



# Family Handbook

*But as for you, o child of God, ... Pursue righteousness, godliness, faith, love, steadfastness, gentleness. Fight the good fight of the faith. Take hold of the eternal life to which you were called ...*

*1 Tim. 6:11-12a*

Dear Families,

We are so glad you chose to embark on your child's educational journey with us! We consider it a privilege that you have entrusted your children to us and we do not take that lightly. We want to make this year one in which we build community and give your child an opportunity to grow and thrive as they develop mentally, emotionally, socially, and spiritually.

We want to support you and your family. So if you have any questions or just need prayer, my door is always open. We look forward to getting to know you and your child(ren) and having a fantastic year as we seek to love God, love others, and make a difference in our community together!

Because kids matter to God,  
Clare Pretlove  
Head of School

## Life Christian Academy General Information

Founded: 2023

School Color: Dark Green

School Mascot: Lion

School Acronym: LCA

Address: 10300 Rio Wrangler Parkway Reno, NV 89521

Office Phone: 775-473-0914

Website: [lcareno.com](http://lcareno.com)

Office Hours: 8:30 am - 4 pm; LCA Office is located in Zephyr Room B at the top of the dark green stairs.

## STAFF DIRECTORY

Clare Pretlove, Head of School

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Liz Callahan, First Grade Teacher

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Kim Bird, Teacher Assistant, 1-3 grades

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Dan Pike, Basecamp Director

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## **WHAT WE BELIEVE AND TEACH**

We strongly believe that you have the primary responsibility to help your children follow Jesus and we want to support you and partner with you in this sacred calling. As a Christian school, we teach all our subjects through a Biblical perspective and seek to direct our discipline and culture to align with our beliefs. It is important that we are all aligned on what is taught as described in our Statement of Beliefs. If you have any questions or need support, please ask.

## **OUR BELIEFS**

### **ABOUT THE BIBLE:**

We believe the Bible is the inspired Word of God, without error in the original writings, and is the supreme source and standard of truth of Christian beliefs and living.

### **ABOUT GOD:**

We believe God is the Creator and Ruler of all creation. There is one God, who has eternally existed in three persons, Father, Son, and Holy Spirit. These three, the Godhead, are one in essence and nature.

### **ABOUT JESUS CHRIST:**

We believe that Jesus Christ, the Son of God, became man without relinquishing his position as God. He was conceived by the Holy Spirit and born to the Virgin Mary. We believe He lived a sinless human life and offered Himself as the perfect sacrifice for the sins of all people by dying on a cross. He rose from the dead after three days, ascended to the right hand of God, and will return again one day to reign in glory forever.

### **ABOUT THE HOLY SPIRIT:**

The Holy Spirit is co-equal with the Father and Jesus. He resides inside every Christian from the moment of salvation. The Holy Spirit is present in the world to make men aware of their need for Jesus Christ. He empowers us to follow Christ, helps us understand the Bible, and gifts us to serve God and others. As Christ-followers, we seek to continually yield ourselves to the influence and control of the Holy Spirit.

### **ABOUT PEOPLE:**

God loves people and made people in His image. Even though every person has tremendous potential for good, all of us are marred by attitudes and actions of disobedience toward God which we call "sin". This separates people from God and causes many problems in life. God loves and pursues mankind despite our disobedience. He offers forgiveness, healing, and abundant life to anyone who turns to Him.

### **ABOUT SALVATION:**

We believe salvation is God's free gift to us, made available through Christ's death in our place and resurrection from the dead. We cannot make up for our sin through self-improvement or works. Jesus Christ is the only means of salvation and no one is saved apart from a personal decision to turn from their sins and trust in Christ as their Savior.

### **ABOUT THE CHURCH:**

We believe a New Testament church is a body of believers, baptized by immersion, associated for worship, service, and the spread of the Gospel to the whole world. The Lord Jesus Christ instituted two ordinances to be observed by the church: Baptism and Communion.

### **ABOUT FAMILY:**

We believe that God ordained marriage as a lifelong union between one man and one woman, as first instituted by God in the order of creation. Marriage has been given by God as an unchangeable foundation for human life. Marriage exists so that through it, humanity can honor God through properly ordered and faithful intimacy. The husband and wife relationship serves as a symbolic picture of Christ's love for the Church.

## 2024-2025 Schedule and Information

First Day of School: **Aug 12, 2024** Last Day of School: May 30, 2025

- 9:10 AM Playground Opens for Drop-off (see Drop-off/Pick-up Instructions)
- 9:23 AM First Bell- Students line up
- 9:30 AM Tardy Bell: Instruction begins in classrooms, any child not in the classroom will need a late pass from the office. Families must enter through the secure front door of Kidslife and check their children in at the LCA office.
- 3:30 PM School Dismissed- Children are expected to be picked up no later than 3:40 pm at which time they will be taken to the office or enrolled in BaseCamp at the parent's expense.
- 1:05 PM Early Release for Fall Parent Conference Week October 21-24, 2024.**

### Policies and Procedures

#### **ARRIVAL**

- 1) Playground supervision begins at 9:10 AM. Please do not drop off your children before 9:10 am. **There are no adults on duty before this time.**
- 2) 9:23 AM-First bell rings to alert students to line up with their class.
- 3) 9:30 AM-Second bell rings - instruction begins. All outside doors are locked.
- 4) Tardy students (not in the classroom when the 9:30AM bell rings) are to report to the office as soon as they arrive at school to receive a late pass. If your child's class has already gone inside, please accompany your child to the LCA office for them to receive a late pass. Children cannot be on campus outside the classroom without adult supervision.

#### **AM DROP OFF AND PM PICK UP IN CARS**

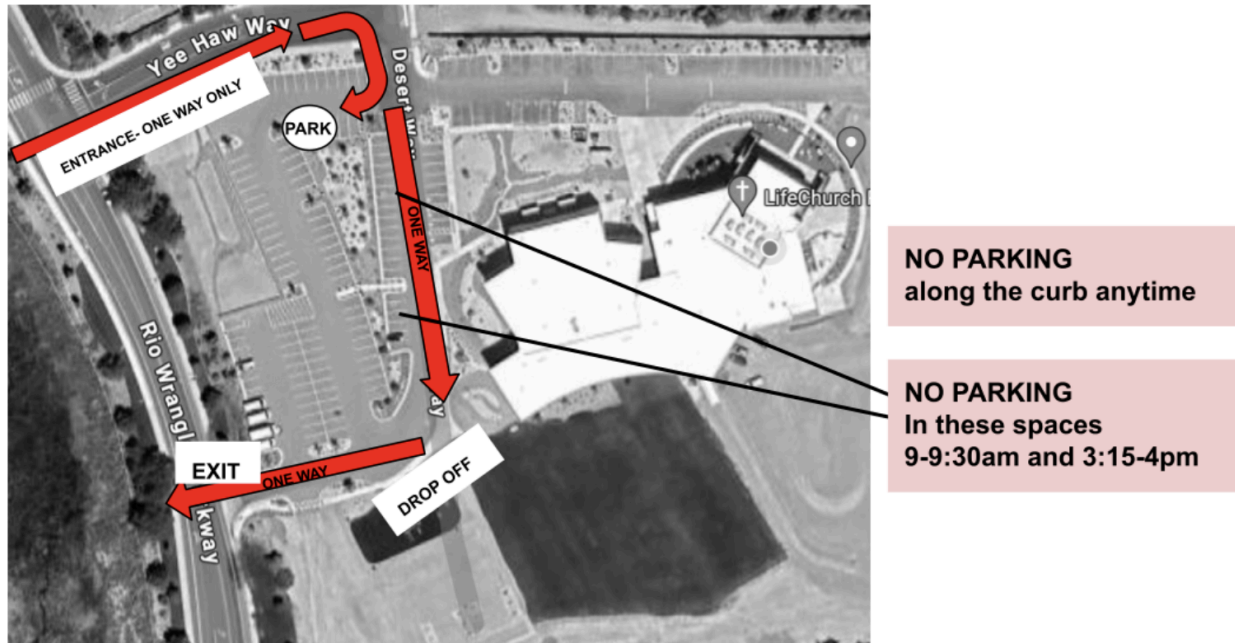
See map below for traffic flow.

Entrance is through Yeehaw Way and exit from the parking lot onto Rio Wrangler Parkway, **and all traffic is ONE WAY ONLY.**

Please note that there is **NO PARKING along the curb at any time.**

You may choose to park your car and cross to the patio and/or playground using the crosswalk.

## Parking and Drop-Off and Pick-Up Kidslife, Basecamp and LCA



- Kidslife and Basecamp Drop Off and Pick Up anytime by parking in the front lot and following these guidelines.
- LCA drop off and pick up will be 9:10-9:30am and 3:30-3:40pm. **The LCA loading zone is restricted 9-9:30am and 3:15-4pm, M-F.**

### MORNING DROP OFF

If you choose to drop off, please pull up as far as possible, have your child quickly, but safely, exit the car (on the left side if possible) and then keep moving through the driveway in a **single line along the left** of the driveway.

You may arrive at 9 am to allow for traffic, but supervision for your child begins at 9:10am.

### AFTERNOON PICK UP:

Pull up as far as possible, and tell the attendant who you are picking up. We will communicate to that child(ren)'s teacher(s) for the child to come to you. Children will be lined up by class on the patio.

Please have your child enter the car quickly and safely and exit to Rio Wrangler where a right turn only is permitted.

- 1) We expect all children to be **picked up and accounted for no later than 3:40pm**. After this time, they will be taken to the office with an adult or enrolled in BaseCamp at the parent's expense.
- 2) Please coordinate your pick-up plans with your child in the event of a change in daily routine to avoid calling the office to do this for you. Calling the office with a change of plans should be for emergency purposes only.

- 3) In the event of an emergency, that will result in you being late (after 3:40 PM) contact the school and we will keep your child in the main office safely.
- 4) Students are expected to go home or to a designated after school program after school. Students should not loiter unattended in the halls or outside areas for safety purposes.

### **ATTENDANCE:**

**Please call the school at 775-473-0914 by 9:30 AM for all absences.** Feel free to leave a message on the school answering system with complete details: Your name, student's name, grade, teacher's name, reason for absence, dates of absence prior to the office opening at 8:30 AM.

### **LEAVING SCHOOL EARLY**

Please make every effort to schedule appointments for your child before or after school. All missed instruction will require that students make-up work. When students miss instruction for even a short time period, it is challenging to make the work up.

- **If a child must leave during any part of the school day, please notify the office or teacher by email or Parent Portal message no later than the morning of the event advising:**
  - time the student will be leaving
  - the full name of the person who will be picking up your student.
  - approximate return time if applicable
- Authorized adults must check in at the office and wait for the student to be called down by a staff member. Once the student is physically in the office, the adult may sign the student out. ID must be presented to staff.
- An adult will need to sign the student back into school through the school office if s/he returns before the end of the day.
- *Please call the school office vs. emailing the teacher for an emergency such as a change in pick-up as teachers may not have the ability to check email throughout the school day.*

### **TUITION AND FEES**

Typically, tuition payments are due the first of every month. However, with everyone navigating a new payment system we are extending the deadline for August tuition to August 15. You can pay tuition directly through your Infinite Campus Parent Portal under the "Fees" tab. There you can pay directly using credit card (fees apply) or direct bank draft (no fee) or set up regular payments using either. This mode is preferred as it will credit your account more quickly and provides seamless accounting. If you prefer to use a check, please make that out to LCA and note your child(ren)'s name(s) on the check and bring it directly to Tami in the LCA office located in Zephyr B, the first room at the top of the dark green stairs in the Kidslife building. Our office is open M-F 8am-4pm. Alternatively, you can drop a check in the tuition box downstairs or mail to LCA 10300 Rio Wrangler Parkway, Reno, NV 89521. Any payments will be credited to your account at the time it was received.

Unless you have set up automatic payments, you will need to initiate payments monthly. We will send out a monthly reminder email to all parents prior to tuition being due.

**Late Fees**

Tuition is due by the first of each month. After the fifth of the month, a \$10 late fee will be assessed. Every five days after, an additional \$10 late fee will be assessed. For example, if you pay on the sixth, a \$10 fee will be added to your balance. If you don't pay until the 11th, an additional \$10 late fee will be applied for a total of \$20 in fees. If you have extenuating circumstances making it difficult to pay on time, please reach out to the office at [info@lcareno.com](mailto:info@lcareno.com) to make arrangements.

As previously stated, if you are paying with a credit card, a processing fee is applied by the services we use. We waived the fee through August 15, but going forward a 3.5% fee will be applied to all credit card transactions.

**LUNCHES and SNACKS**

Students will need to bring a lunch and snack to school daily, with the exception of Fridays if they choose to participate in pizza lunches. Please pack healthy lunches and snacks. No sugary snacks or candy please. Please pack a snack that is easy for children to open themselves (fruit, granola bar, yogurt, etc.). See classroom schedules for when snack time is for your child's class. Students will typically eat lunch in the lunchroom and snacks in the classroom. Sharing of food is not permitted due to allergies students may have. We ask that students also bring a water bottle daily to stay hydrated.

Birthday treats are allowed in small portions, please. We for special events. Here are some guidelines for your participation.

**ALL** visitors must check in at the main office before visiting any classrooms.

**VOLUNTEERS**

All volunteers must complete a volunteer form, review LifeChurch's Child Safety and Sexual Abuse and Maltreatment Prevention Policy (CSSAMPP), and pass a background check to serve in the classroom, chaperone field trips or assist with students in any way.

Volunteers should never bring a younger sibling in the classroom during their volunteer time or on a field trip without administrative permission ahead of time.

**COMMUNICATION WITH TEACHERS AND STAFF**

All teachers and staff at LCA keep an open door policy and welcome any questions, concerns, or affirmations at any time. The primary means of communication is email or you may set up an in-person meeting as needed. You may also send your child's teacher an email through your Infinite Campus Parent Portal. The staff will communicate information to you via email as well and we will send out a monthly newsletter to keep you informed of all important happenings at the school.

Teachers will regularly communicate with parents what is being taught in the classroom. This may be an email, newsletter, or weekly update.

**Friday Folders:**

In order to provide good communication between home and school, your student will bring home a green LCA folder every Friday. It will have important information regarding school activities, fundraisers, flyers, graded papers and school forms that may need your signature. Please make sure



you ask to see their folders. Some teachers do opt for additional communication methods and will share those in your Back to School Night presentation.

### **PARENT CONFERENCES**

- 1) Parent/Teacher Conferences will be held each fall. This year it will be held on October 21-24, 2024.
- 2) Students will be dismissed early each day (1:05 PM) that week providing teachers time to meet with each parent/guardian. Basecamp, LifeChurch's before and after school program, will be open these afternoons for care if needed. Fees for Basecamp will apply.
- 3) Please make every effort to attend your child's conference. Having an open line of communication between home and school is so important to your child's success.
- 4) Parent/guardians(s) are also encouraged to conference with teachers at any time during the year.

### **REPORT CARDS**

Report cards are issued on a quarterly basis. They are designed to give you a written report on the educational progress of your child and can be accessed in paper form from your child's teacher and in digital form on your Parent Portal.

Our students are graded on their mastery of the objectives/standards required for their grade. Therefore our grading scale is not letter or number based, but mastery-based. The rubric is A- approaching standard; M- meets standard; E- exceeds standard; N- not instructed/measured. We seek to support students towards mastery and challenge students who are exceeding standards.

### **CELL PHONES AND WATCHES**

**Student cell phones and phone/app watches may not be used during school hours. Cell phones and watches should be in the off position and be stored in the student's school bag during school hours.** Any cell phone or watch that is seen or heard by a staff member or that causes a disruption during school hours will be taken and handed in to the Head of School. The student's cell phone/watch will be returned to the student's parent/guardian. Continued offenses may result in student discipline and/or loss of privileges. The school is not responsible for any lost, stolen or damaged phones/watches.

### **PERSONAL BELONGINGS / TOYS**

- 1) LCA is not responsible for any loss, theft, or damage to any items when in the student's possession or stored/left on campus.
- 2) The following personal items/toys **should not be brought to school** (including on the playground) as they could be lost, broken or ownership becomes confusing, which can result in a distraction from the educational environment:
  - a) Technology Devices
  - b) Personal video game players
  - c) Toys
  - d) Trading cards such as character trading cards (Pokémon, baseball, etc.)
  - e) Stuffed or Bean Bag animals
  - f) Character dolls or action figures
- 3) If a teacher needs students to bring an item on the above list for academic purposes, he/she will send home a written request with the specific date and purpose for when your child may

bring that item in for classroom use only. The requested item should not be seen or used on the playground before or after school.

- 4) Unwelcome items will be turned over to administration and parents will be asked to pick up the items.
- 5) All students are responsible for LCA books, equipment or other items entrusted to them by the school.

### **LOST AND FOUND**

1. A lost and found is located in the office. Parents, please check the lost and found periodically.
2. **Children will have identical uniform sweatshirts, jackets, etc so please clearly mark your children's name with a permanent marker** on all sweaters, coats, backpacks, lunchboxes, water bottles, and personal belongings for easy identification and so that staff can return lost items to your child directly.
3. We will donate all lost & found items to a local charity at the end of each quarter.

### **ILLNESS OR INJURY**

#### **Illness**

- As a guide, students should not be kept in school if they display any of the following symptoms:
  - Temperature over 100.4 degrees
  - Vomiting
  - Pink eye or other discharging condition
  - Unusual skin rash or hives
- No medication, including aspirin, will be given by the school office unless we have the proper Medications Administration Form completed and in the office. All medications must be in the original container and clearly indicate the contents and the child's name for whom it is prescribed if applicable. If your child needs to have medication at school please come to the school office to pick up the paperwork. When the paperwork is complete you may bring the medication to the school office to be processed and locked in a cabinet. The office will work with the teacher on when the medication will be administered. Please do not send any medication including but not limited to: cough drops, inhalers, eye drops etc. This is for the protection of your student and others.

#### **Injury**

Parents will be promptly notified of any serious injury or illness that occurs on the school grounds. It is important that the school knows who to call. Be sure to keep up-to-date information for your child's emergency card, which is on file in the school office. Parents are asked to pick up their child for their own observation or examination by their family physician. In the case of a critical injury, the school will call 911 first and notify the parents immediately.

### **INFINITE CAMPUS**

Infinite Campus is our student information system. You will set up a parent portal through which you can communicate with staff, check your child's grades and assignments, attendance, pay tuition and fees and more. Please set up your portal as soon as you receive your invitation so you can be in the know!

### **BEHAVIOR/DISCIPLINE POLICY**

The word "discipline" is derived from the word "disciple," which means to teach. Therefore, the purpose of discipline is to teach the child an acceptable way to handle him or herself in various situations, with the goal being the ability of the child to self-discipline. We believe that even a very

young child can be led by a creative teacher to understand the cause and effect of his/her actions, and we will assist each child in learning appropriate behavior by use of positive direction/redirection. We will always guide, protect, and love each child in our care. Each classroom will also implement a reward system to encourage and offer praise to a child when they are exhibiting positive behaviors. We believe that this leads to repetition of those good behaviors and helps to minimize unwanted behaviors. Each teacher has the freedom to implement this in the way they choose.

In addition, we have a Positive Behavior Interventions and Supports (PBIS) program that specifies the expected behaviors across different areas of the campus and promotes good behavior with consistent expectations and rewards. We have included the PBIS document in this handbook. Students can earn paw tickets and use them to “purchase” prizes.

### **Behavior Intervention Policy**

At Life Christian Academy we take the healthy growth and development of each child very seriously. Our Behavior Intervention policy is designed to be implemented when a child’s behavior compromises anyone’s health and safety or when the child is unable to successfully participate in group education. When considering the need for intervention, we evaluate the child’s behaviors across three spheres:

1. The Child - Is the child putting him/herself at risk or physically harming him/herself? Is the child able to participate in his/her education successfully?
2. The Other Children - Is the child physically or emotionally harming other children? Are they keeping others from learning?
3. The Teacher - Is the child physically harming the teacher or impairing the teacher’s ability to conduct the classroom successfully?

#### **Action Plan:**

Any necessary behavior intervention will always be done primarily by the child’s teacher. Any concerning behavior will be reported to the child’s parent(s) via email from the teacher. If a problem behavior continues without resolution, the following disciplinary action will be taken.

When one sphere is compromised - Take action steps 1 and/or 2. Other action steps may be implemented if the Head of School deems necessary.

When two spheres are compromised - Action steps 1 through 3 are immediately implemented, as well as action step 4 if the Head of School deems necessary.

When all three spheres are compromised - All Action steps are immediately implemented.

#### **Action Step 1: Documentation**

- When a teacher reports issues, they will be instructed to document (date, time, place, children involved) each incident in the behavior log. At this time, the teacher will informally notify the parent that he/she is seeing some behavior or developmental issues and ask if the family has noticed any changes or if there is something the school needs to be aware of. If the teacher sees recurring patterns or issues, they are to meet with the Head of School to begin Action Step 2.

#### **Action Step 2: Observation**

- The Head of School will review documentation and conduct a classroom observation.
- The teacher will continue the behavior log, and the director will review it weekly.
- The Head of School will give suggestions for behavior modification, additional training and resource materials, and teacher/classroom support.

- The Head of School will inform parents of the issue(s) with an informal meeting.
- Documentation will be discontinued when the child shows significant improvement.
- If significant improvement is not seen, Action Step 3 will be implemented.

### **Action Step 3: Parent Conference**

- The Head of School will outline behaviors witnessed and steps that have been taken with parents in a formal conference setting. Both/all parents/guardians must be in attendance. The teacher may or may not be invited to participate. The team will work together collaboratively to investigate any possible causes of negative behaviors and ways to support the child as a team in behavior modification.
- In partnership with the parents, the Head of School will lead in making an action plan to address the behaviors.
- Referral information will be provided to the parents if the Head of School believes supportive intervention services are needed.
- Parents and LCA staff will be expected to follow the plan. If the plan is not being supported by the family, the child may be considered for suspension.

### **Action Step 4: Safety Strategies**

- If the child is not making significant improvement or is compromising the health and safety of themselves or others, immediate preventative strategies may be required. This may include a probationary time (temporary pause) in enrollment or disenrollment.
- Depending on the severity of the child's behavior and risk to others involved, as deemed by the Head of School, the parent will be asked to take the child home for the day.
- If a temporary pause in enrollment (suspension) is implemented, tuition fees will not be refunded.
- If disenrollment is implemented by Life Christian Academy, tuition fees will be prorated for reimbursement, and a check will be issued. Annual enrollment fees will not be refunded.
- If disenrollment is implemented by the family, tuition and annual enrollment fees will not be refunded.

## **GENERAL RULES**

### **CLASSROOM RULES**

Each teacher will have a set of classroom rules on a matrix similar to what is implemented school-wide and consequences unique to his/her learning environment to ensure the safety and education of the children. These rules will be communicated to the parents/guardians and students.

**DRESS CODE**

Students will wear uniforms in one of the following forms: LCA polo with khaki shorts, pants, or skirt or LCA polo dress. Spirit items such as jackets and sweatshirts can be worn in addition to this uniform but not in lieu of it. **Please put your child's name on any loose items like sweatshirts and hats as they will all be identical!** Uniform and spirit items can be purchased from our online store.

We ask that students wear shoes that they can easily play outside in safely. No flip flops, please.

**FIELD TRIPS**

We believe experiences outside the classroom serve to enrich your child(ren)'s educational experience. All communication regarding field trips will come from your child's teacher. We ask all students to wear their *green* polo on field trip days to represent the school and keep everyone together easily.

**SCHOOL CALENDAR**

Our school calendar can be found at [www.lcareno.com](http://www.lcareno.com), or you can request a copy from the administration.

**TRANSPORTATION POLICY**

While LCA does not provide bus transportation to and from school, we take buses on field trips or for other special events. While riding buses:

**Students are to:**

1. Remain in seats at all times.
2. Follow the directions of the bus driver.
3. Use quiet voices.
4. Keep hands and feet to themselves and out of aisles.
5. Treat each other with respect while boarding or exiting the buses and during the ride to and from the destination.

**IF YOU HAVE A CONCERN**

At LCA we want to function as a healthy family and be generous with providing grace and forgiveness towards one another. If a conflict arises, we believe in handling it directly and privately between the people involved. If you have a complaint or concern regarding any teacher or staff's decision or behavior, please approach them first to address it. If it cannot be resolved in this manner, please contact the Head of School and we will attempt to resolve it together. Many times there is simply a misunderstanding that clear communication can resolve. If you have a question or concern for the administration, please contact the Head of School directly.

## **SAFETY POLICIES AND PROCEDURES**

### **DELAYED START or SCHOOL CANCELLATION PROCEDURES**

In the event of severe weather, LCA will comply with the greater Washoe County School District's delayed start or school cancellations. In addition, we will contact all parents as soon as the determination is made. Parents will be notified via text or email, whatever you have indicated in your Infinite Campus registration.

- Students should not arrive until 15 minutes before the delayed start as there will be no classroom supervision until that time and the playgrounds will be closed.

### **EMERGENCY EVACUATION/SHELTER IN PLACE PROCEDURES**

All emergency procedures are conducted according to LCA's Emergency Operations Plan and Emergency Protocol. All staff are trained on all emergency procedures and the school practices regular drills.

We will practice drills on a regular basis. The administration will work to choose a day that has mild temperatures if at all possible for evacuation drills. Throughout this school year we plan on practicing all three steps of our evacuation plan as well as stay put procedures. The best thing we can have in an emergency is a plan and the knowledge that comes from practicing it before we need to use it in a true emergency.

### **EMERGENCY INFORMATION**

- For the safety of your child due to illness or accident, **it is imperative that the school have your current telephone numbers** for work and home. PLEASE CONTACT THE SCHOOL IMMEDIATELY SHOULD A CHANGE OCCUR in your phone #s.
- Please make sure you have the information for authorized pick up persons up to date. Please inform those authorized to pick up your child, ID will be required to remove your child during school hours.
- Parents will be notified via text or email, whatever you have indicated in your Infinite Campus registration.

### **Evacuation Plan**

Evacuation for any reason including, but not limited to, fire or exposure to hazardous material will be executed according to LCA's Emergency Operations Plan and Emergency Protocol.

**IMPORTANT:** During an evacuation at any level, **no child may be signed out or taken from a teacher throughout the entire emergency procedure.** Once the LCA administration has put into play the plan for an evacuation, whether it is to the Emergency Assembly Point (EAP) on the LifeChurch lawn or to our alternative EAP at Damonte Ranch High School, **parents/ guardians will need to go directly to the meeting spot** in order to sign out their child. That may be our school office once the evacuation is over, or to an off site spot where we have transported our school community.

**We ask for your cooperation and support during these difficult times to please follow all school procedures and administration/staff's directions.** These steps are part of our school safety plan approved by the state and executed in conjunction with local law enforcement and emergency agencies.

**The Lions' R.O.A.R.!!!**  
**ICA Student Behavior Expectations**  
 [Positive Behavior Intervention and Support (PBIS) Matrix]

	LUNCHROOM	HALLWAY	PLAYGROUND	RESTROOM	CLASSROOMS
<b>R</b> ESPECTFUL	<ul style="list-style-type: none"> <li>• Use a kind, polite voice.</li> <li>• Be a good listener and follow adult directions.</li> <li>• Touch &amp; eat only your food.</li> <li>• Stay seated.</li> </ul>	<ul style="list-style-type: none"> <li>• Walk in a quiet, single file line.</li> <li>• Yield to oncoming classes.</li> <li>• Walk on the right-hand side.</li> <li>• Hold all playground equipment until outside.</li> </ul>	<ul style="list-style-type: none"> <li>• Agree on rules of <u>game</u> before playing.</li> <li>• Use appropriate language.</li> <li>• Share equipment.</li> <li>• Be a "good sport".</li> </ul>	<ul style="list-style-type: none"> <li>• Allow for the privacy of others.</li> <li>• Use quiet voices.</li> </ul>	<ul style="list-style-type: none"> <li>• Listen to the <u>adult</u>.</li> <li>• Follow directions.</li> <li>• Speak quietly..</li> <li>• <u>Raise hand</u> quietly to speak.</li> <li>• Use classroom supplies appropriately.</li> </ul>
<b>O</b> THERS FIRST	<ul style="list-style-type: none"> <li>• Make everyone feel welcome.</li> <li>• Help others.</li> </ul>	<ul style="list-style-type: none"> <li>• Be quiet around all classrooms.</li> </ul>	<ul style="list-style-type: none"> <li>• <u>Include</u> everyone.</li> <li>• Take turns.</li> <li>• Keep each other safe.</li> </ul>	<ul style="list-style-type: none"> <li>• Wait your turn.</li> </ul>	<ul style="list-style-type: none"> <li>• Work together as a team.</li> <li>• Share supplies.</li> <li>• Use kind words.</li> <li>• Value the input of others.</li> <li>• Be helpful.</li> </ul>
<b>A</b> LWAYS SAFE	<ul style="list-style-type: none"> <li>• Keep hands, feet, and objects to yourself.</li> <li>• Always walk.</li> <li>• Do not share food.</li> </ul>	<ul style="list-style-type: none"> <li>• Always walk.</li> <li>• Face forward as you walk.</li> </ul>	<ul style="list-style-type: none"> <li>• Keep hands and feet to yourself.</li> <li>• Play on equipment the correct way.</li> <li>• WALK to line up when the whistle blows.</li> <li>• Tell an adult if you find trash.</li> </ul>	<ul style="list-style-type: none"> <li>• Wash your hands.</li> <li>• Inform staff/teacher if there's a mess (or toilet clog) in the restroom.</li> <li>• Open and close stall doors carefully.</li> </ul>	<ul style="list-style-type: none"> <li>• Stay seated properly.</li> <li>• Use classroom supplies appropriately.</li> <li>• Keep hands and feet to yourself.</li> <li>• Walk.</li> </ul>
<b>R</b> ESPONSIBLE	<ul style="list-style-type: none"> <li>• Clean up your lunch and floor area.</li> <li>• Raise your hand when you are done or if you need anything.</li> <li>• Keep your lunch items in front of you.</li> <li>• Focus on eating your lunch.</li> </ul>	<ul style="list-style-type: none"> <li>• Stay together in line... no holes or gaps.</li> <li>• Keep hands, feet, and objects to yourself.</li> </ul>	<ul style="list-style-type: none"> <li>• Put equipment away &amp; keep fields clean.</li> <li>• Home toys stay at home.</li> <li>• Put equipment away in the correct place.</li> <li>• Line up QUIETLY when the whistle blows.</li> <li>• Tell the duty teacher if there is a problem.</li> </ul>	<ul style="list-style-type: none"> <li>• Flush.</li> <li>• Only toilet tissue in the toilet.</li> <li>• Use <u>appropriate</u> amount of soap, toilet tissue and paper towels.</li> <li>• Place all trash in the trash can.</li> <li>• Leave the bathroom clean.</li> </ul>	<ul style="list-style-type: none"> <li>• Be ready to learn.</li> <li>• Bring needed supplies.</li> <li>• <u>Keep classroom</u> clean and organized.</li> <li>• Use classroom supplies appropriately.</li> <li>• Follow classroom routines.</li> </ul>

**Life Christian Academy  
Family Handbook  
Acknowledgment & Agreement  
And Photo/Media Release**

*\*Please carefully read and review this handbook that has been prepared for your information and understanding of our policies and philosophies. Upon completion of your review, please sign and return this page to our administration before your child's first day at LCA.*

I have received a copy of the Life Christian Academy Handbook. I understand that it provides general guidelines and summary information about LCA policies and procedures. However, it is not intended to cover every situation which may arise during my child or children's enrollment at Life Christian Academy. I also understand it is my responsibility to read, understand, become more familiar with, and comply with the guidelines established by Life Christian Academy. I further understand that Life Christian Academy reserves the right to modify, supplement, or revise any provision or policy, with or without notice, as it deems necessary or appropriate. Please sign below:

I, \_\_\_\_\_, parent of

\_\_\_\_\_, have read the Life Christian Academy Family Handbook and understand all of the policies and procedures detailed in it. If I did not understand part of the Life Christian Academy, I have asked the Head of School and clarified the matter. I now stand in full knowledge of the policies and procedures outlined in the Life Christian Academy Family Handbook.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**LCA Photo/Media Release**

Please initial to agree/not agree and sign and date below to the following:

\_\_\_\_\_ I hereby grant Life Christian Academy permission to use my likeness or the designated child's likeness in photographs/videos in any and all of its publications and in any and all other media surrounding this school year.

\_\_\_\_\_ I do not grant Life Christian Academy permission to use my likeness or the designated child's likeness in photographs/videos in any and all of its publications and in any and all other media surrounding this school year.

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_