:00 pm	\$4/hour	2:30-4:00 pm	\$4/hour
Late charge	At/after 5:00 pm	\$15 every 20 min.	At/after 4:00 pm	\$15 every 20 min.

### **Asbestos**

LAA has been inspected and does not have any asbestos-containing building materials.

### **Assemblies**

All students attend school-wide assemblies every Friday morning.

### **Attendance Points**

LAA's goal is to have students achieve their potential. This potential is best met while the student is in school. Students who are tardy or absent from class generally harm their grades. Each teacher sets an attendance policy that impacts the overall grade of the student. For every unexcused absence or tardy, the student will lose points in that particular class. In addition, students who are excessively tardy or absent from class may be required to attend a detention hall.

### ***Excessive absences***

- Elementary and middle school students who receive 4 unexcused absences or 12 unexcused tardies in a nine-week period will be considered excessive.
- High school students who receive 4 unexcused absences or 16 unexcused tardies in a nine-week period will be considered excessive. High school students are also considered tardy if they are not in class for individual classes during the school day.
- If a student misses class, it is the responsibility of the student or parent to contact each teacher to make up any missing work. A family whose student accumulates a large amount of excused or unexcused absences and tardies will also be asked to have a meeting with the principal.

## **Attitude**

As in all phases of life, a positive attitude will greatly enhance a student's ability to perform his/her best and achieve the highest goals.

Parents can help to shape the attitudes of their children by neither discussing sensitive school issues in their presence nor allowing their children to dwell on situations they are unhappy about. The best approach is to meet with the appropriate teacher as quickly as possible to come to a mutual understanding of the situation. Most instances of negativity occur because of insufficient or incorrect information.

Parents should also look for every opportunity to boost their child's self-esteem through positive feedback and encouragement, which is different from praise and flattery. A student's attitude toward completing assignments can be improved by setting a specific time and place for study. This will communicate that their schoolwork is important to you and that you expect their best efforts toward completing their homework. LAA asks each family to agree to set aside a specific study time every day for each student.

In light of the good news of the Gospel, there is no reason to stay in a state of negativity. The admission of students who are unable to maintain a positive attitude will be reconsidered.

## **Community Service**

In keeping with our goals, students will be expected to participate in various community service projects.

## **Computers**

Computers can and should be a wonderful educational tool for students. Unfortunately, not all students use computers properly. To help protect all students at LAA, students must read LAA's computer policy and must sign LAA's student and parent computer contract before a student may use any school computer. Laptops may only be used in accordance with the current school and classroom rules as prescribed by the teacher and the principal.

## **Distractions**

Students should be careful to help protect the learning environment and keep it free from distractions. This means that students ***should not bring anything to school other than required supplies*** without prior permission of the teacher and/or principal. Examples include toys, CDs, musical devices, jewelry, nail polish and other cosmetics, and sporting equipment. ***Any unauthorized items are at risk of being confiscated and not returned.*** LAA will not be responsible for damage or loss of any personal items.

***Phones.*** Students in grades PreK-10 must turn in cell phones to the classroom teacher by 8:00 am. The phone must remain with the teacher and will be returned to the student after dismissal at the end of the school day. (Students in grades 11-12 may keep their cell phones during the day in the student's locker or backpack.)

***Other Electronic Devices.*** Bringing any other electronic devices to school is a privilege. Tablets, hand-held video games, iPods, musical devices, and other electronic devices may only be brought to school by students who are in good standing in academics and behavior. The student must have a letter on file from his/her parents approving the item(s). Students in grades Pre-K-8 must turn in such devices to the classroom teacher by 8:00 am. Students in grades 9-12 must follow the classroom rule set by the teacher (e.g. put in a closet, place on top of desk during class).

***Disciplinary Action.*** Students who abuse this privilege by not following the rules or by using devices at inappropriate times during the day will be subject to the following disciplinary action:

The first offense will result in a warning. The second offense will result in a call to their parent to pick up the device. The third offense will result in the device being confiscated until the end of the semester, at which time it will be turned over to the parent.

### **Emergency School Closings and Delays**

Under severe weather conditions or other emergency situations, school closings and delays will be announced via the following communication sources:

- **Television:** watch WAVE3 or WDRB or visit their websites at WAVE3.com or WDRB.com
- **Text message:** subscribe to LAA texts by going to [www.remind101.com/join/laanews](http://www.remind101.com/join/laanews) or by sending a blank e-mail to [laanews@mail.remind101.com](mailto:laanews@mail.remind101.com) and following the instructions sent to you
- **Facebook:** visit the school's page at [www.facebook.com/LouisvilleAdventistAcademy](http://www.facebook.com/LouisvilleAdventistAcademy)
- **Website:** go to the school's site at [www.louisvilleadventistacademy.com](http://www.louisvilleadventistacademy.com)

**Note:** LAA **will not** follow JCPS for school closings and delays. LAA leadership will make our determinations independently and communicate them to our families as expeditiously as possible. Our decisions will not always coincide with those of JCPS and will take into consideration the safety and best interests of our families.

### **Griggs University**

All students in the Griggs University Home Study program must agree to follow the rules of LAA and attend school as prescribed by the school board and the principal.

### **Home & School Association**

The Home and School Association plays an important part in the child's education. This extracurricular organization will serve as a support group for parents and provide resources for polishing parenting skills. Regularly scheduled events will provide enjoyable opportunities for student-parent-teacher bonding and for students to practice social skills. Watch for announcements in newsletters and the church bulletin.

### **Lost and Found**

The school office will supervise a designated "Lost and Found" area that should be checked periodically (typically on the shelf over the coat rack at the end of the hallway outside of Grades 1-2). We strongly recommend that all personal possessions be labeled with the student's name to facilitate identification. Articles not claimed within thirty days may be donated to community services or otherwise disposed of.

### **Lunches**

LAA offers a hot lunch program five days a week that provides nutritious meals. Students may purchase a school lunch or may bring their own. Parents are responsible for providing nutritious sack lunches. Hot lunch accounts should be paid weekly (if not daily). Families must not owe over \$30 or their student will not be able to get hot lunch – parents will have to pay off the account or supply a sack lunch for their child.

### **Parent-teacher Relationships**

A team effort by both the parents and teachers is the strongest factor in student success. Frequent communication, mutual respect, and strong support between one another demonstrate to the student this important relationship. Parents are strongly encouraged to take an active part in their child's education. Teachers will happily offer suggestions and supply regular feedback regarding the student's progress. Parent-teacher conferences are scheduled at the end of the first and third quarters. Parents should make attendance at parent-teacher conferences a priority. If a special need arises, parents are welcome to make an appointment with the teacher and/or principal after school hours.

## **School Board**

The School Board regularly meets once a month, usually on the second Monday. To have a concern or idea placed on the agenda for the school board to consider, please present a written request to the school board chairperson or the principal, at least one week prior to the meeting. Please refer to the Grievance Process within this handbook if you have a complaint to be considered.

## **School Hours**

School hours:   Monday-Thursday, 8:00 am-3:00 pm  
                      Friday, 8:00 am-2:00 pm

Students should not be on school property before 7:30 am Monday-Friday. Parents may drop off their students at/after 7:30 am on school days. In addition, students should not be on school property, after 3:30 pm Monday-Thursday or after 2:30 pm on Fridays except for special appointments with the school faculty or participation in the After-school Program. (Refer to “After-school Program” section for more details.)

## **School Property**

Students should consider it their responsibility to clean up after themselves when needed, to help straighten their classroom at the end of the school day, wipe their feet when entering the school, and dispose of any litter found on the floor or grounds. Chewing gum tends to find its way onto floors, desk bottoms, etc. and therefore is not allowed in grades Pre-K-8 classroom. High school students can chew gum in the classroom as long as gum is not found on the floor or furniture.

## **School Supplies**

School readiness entails being prepared to begin school with the necessary supplies in hand, particularly pencils and paper. When students ask to borrow a pencil or a piece of paper, class and concentration are interrupted until the problem is solved. Frequent borrowing from other students is a bad habit that should be discouraged and it is not fair to the students that come prepared. To prevent this situation, parents should frequently check on the status of these school supplies. Train your son/daughter to keep you informed and also to conserve what they receive. If desired, parents may arrange to store a supply of paper and pencils for their son(s) or daughter(s) at school to be dispensed when needed.

## **Social Networking/Online Behavior**

Christian students are called to set a higher standard. Whether students are at school or home, they should set an example in how they speak and act towards others. Students who use vulgar or inappropriate language on the Internet or through text messaging, whether at school or home, will be treated as if the statements were made in front of the entire classroom. Demerits and discipline for these incidents will be applied as if the student were at school at the time of their actions.

## **Student Accident Insurance Summary**

The school insurance is accident insurance only and does NOT include insurance for illness. Coverage provided by the school is only secondary coverage as related to primary coverage provided by the parent.

## **Telephones**

The school phones are for school business only. Teachers and students should not be called during school hours except in an emergency. The school office will gladly convey any necessary messages. If cell phones are brought to school, they should be turned off during school hours and turned in, not on his/her person.

## **Visitors**

Parents are especially invited to visit the school during operating hours to become acquainted with the program, observe their children in the school environment, and/or offer a helping hand. Student's friends

or family members not enrolled at LAA may occasionally visit if prior arrangements are made one week in advance. All visitors must sign in and out, and receive clearance from the principal's office before entering a classroom.

### **Volunteers**

Quality education requires more than the teachers alone can provide and modeling volunteerism to your children is an education in itself. Please contact the principal or your child's teacher to see in what ways you can help. State law requires all employees and volunteers to undergo a criminal background check for the protection of the students. Some basic information will be requested by the principal's office and processed free of charge. All volunteers must be approved by the School Board before assisting at the school.

## **VI. ACADEMIC CONCERNS**

### **Achievement Tests**

Achievement tests are administered in the fall of the school year. It is the goal of LAA for each student to achieve above-grade-level norms.

### **Assignments**

Students are expected to complete their classroom and homework assignments on time. This teaches students responsibility and time management skills. Failure to complete assignments will result in lower grades and possible retention in the same grade. Work that is turned in late without an approved reason will not be accepted at all. Failed subjects will need to be repeated. Remedial procedures for students failing in more than two subjects on a continuing basis will need to be discussed between the student, the teacher, the parents, and the school board.

### **Citizenship**

Behavior strongly impacts the learning environment, whether it is good or bad. It is, therefore, important to monitor the behavior of each student. Student progress reports will be used to record the level of citizenship achievement, it thus becoming part of the permanent record.

### **Grade Reports**

Grade reports are issued on the second Monday following the close of the nine-week period. Parents should be concerned about conduct as well as academic achievement and discuss the results with their student. Effort and progress should be affirmed. Remedial steps should be discussed and formulated in the areas where the student is weak. Always encourage students to do their very best.

### **Grading System**

93+ = A / 90-92 = A-  
88, 89 = B+ / 83-87 = B / 80-82 = B-  
78, 79 = C+ / 73-77 = C / 70-72 = C  
68, 69 = D+ / 63-67 = D / 60-62 = D  
<60 = F

An "incomplete" (I) may be given under extenuating circumstances. If a student is unable to complete work due before the end of the term for legitimate reasons, the student should make a written request for an "I" grade. If permission is granted, the student will receive two weeks in which to complete the work. The teacher will be required to submit a regular grade at the end of the two weeks whether or not the student has completed all of the requirements.

## **Scholarship**

Christian education comes with considerable financial sacrifice to parents and the school respects that. A student showing consistent failure is not gaining any benefit from attending LAA and is wasting the family's money. With this in mind, any student that fails two or more core academic subjects during a 9-week period will be placed on academic probation. Continued failure at the following nine-week period may become a basis for dismissal.

## **VII. SPORTS**

LAA attempts to provide opportunities for students to grow mentally, spiritually, emotionally, and physically. To enhance the physical growth of LAA students, the school offers a limited athletic program. Sports may include, but are not limited to, basketball, volleyball, flag football, and track and field.

Students wishing to participate in any of the aforementioned sports must adhere to the following:

1. Receive a sport's physical before the season begins.
2. Pay a reasonable fee for gym rental, referees, and uniforms.
3. Maintain a GPA of 2.00 or better.
4. Not have more than one D and have no F's.
5. Demonstrate Christian-like sportsmanship on and off the field/court.
6. Be in good standing and not on probation at the school.
7. Not miss school due to illness the day of the sporting event.
8. High School students must be current in their Griggs classes/tests.

It is LAA's goal to have each student grow in all four areas through our athletic program. Parents are encouraged to be positive role models while students participate in the sporting event. Any student not behaving in a Christian manner may be asked to not attend future sporting events. LAA follows the Southern Union's Interscholastic Sport's Guidelines for all athletic teams.

## **VIII. PERSONAL CONDUCT AND SAFETY CODE**

Our Personal Conduct and Safety Code is built upon the following concepts:

- Christ's admonition to love and respect others as you would have them to love and respect you;
- The fruits of the Spirit being "love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control." Galatians 5:22, 23; and
- An Educational Bill of Rights.

### **Educational Bill of Rights**

Every person deserves certain rights. These rights apply to all persons—students and staff—and to the entire school day, including the time before and after school while present on school property. The purpose of our rules is to protect the following rights:

1. The right to learn and teach in a Christ-centered environment which demonstrates Biblical attitudes, values, and standards.
2. The right to a safe environment.
3. The right to develop one's own personality (so long as it does not interfere with the rights of others) without disrespectful criticism or pressure from individuals or cliques.
4. Freedom from physical abuse and mental abuse such as name-calling, intimidation, arguing, or harassment.

5. Freedom from being set apart or mocked because of race, sex, religion, physical strength, size, features, friendship groups, age, culture, handicap, financial status, clothing, classroom performance, or any other reason.
6. The right of privacy and freedom from being harassed in the classroom; the right to be treated respectfully.
7. The right to an education, which means that teachers are free to teach and students are free to learn without being interrupted by inconsiderate or unruly students.
8. The right to have personal and school property respected. Our school community is to be a safe place for people and property.

### **Personal Conduct**

As students learn the value of life by the Spirit, they will request the aid of the Holy Spirit to overcome sinful impulses of the human nature. Teachers and parents should interact with students as together they seek to identify these traits and cooperate with the Holy Spirit to conquer them.

Consequences are divided into four rule for personal conduct. Each rule is important, but some are more serious and result in more serious consequences.

#### ***Rule 1: Practice self-discipline.***

Classroom rules, established by the teacher, encourage a student to be ready to learn. If a classroom rule is broken, consequences will result according to classroom policies. Behavior will be documented and repetitive violation of classroom rules will result in a parent-teacher conference.

Rule 1 offenses may include but are not limited to:

- Disruptive classroom behavior

#### ***Rule 2: Show respect.***

Consequences will result because of repetitive violation of classroom rules, a lack of respect, or activity considered a more serious nature, but not an immediate threat to person or property. A written record will be kept of each offense. A parent-teacher conference will be held to determine the appropriate consequences, to be administered by the teacher and parents, and may include one or more of the following.

- Written reports
- After-school detention
- Restriction/loss of privileges

Rule 2 offenses may include but are not limited to:

- Repetitive violation of Rule 1
- Disrespectful behavior
- Horseplay
- Inappropriate language
- Irresponsible use of school or private property

#### ***Rule 3: Do no harm.***

Consequences will result because of failure to respond to rule two consequences or more serious infractions, which threaten another person physically or mentally, or property damage. The principal will have the authority to determine if the behavior warrants an immediate suspension. The problem will then be resolved in one of four ways:

- A parent-teacher-principal conference will be held to establish a contract.

- The disciplinary committee will meet with the parent and student to decide upon a one- to three-day suspension or probation.
- The disciplinary committee will impose a one-week suspension, after which the student must appear before the principal and the school board chairperson before readmission to class.
- The student will be referred to the school board with the administration's recommendation that the student be expelled.

Rule 3 offenses include but are not limited to:

- A third violation of rule 2.
- Sexual immorality in any form (behavior, language, possessions, innuendoes, gestures).
- Gambling
- Dishonesty (lying, cheating, stealing)
- Language unbecoming a Christian (includes speech that is crude, mean, and/or inappropriate use of God's name).
- Temper fits
- Fighting, wrestling, injuring, degrading, or demeaning another person (student or staff) in any form (verbal or non-verbal).
- Willful or malicious damage or defacement (vandalism, graffiti, etc.) of school or personal property including desks and textbooks.

#### ***Rule 4: Do nothing illegal.***

A ZERO-TOLERANCE policy requires a student to be brought before the school board for dismissal review.

Rule 4 offenses include but are not limited to:

- Sexual harassment or intimidation.
- Possession of illegal substances, devices, or weapons.
- Any violent or abusive actions against another student.

#### **Restitution of School and Personal Property**

In addition to disciplinary measures, students will be expected to repair or replace any school property (including textbooks and athletic equipment) or personal property that they may damage.

#### **Demerits and Detention Hall**

LAA's desire is to change poor behavior and work habits. LAA uses a detention hall to help teach students the concept that poor decisions and inappropriate actions in school result in consequences.

##### **Detention halls are inconvenient to parents and students.**

- Students may accumulate demerit points when they exhibit poor behavior or violate school or classroom rules.
- After a student receives four demerits, he/she MUST attend the next detention hall, scheduled at a time of the teacher's discretion.
- Students who do not turn work in on a regular basis or do not do work in class will be assigned to a detention hall.
- Students who receive four references to the principal's office in a two-week time period for not doing work or being inattentive in class must stay after school for detention or assigned duties.
- If extreme circumstances demand that the student cannot attend the very next detention hall, he/she would then be required to attend the following detention hall.

The following are examples of behavior that earn detention demerits:

### ***1 demerit***

- Continual violation of classroom rules
- Horseplay in the classroom, hallway or playground
- Violation of the school dress code
- Repeated tardies in between classes
- Behavior in the classroom that is so disruptive the student is sent out of the room
- Not being prepared for class
- Eating during class or having a soft drink or soft-drink-style cup in class.
- Chewing gum for grades Pre-K-8 (*Note:* students in grades 9-12 are allowed to chew gum IF no gum is found on the floor, desks, or under tables at the end of the school day.)
- Disrespectful behavior
- Roughhousing in the classroom, hallway, or playground
- Throwing items in the hallway or classroom

### ***2 demerits***

- Inappropriate language
- Inappropriate items brought to school

### ***3 demerits***

- Immorality (e.g. crude language, sexual innuendos, gestures)
- Gambling
- Wrestling or fighting
- Willful damage of school property
- Temper fits

The school board and staff of LAA understand that every item cannot be covered when composing a demerit policy. The school board leaves it to the discretion of the discipline committee, the principal, and the teachers to help determine the level of demerits not specifically covered by this program. Students will receive a demerit form and will need to have it returned to the teacher or principal signed by the parent the following morning. Another demerit point will be added for every day that the form is not returned signed.

After a student has received 2 demerits for the same behavioral problem, he/she will agree to sign a contract stating that he/she will no longer exhibit this behavior. Students who receive detention hall 3 or more times in a nine-week period are automatically suspended from school for 3 days. A student who returns to school after being suspended and receives another detention hall must go before the discipline committee.

Students who obtain demerits that do not add up to four, may have them reduced one at a time by exhibiting good behavior. For every two weeks that a student exhibits good behavior, one demerit will be removed.

## **IX. SCHOOL SAFETY**

### **Fire and Other Emergency Drills**

Emergency Drills will be conducted on a regular basis. These drills are designed to train the student how to act in the event of emergency and should be taken seriously.

### **Leaving School Grounds**

Parents need to provide the school with a list of approved persons for transporting their child/children away from school property. The principal's office should be notified of any changes in writing (or by telephone if the parents have given written approval of this method in advance.) Licensed students cannot transport other students without the written consent of all parents concerned.

### **Motor Vehicles**

Parking is allowed in designated areas only. The school cannot assume any responsibility for any damages incurred while on school property. Students without a driver's license are not to drive on school property, and no one is to sit in cars or on motorcycles during school hours. Students are not to give other students rides without written permission from parents. No students are to enter a student's car during the school day without permission from the teacher or principal. A violation of this policy could result in the loss of vehicle privileges.

### **Juniors and Seniors**

Juniors and seniors are allowed one day each week to drive off school property during the school day for lunch or to order from a delivery service. Students must return for their next class on time. Students in grades 9 and 10 are allowed to order lunch from a delivery service every other Monday of the school year. If there is no school on the Monday, students may order on Tuesday. Any violation of this policy will result in:

- A verbal warning,
- A written warning to parents,
- A week of no driving privileges on campus, and/or
- A two-day suspension.

## **X. SCHOOL HEALTH**

### **Lice**

Head lice have become an increasing problem in the Kentuckiana area; therefore, LAA has chosen to adopt a "no nit" policy. This means that students will be inspected regularly, and if any lice or nits are found, parents will be called to immediately pick up their child. Instructions for lice/nit removal will be given at that time. Students cannot return to school until they have been treated for lice and all nits removed.

## **XI. DRESS CODE**

### **General**

How we look impacts how we relate to other people and how we feel about ourselves. It makes a statement to the world about the God that we serve. In addition, research and experience agree that what a child wears to school has a direct influence on behavior and on the amount of learning taking place.

- All students should practice good hygiene and grooming with a daily shower or bath; clean hair appropriately styled with natural color, freshly brushed teeth, clean hands and trimmed nails. Use of deodorant, as needed, is strongly recommended.
- Students are not to wear noticeable make-up or unnatural colored finger or toe nail polish.
- Ball caps (if worn indoors) will be confiscated until the end of the school year or may be claimed by a parent with the understanding that it may not return to school.

### **Simplified Dress**

Children, especially adolescents, are frequently very concerned about what fashions and fads are most popular and are eager to impress their friends. This adds a financial burden to the family and a distraction in the classroom. Our goal is to focus first on Jesus Christ and second on academics; therefore, LAA requires a simplified dress code. Students should aim to be well-groomed and modest. Because of the potential for distraction or inappropriate picture or message, there should be no text or graphics on clothing other than LAA designed apparel or the simple, small logo of the manufacturer (e.g. Nike). No bracelets are allowed—including rubber bracelets.

### **P.E. Uniforms**

LAA P.E. uniforms (T-shirts and shorts with official LAA logo) must be worn at P.E. each scheduled day. Black sweats are allowed in the winter months.

### **Shirts, Blouses, Turtlenecks**

Black or red LAA uniform shirts must be worn on Monday through Thursday, with all students wearing red uniform shirts specifically on Wednesdays. Fridays are dress down days where students may wear jeans with Christian or LAA t-shirts, or shirts that meet the following criteria:

**Style:** Collared, knit polo shirts, turtlenecks, dress shirts, Oxford shirts (short sleeve or long sleeve)

### **Skirts, jumpers, and dresses**

Skirts, jumpers, and dresses should come to within two inches of the knee.

### **Slacks**

**Style:** Any style of dress, corduroy or Docker-style pants in a solid shade of light brown/khaki, black, or navy blue. Students should not wear slacks or shorts that are too tight fitting.

### **Shorts and Skorts**

**Style:** Any brand, classic cut – khaki, black or navy blue.

Students are permitted to wear shorts and skorts during warm weather. The length of shorts and skorts is to extend below the tips of the fingers when the arms are held to the sides of the body. Knee length is preferred.

### **Sweaters, Sweatshirts, etc.**

Pullover sweaters, cardigan sweaters, vests, hoodies, henleys, and plain sweatshirts should be appropriately sized in the shoulders, sleeves, and length.

### **Formal Attire**

Before attending a formal event, all girls must have their dresses approved by a committee of the female teachers.

### **Shoes and Socks**

Shoes should have a neat appearance and not attract attention. They should be kept clean and worn as intended. (e.g. if they have laces, keep them tied; Velcro should be kept fastened.) For safety's sake, shoes are to be flat- and closed-heeled, closed-toed, and suitable for play. High school students may wear open-toed shoes and heelless shoes. No students may wear wheelie shoes to school.

Other than high school students with open-toed shoes, socks or hosiery are to be worn at all times.

## **Grades Pre-K-2**

Students in grades Pre-K-2 shall follow the same dress code as other students. However, students in these grades may also wear denim pants, cloth or denim shorts, and t-shirts without any writing or advertising on them. Tank tops and sweat pants are not acceptable attire.

## **XII. GRIEVANCE PROCESS**

These guidelines are based on counsel given Christian believers in Matthew 18. It is the conviction of the school board that a strict adherence to these Biblical principles will advance general goodwill and safeguard relationships in our school, churches and community. Each step is progressive and should only be taken if the previous step did not solve the problem.

### **To Resolve a Complaint Concerning a Teacher:**

1. Meet with the teacher alone or as a family before discussing the problem with any other individual.
2. Take the unresolved complaint to the LAA principal requesting assistance in resolving the problem by meeting with the teacher. Assurance must be given that Step 1 has been taken.
3. Any unresolved complaint will then be referred to the LAA school board.
4. If necessary, the school board will refer the complaint to the Kentucky-Tennessee Conference superintendent of education for counsel and assistance.
5. The school board will make final decisions.

### **To Resolve a Complaint Concerning the Principal:**

1. Meet with the principal alone or as a family before discussing the problem with any other individual.
2. Take the unresolved complaint to the LAA school board chairman requesting assistance in resolving the problem by meeting with the principal. Assurance must be given that Step 1 has been taken.
3. Any unresolved complaint will then be referred to the LAA school board.
4. If necessary, the school board will refer the complaint to the Kentucky-Tennessee Conference superintendent of education for counsel and assistance.
5. The school board will make final decisions.

**Note:** All meetings with teachers and/or principal must be by appointment.

## **XIII. DISPENSING MEDICINES**

The administration of medication by the staff of the school system to students shall be permitted if it is not feasible for the parent, guardian, child's physician, or some other person authorized by the parent or guardian to administer the medication. In the event the administering of medication to a student during school hours is necessary, the school must provide control and supervision of the administration.

The principal or a staff member (having informed and secured approval by the principal) shall be responsible for giving medication to students and storing all medication in a reasonably secure location accessible only to authorized school personnel.

### **Prescription Medications**

Prescription medications may be accepted on an individual basis and administered only as prescribed on the physician's or dentist's written authorization. The original signed prescription or refill must be provided by the parent and include the student's name, date, medication dosage, strength, and directions for use which includes frequency, duration, and route of administration, prescribing physician, and pharmacy name and address.

### **Non-prescription Medications**

Non-prescription (over-the-counter) medications may be accepted on an individual basis as provided by the parent or legal guardian provided a completed authorization to give medication form is on file. The medication should be in the original container. All medication will be administered only in accordance with the written instructions from the child's physician. The parents or guardians shall authorize the staff member administering the medication to correspond directly with the child's physician in the event the staff member deems it appropriate or necessary. Prolonged use of non-prescription medication is not advisable.

### **Documentation of Administration**

The staff member administering the medication shall be responsible for maintaining a log for each student specifying the name of the student, the name of the medication, the date, time, and amount of each dosage and any reaction by the student to the medication.

### **Medication-related Emergencies**

An allergic reaction to medication can happen at any time, no matter how long the child has taken the medication. The most common symptoms are: rash, itching, swelling, breathing problems, nausea, diarrhea or bluish color of skin.

In the event that a student is experiencing an allergic reaction the school will:

1. Call the parent immediately.
2. If the situation seems life threatening, will call 911 emergency services.

Any child who is suspected of having an allergic reaction must not be left unattended.

## XIV. DIRECTORY

***School Board***

Chairperson	Traci Oms	Middletown	(502) 749-0483
Executive Secretary	David Matthews, Principal	Louisville First	(813) 596-6918
Treasurer	Arden Hagele	Middletown	(813) 310-3839
Pastor	Stewart Lozensky	Louisville First	(513) 532-3124
Pastor	Marius Serban	Middletown	(423) 779-4212
Pastor	Walkyr Montilla	Louisville Hispanic	(615) 681-5415
Home & School	Tabitha Sikes	Middletown	(812) 786-5373
Asst. Chairperson	Andy McConnell	Louisville First	(502) 957-1644
Member	Lois Schneithorst	Louisville First	(502) 552-4174
Asst. Treasurer	Regina Dickens	Louisville First	(502) 640-3458
Member	Danny Dubosque	Middletown	(407) 462-5112
Member	Luis Guarini	Louisville Hispanic	(786) 704-4969

***Faculty and Staff***

Principal/Grades 11 and 12/PE	David Matthews	(813) 596-6918
Grades Pre-K and K	Heidi Ruckle	(812) 981-7829
Grades 1-4	Kristianne Roberts	(502) 548-0911
Grades 5-6	Whitney Robison	(423) 544-1240
Grades 7-8/History	Brandon Robison	(423) 504-4479
Grades 9 and 10/Science	Brent Ruckle	(812) 981-7829
Spanish	Lillian Monteagudo	(502) 650-3366
Music	Traci Oms	(919) 523-6028
Algebra II/Geometry		
Administrative Assistant	Gail Blake	(502) 969-8534
Treasurer	Arden Hagele	(813) 310-3839