



**LIFE**  
**CHRISTIAN ACADEMY**

# Family Handbook

“Love the Lord your God with all your heart and with all your soul and with all your mind and with all your strength... and Love your neighbor as yourself. There is no commandment greater than these.”

Mark 12:30-31

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 together we raise the next generation of world changers for Christ!

Because kids matter to God,  
Clare Pretlove  
Head of School

## Life Christian Academy General Information

**Founded:** 2023

**School Color:** Dark Green, Gray, Navy

**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;

**School Hours:** 9:30am-3:30pm

**Office:** Located at the front entrance to the school building.

Life Christian Academy is operated as an exempt school under the provision of NRS 394.211 and as such is exempt from the provisions of the Private Elementary and Secondary Education Authorization Act.

## STAFF DIRECTORY

Clare Pretlove, Head of School

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Tara Bailey, Fourth Grade Teacher

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James Mangum

Instructional Support Teacher

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### **Basecamp Before/After School Program**

Kat Barry, Basecamp Director

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Kyleigh Kyler, Assistant Director

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## 2025-2026 Schedule and Information

First Day of School: August 18, 2025 Last Day of School: June 5, 2026

- 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 the school and check their children in at the LCA office.
- 
- 3:30 PM School Dismissed-Monday, Tuesday, Thursday and Friday  
Children are expected to be picked up no later than 3:40 PM.
- 2:45 PM **Wednesday Early Release.** Children are expected to be picked up no later than 2:55 PM.
- Students not picked up at specified times will be taken to the office or enrolled in BaseCamp at the parent's expense.**
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- 1:05 PM **Early Release for Fall Parent Conference Week October 27-30, 2025.**

### 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.

#### PICK UP

- 1) We expect all children to be **picked up and accounted for no later than 3:40pm M, T, TH, F, and 2:55pm on Wednesdays.** 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 M, T, TH, F or 2:55pm W) 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.

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

See map below for traffic flow.

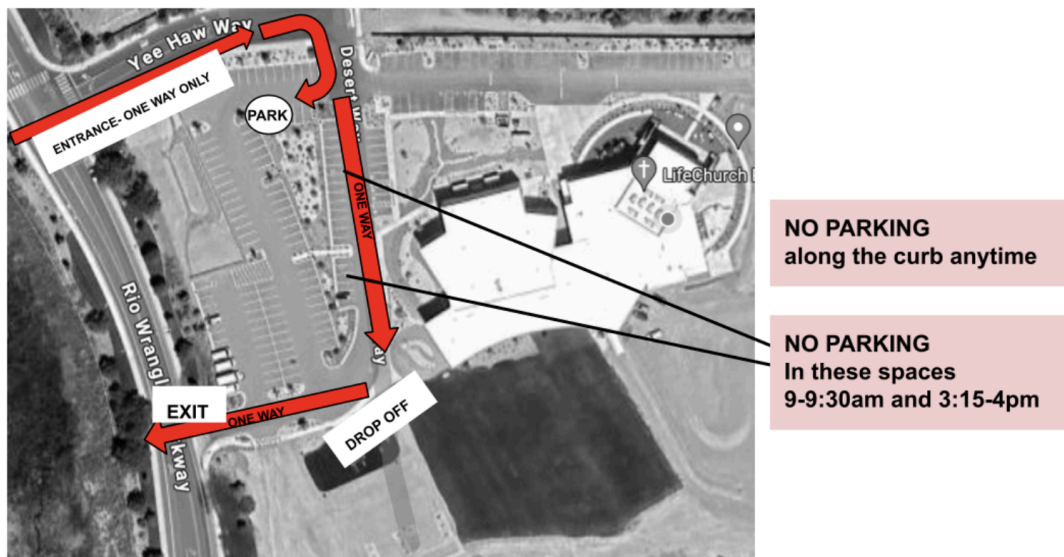
### **Beginning August 18- the Opening of the New School Building**

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.

### **Beginning After the Opening of the New School Building**

**A map with a copy of instructions will be provided upon completion of the building.**

Entrance and exit are through McCauley Ranch Road (by Damonte Ranch High School). Pull through the drop off lanes as indicated and exit from the parking lot onto McCauley Ranch Road **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 playground using the crosswalk.

## **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.

For extended absences of one week or more, please notify the office and your child's teacher **at least two weeks prior to the absence in order to allow for the teacher to supply work while the student is gone.** In this case the student would bring home the necessary work and it would be due in the same number of days as the days they were gone.

## **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 by phone or email 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.*

## **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!

## **TUITION AND FEES**

Typically, tuition payments are due the first of every month. You can pay tuition directly through your Infinite Campus Parent Portal under the "Fees" tab. There you can pay directly using credit card (3.5% fee applies) 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. Our office is open M-F 8:30am-4pm.

Alternatively, you can mail a check to LCA at 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) or 775-473-0914 to make arrangements.

### **LUNCHES and SNACKS**

Students will need to bring a lunch and snack to school daily. 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. Check with your child's teacher as to allergies for which to be aware for their class. We ask that students also bring a water bottle daily to stay hydrated.

Birthday treats are allowed in small portions, please. Please make arrangements with your child's teacher.

If you wish to send birthday or party invitations through the school's go-home folders, invitations must be addressed to all students in the class to ensure fairness and inclusivity. The school will not provide class lists with email addresses or other personal contact information. Families who wish to invite only selected students should distribute invitations outside of school.

### **VISITORS AND VOLUNTEERS**

We welcome your participation in the classroom and 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 Policy, and pass a background check to serve in the classroom, chaperone field trips, or assist with students in any way. **In addition, this year all volunteers will be required to**

**attend a Volunteer Orientation prior to volunteering at LCA.** Orientation dates will be announced when school begins.

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. 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.

### **Student Folders:**

In order to provide good communication between home and school, your student will bring home a green LCA folder daily. 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 daily. Students will also have a daily behavior log in the folder parents will be asked to sign. 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 27-30, 2025.
- 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 of essential content for their grade 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
  - g) ANY form of weapon
- 3) If a teacher needs students to bring an item on the above list for academic purposes, or a special class reward, 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 may be 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.

In the case of any head injury, parents will be notified and students will be held for observation for 30 minutes.

### **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.

We believe that one must communicate clearly to students what is expected of them as a caring and responsible member of our LCA family. We follow this part of our school's vision verse, "Love one another as yourselves." We also have implemented 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 R.O.A.R. bucks by displaying our values and use them to "purchase" prizes.

Each student will have a R.O.A.R. Chart that serves as a communication tool that will go home daily. On this chart teachers can indicate areas of excellence and potential growth, and we will partner with you to help your children grow in character and in

treating one another kindly. To that end, we ask that parents initial this chart daily and communicate as needed with the teacher.

### **LCA Positive Behavior Interventions and Supports (PBIS)**

At our school, we use PBIS (Positive Behavior Interventions and Supports) as a proactive, school-wide approach to teach and support positive behavior for all students. PBIS focuses on creating a safe, respectful, and consistent environment where students understand what is expected of them and are recognized for making good choices. The goal is to help each child grow not only academically, but also socially, emotionally, and spiritually. Below is the PBIS Matrix we use at LCA that details positive behavior expectations.

**The Lions' R.O.A.R.!!!**  
**LCA 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>Follow adult directions.</li> <li>Touch &amp; eat only your food.</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 game before playing.</li> <li>Use appropriate language.</li> <li>Share equipment.</li> <li>Be a "good sport".</li> <li>Follow adult directions.</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>Follow directions.</li> <li>Use inside voice.</li> <li>Raise hand 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>Include 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> </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>Keep hands, feet and objects to yourself.</li> <li>Use walking feet.</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> <li>Stay seated properly.</li> </ul>	<ul style="list-style-type: none"> <li>Stay together in line.</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 appropriate 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>Keep classroom clean and organized.</li> <li>Follow classroom routines.</li> <li>Stay on task and do your best.</li> </ul>

## Minor vs. Major Incidents

At LCA, we believe that all behavior is a form of communication, and we work proactively to teach students the skills they need to make positive choices. As part of our PBIS framework, we classify behaviors into two categories: **Minor** and **Major**. This helps us respond consistently and fairly across all grade levels. Please see below for a complete list of behaviors.

### Minor Behaviors

Minor behaviors are less serious and are typically managed by the classroom teacher. These may be occasional or part of a learning process as students grow socially and emotionally. Teachers respond with redirection, reteaching of expectations, and classroom-based consequences when appropriate.

#### Examples of Minor Behaviors:

- Not following directions or ignoring directions
- Distracted
- Disrupting learning or play
- Unkind behavior-name calling, unkind responses
- Dress code violations

When minor behaviors are repeated or begin to impact learning or safety, they are documented to monitor patterns and to provide additional support as needed.

### Major Behaviors

Major behaviors are more serious, or they may result from repeated minor behaviors that have not improved with classroom support. When a student engages in a major behavior, it is **referred to the office** for further review. This will **always include a phone call to parents or guardians** to discuss what occurred, how we are responding, and how we can partner together to support your child.

#### Examples of Major Behaviors:

- Physical aggression (hitting, kicking, fighting)
- Ongoing defiance or refusal to comply
- Serious disrespect to staff or students
- Unsafe behaviors, running away/elopement, climbing on furniture
- Verbal threats or intimidation
- Destruction of property
- Repeated unsafe behaviors despite interventions

Each major referral allows us to reflect on what a student may need in terms of support, intervention, or reteaching. Our focus is not on punishment, but on guiding students to learn from their choices and access the tools they need to succeed.

### Minor Behaviors (Handled by Teacher/Classroom Staff)

Behavior	Examples	Initial Responses
Off-Task Behavior	Not following directions Daydreaming Distracted or distracting others	Redirect Restate expectations Offer choice or break
Disruptive Behavior	Talking out of turn Noisy behavior Out of seat without permission	Proximity Visual or verbal cue Reteach behavior
Unkind Behavior (Low Severity)	Rolling eyes Mild name-calling Excluding others (once or twice)	Discuss kindness and empathy Circle back with student Apology and reflection
Disrespect (Mild)	Talking back Not using polite language Ignoring adult directions	Calm correction Rephrase request Model respectful tone
Dress Code	Missing uniform item Inappropriate accessories	Quiet reminder Note home if repeated
Non-Compliance (Temporary)	Not joining in group activity Refusing to complete work (initially)	Offer options or assistance Break and retry Grace-based redirection

### Major Behaviors (Handled by Administration/ Office Referral)

Behavior	Examples	Next Steps
Aggressive Behavior	Hitting, kicking, pushing Throwing objects to harm	Ensure safety Remove from setting Admin investigates Contact family
Bullying or Harassment	Repeated teasing, exclusion, threats Targeting based on appearance or background	Document pattern Meet with admin Parent contact & restoration plan
Dangerous Behavior	Running away Climbing furniture Risk to self or others	Secure safety Call for admin Document & support plan
Severe Disrespect	Threats Inappropriate or profane language Refusal to comply with multiple staff members	Admin referral Restorative conversation Parent meeting
Property Damage	Breaking materials on purpose Writing on walls Destroying others' belongings	Assess damage Restoration (clean/replace) Admin follow-up
Repeated Minor Behaviors	After consistent interventions Behavior escalates or disrupts learning significantly	Behavior documented Team support Possible behavior plan or check-in

We understand that each child is unique, and we work with families to ensure that all behavioral responses are developmentally appropriate, fair, and rooted in our Christian values of grace, accountability, and growth.

To support consistency, we use a ROAR Matrix (Respect, Others First, Always Safe, Responsible) that outlines expected behaviors in all areas of the school—classrooms, hallways, playgrounds, and more. This behavior rubric helps students clearly understand what is expected of them and gives teachers a common language to reinforce those expectations.

## **NEW: Daily ROAR Chart**

New this year, teachers will also use a daily communication tool. The ROAR Chart will be used to give families feedback on both expected, positive behaviors and areas where students may need to grow. This simple tool will help families stay informed and partner with us to reinforce behaviors that support student success.

Each day after school, please review your child's chart and initial daily. If your child's day was a success, you will see a lion stamp. If there were any areas of growth, you will see a check mark in the corresponding box for the ROAR acronym. You are welcome to add a comment to the teacher to further the lines of communication, or the teacher may make a comment for you to review. Please take time to discuss the good and poor choices your child made during the day, show them grace and accountability, and encourage them towards growth. We all have good and bad days, so we want students to learn from both.

We will review the daily ROAR charts at the Back to School Night.

## **Your Partnership Matters**

We deeply value the partnership between home and school. When families support and reinforce these expectations at home, it helps all students and staff thrive. Positive behavior supports the **social and emotional development** of students, which lays the foundation for strong **academic progress and spiritual growth**. We ask for your help in talking with your child about the importance of showing respect, taking responsibility, and making good choices every day.

Together, we can help your child become the kind, capable, and faith-filled student they are meant to be.

Each classroom may have additional incentives for students. We will review this behavior plan with parents at the Back to School Night as well.

## GENERAL RULES

### **Classroom Rules**

Each teacher will have a set of classroom rules on a matrix similar to what is implemented school-wide and may have 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.

### **Technology Use**

Technology is an important part of learning. Students are expected to use school technology responsibly, respectfully, and only for approved educational purposes.

To remain compliant and respectful when using school technology, students must:

- Use technology only for approved educational purposes.
- Follow all teacher directions when using devices or online resources.
- Handle school devices with care, keeping them clean and in good working condition.
- Respect others' privacy by never accessing another person's files, accounts, or passwords.
- Use appropriate language and behavior in all digital communications.
- Report any technical problems or inappropriate content to a teacher immediately.

Failure to follow these guidelines may result in loss of technology privileges and other disciplinary actions in accordance with school policy.

### **Dress Code**

Students will wear uniforms in one of the following forms: LCA green or gray polo with khaki shorts, pants, skirt, or jumper with LCA shirt or LCA polo dress. Students may also wear a LCA cardigan with these items. Spirit items such as LCA 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.

Girls can wear white, black or khaki leggings with their skirt or dress. Please no sweatpants for anyone, even if they are khaki.

Outer wear such as winter jackets do not have to comply with these guidelines. However, ALL clothing worn INSIDE the classroom and around the inside of the campus MUST comply with uniform guidelines. (For example, if your child is cold, they can wear their LCA sweatshirt or cardigan in class, but not another sweatshirt).

We ask that students wear shoes that they can easily play outside in safely. All shoes must be secured on the heel (no open crocs or slides). No flip flops or heels, please.

If a student is in violation of the dress code they will receive one warning. The second time they violate the dress code, we will call the parent and ask them to come to correct the violation.

### **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 Cancellation of School**

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.

If the school is on lockdown, which means there is an imminent threat, please do not come to the school to get your child or tie up school phone lines- this can impede safety measures and could be unsafe for you. We will contact parents immediately or as soon as it is safe to do so, and we will work in coordination with public safety officers to ensure the safety of your child.

### **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. Parents will be contacted if it is necessary for children to leave the campus.

**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.

**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 no later than Friday, August 22, 2025.*

I have received a copy of the Life Christian Academy Family 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.

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.

\_\_\_\_\_ I grant Life Christian Academy permission to use mine or my child's likeness for internal purposes only, such as within their class, presentations, or yearbook.

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

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



## Statement of Faith

### **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.

We as parents are in unity with Life Christian Academy regarding the above statements and will seek to partner with LCA staff and faculty accordingly to help our children thrive spiritually, academically, physically and socially.

Student(s) name(s): \_\_\_\_\_

\_\_\_\_\_  
Parent Name

\_\_\_\_\_  
Parent Name

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date