



# LAM Christian Academy

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## LAM FAMILY HANDBOOK June 2019 – May 2020

Please refer to this HANDBOOK for day to day rules, policies and procedures which you and your child must adhere to while being a part of the LAM Christian Academy (LAM) school and childcare (Before and After School Program (BASP) and Summer Camp) community. The services of the school are engaged by mutual consent, and either the school or the family reserve the right to terminate any or all services at any time according to the Withdrawal Policy and Financial Responsibilities. This Handbook does not contractually bind LAM and is subject to change without notice by decision of LAM's governing body. Admission to the school is a privilege, not a right, and admission for one school year does not guarantee automatic admission for future school years.

### QUICK FACTS ABOUT OUR SCHOOL

#### HISTORY

- Founded in 1996
- Member of Association of Christian School International (ACSI)

#### LEADERSHIP

- Non-profit 501(c)(3) Christian School
- Four to nine-member school board
- Principal and Assistant Principal with office staff
- Approximately twenty-five full/part time faculty and staff
- Certified Elementary Teachers; some with Master degrees

**POPULATION** - LAM strives for lower student to staff ratios by including teacher assistants, parent volunteers, and part-time teachers in addition to the full time teacher.

- Approximately 125 students; grades preschool (age three) through fifth grade
- Preschool: maximum 14 students
- Pre-K: maximum 12 students
- Bridge Class: maximum 12 students
- Kindergarten through fifth grade: approximately 20 students per class

**DRESS CODE** - Daily uniform with a special Chapel uniform

#### CALENDAR ITEMS

- LAM is a four (4) day a week school (Tuesday – Friday)  
Preschool: T, W, Th ~ 8:30 – 11:00 am  
Pre-K: T, W, Th, F ~ 8:30 – 11:15 am  
Bridge Class: T, W, Th, F ~ 12:15 – 3:15 pm  
Kindergarten: T, W, Th, F ~ 8:30 – 3:15 pm  
Elementary: T, W, Th, F ~ 8:30 – 3:30 pm
- Monday academic opportunities – *vary by trimester*, additional fees may apply
- First day of school: After Labor Day (approximate)
- Last day of school: By the end of May (approximate)

#### MANY EXTRA ACTIVITIES INCLUDED IN OUR CURRICULUM

- All Grades: Chapel, Drama/Music, Field Trips, Speech Meet, and Performances
- PE/Art (K-5<sup>th</sup>), Spanish (Preschool through 2<sup>nd</sup>)/Latin (3<sup>rd</sup>-5<sup>th</sup>), Invent Idaho or Science Fair (*varies by year*) (Offered to 1<sup>st</sup> - 3<sup>rd</sup>, Required for 4<sup>th</sup> - 5<sup>th</sup>), Spelling Bee (Kindergarten-5<sup>th</sup>)
- Participation in all above activities is *required* by *all* students as they are graded activities.

**LUNCH PROGRAM** - Hot lunch available on Friday *for an additional fee*

#### TRANSPORTATION

- No school sponsored transportation to and from school
- Transportation for field trips provided by LAM Bus and/or LAM Volunteers

#### BEFORE AND AFTER SCHOOL PROGRAM (BASP) & SUMMER CAMP

- Care available year round, Monday – Friday, from 6:45 am – 6 pm (closed for some Holidays)

## Mission Statement

LAM Christian Academy's Mission is to provide a premier academic education to all students in a nurturing Christian environment and to share Christ's love with their families.

## Statement of Faith

1. We believe the Bible is the inerrant Word of God, and therefore our final authority in all matters of faith and life. **(2 Timothy 3:16-17, Matthew 5:17-19)**
2. We believe in the one, true God, as He has made himself known through the Bible, Father, Son, and Holy Spirit, and confessed by the Church in the Apostles' Creed. **(1 Timothy 2:5, Ephesians 3:14-17)**
3. We believe what the Apostle Paul clearly states in several books of the Bible, "*By grace you have been saved through faith.*" **(Galatians 3:11, Ephesians 2:8)**
4. We believe that by His life, death, and resurrection, Jesus Christ fulfilled God's will and opened the Kingdom of Heaven to all who believe in Him. **(John 3:16, Acts 4:11-12)**
5. We believe God calls us to be baptized and empowers us with His Holy Spirit to be His people. **(Galatians 3:27, 1 Corinthians 12:13)**
6. We believe we are called by Christ to be His witnesses and testify with our lives that Jesus is "*the way, the truth, and the life.*" **(Matthew 28:19, Romans 10:9)**
7. We believe we are called to be examples of our faith in service and love for others. **(Matthew 25: 35-40, Matthew 5:16)**

We believe that God wonderfully and immutably creates each person as male or female. These two distinct complimentary genders together reflect the image and nature of God. (Genesis 1:26-27) Rejection of one's biological gender is the rejection of the image of God within that person.

We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union as delineated in scripture (Genesis 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Corinthians 6:18, 7:2-5; Hebrew 13:4)

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Romans 10:9-10; 1 Corinthians 6:9-11.)

We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31.) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture, nor the doctrines of LAM Christian Academy, and will not be tolerated.

## Statement of Community

As part of the parent's responsibility to educate their children, the school is one component; the home environment is the other. Children must come to school on time and ready to learn. Proper sleep and nutrition including a breakfast with protein can make a huge difference in the child's ability to perform. A strong commitment is required to establish a successful atmosphere at home for the child to hone their study skills. The parents must be aware of homework assignments and follow through with making sure they are completed on time and turned in to the teacher. This doesn't mean the parent does the homework, only that they manage it. Educational success is a team effort between parents and school staff.

## POLICIES & PROCEDURES OF LAM CHRISTIAN ACADEMY

### Art Work Release

Art work is sometimes created by students for the purpose of fundraising for the school. Any proceeds generated from these sales benefit LAM.

### Attendance, Tardies And Perfect Attendance

It is the parent's responsibility to bring their child to school on a regular basis and on time. If your child is absent, please call the school office at 765-8238. When you call, please let us know if you would like to pick up homework for your child at the ***end of the school day, from 3:30 pm to 4:00 pm.*** If bringing your child to school late or checking your child out early, please stop by the LAM office to sign them in or out. If you are picking up or dropping off for childcare, you can go directly to the childcare classroom.

Regular attendance in a structured school environment contributes to academic success and to a strong work ethic. When a student is late or absent from school, critical elements of learning are missed. The learning process builds on skills and information taught day by day, week by week. When a student misses pieces of those building blocks, they don't form a solid foundation for the information in upcoming lessons.

Absences and Tardies have a greater impact on learning with a shorter school week so parents are encouraged to schedule appointments, events, and vacation days around the school calendar. Tardies affect your child and disrupt the daily routine and focus of other students and the teacher.

Three or more tardies or absences in a trimester are considered excessive. A student is considered tardy when arriving after 8:30 (or 12:15 for Bridge) or missing up to three hours of the school day. If a child misses more than three hours at any point in a day, it is considered a full day's absence. Only doctor appointments, illness, pre-arranged absences, and family emergencies are considered excused. Family vacations need to be discussed with the teacher and possibly the principal ahead of time. Students who are academically sound are less likely to have lasting effects to absences than those already struggling in their school work.

A student missing more than **three days in a trimester or nine in a school year** may be in jeopardy of not advancing to the next grade. Half way through the trimester, the Office will notify the family in writing if a student misses three days in a trimester. If the student continues to miss school, a parent/teacher/principal conference will be called to discuss concerns over the matter.

**Perfect Attendance** - For a student to receive Perfect Attendance, they must be present and on time every school day for the entirety of the day, including field trips and school events during school hours. If a student is tardy, checked out of school at any time, including lunch and recess, they do not qualify for Perfect Attendance.

### **Book Fees**

If a student loses or damages a book that has been issued to them by LAM, the family is responsible for fees to replace the book.

### **Bridging The Gap**

In an effort to keep tuition rates stable and competitive and make LAM accessible to all families in our community, the published tuition rates in the enrollment packet are actually less than the full cost of providing a premier education for each student. LAM works throughout the year to **Bridge the Gap** between the published tuition and the actual cost of each child's education by both soliciting donations and hosting events to raise funds. We feel this approach offers the most flexibility to families of different financial means to determine how they can help **Bridge the Gap**. Many families have expressed interest in helping **Bridge the Gap** during the enrollment process so we offer the opportunity to make a one-time or monthly contribution to LAM. Your donation will be added to your FACTS account where you can choose to pay in full or monthly. Your contribution qualifies for an Idaho Education Entity Credit. It may qualify for a federal tax deduction as well. Please consult with your tax advisor for proper reporting.

### **Classroom Directory**

The purpose of the Classroom Directory is for parents to get in touch with their child's classmates to arrange play dates, birthday parties, carools, and more. Room parents will also use this information to contact you regarding upcoming events. The classroom directory is located online in QuickSchools and includes parent contact information including address(es), phone number(s), and email addresses. You have the option to opt in or out and to select the information you would like to share.

### **Conduct/Discipline Policy**

1. Students are expected to cooperate with basic Christian standards of behavior and conversation.
2. There should be no talking back or arguing with faculty or staff. Prompt and cheerful obedience is expected. Requests from the teacher/caregiver should not have to be repeated.
3. No electrical music devices, guns or knives are allowed on the school grounds. LAM staff shall have the discretion to confiscate these and other items that may be harmful or distracting.
4. Students are expected to be aware of and avoid the off-limits areas of the building or grounds.

5. Students are expected to treat all of the school's materials and facilities with respect and care. This includes textbooks and any other items distributed to the students.
6. There will be no chewing gum or eating during class unless it is prearranged with the teacher.
7. No pets/animals allowed on campus unless they are contained in a vehicle.
8. Toys should *not* be brought to school/childcare unless requested by LAM Staff for Show and Tell or other event.
9. We prefer that students do not bring cell phones or any electronic devices to the LAM campus. In the event a parent feels it is necessary for a student to bring a cell phone, it must be turned off and remain in the student's backpack, unseen and unheard the entire school day and while on the LAM campus unless the student is given permission by LAM staff to remove the device from their backpack. LAM staff shall have the discretion to confiscate these and other items that may be distracting. LAM is not responsible for lost or damaged items.

LAM shall have the authority to take the corrective action that LAM deems appropriate, up to, and including, suspension and expelling a student. The discipline will be administered in light of the student's transgression and attitude. All discipline will be based on biblical principles, e.g. restitution, apologies, (public and private), restoration of fellowship, no lingering attitudes, etc. The vast majorities of discipline problems are to be dealt with at the classroom and childcare classroom level. In order to maintain consistency, teachers/caregivers will meet together as necessary to discuss biblical standards and school policy concerning discipline. Love and forgiveness will be an integral part of the discipline of a student.

Teachers/caregivers/authorized volunteers are the students' immediate authorities and, as such, are expected to maintain control of the discipline among their students. Accordingly, their judgment and handling of problems, within the constraints of biblical principles, are to be accepted and supported by students, parents, and administration. The form and severity of discipline will be determined by the teachers/caregivers, and if necessary, by the principal.

**Referral to the Principal:** In certain matters where the student's behavior is flagrant, frequent, or fails to elicit a response of repentance, the offending student will be referred to the principal. Such a referral must be recognized as a serious matter, possibly necessitating parental contact. Such matters include:

1. **Disrespect** shown to *any* faculty, staff member, or authorized volunteers. The staff member will be the judge of whether or not a student has shown disrespect.
2. **Dishonesty** in any situation at school, including lying, stealing, and cheating.
3. **Rebellion** i.e. outright disobedience in response to instructions.
4. **Fighting** i.e. striking in anger with the intention to harm the other student(s).
5. **Obscene, vulgar, or profane language**, including taking the name of the Lord in vain.

During the visit with the principal, the principal will determine the nature of the discipline. The principal may require restitution, janitorial work, parental attendance during the school day with their student, or other measures consistent with biblical guidelines, which may be appropriate. If any parent has questions or concerns regarding any discipline matter, he/she should notify the Principal in writing as soon as possible.

### **Field Trip Policy**

The purpose of Field Trips is to extend learning outside of the four walls of the classroom. Attendance is required for all school sponsored field trips. Absence from a field trip will be reflected on a student's report card.

### **Financial Policy**

#### **Payments, Withdrawal, Refunds, Student Records, and Tuition Philosophy**

**Payments:** Tuition, childcare, and incidental charges will be handled through FACTS Management, the industry's leading tuition management and payment processing system. Participation in this program is required by all families attending LAM. A \$50 non-refundable fee, paid at registration, provides one FACTS account login. If more than one login account is needed, there's an additional fee of \$50. With FACTS, families have the option to pay for tuition, child care, service/volunteer hours, and bridge the gap in full or monthly on the 5<sup>th</sup> or 20<sup>th</sup> of the month with an automatic withdrawal from checking, savings, or credit card. Families will also have the option to add incidentals such as hot lunch to their FACTS account. If a payment fails, a \$30.00 returned payment fee will be assessed by FACTS as well as a \$15 late fee by LAM. All details will be included in your agreement with FACTS. Each family will have a personal login and access to FACTS 24/7.

A student will be dis-enrolled from school and childcare if the account is overdue by 1 month. If an account is overdue, LAM may seek help from a collection agency to pursue delinquent accounts in addition to holding student records.

**Withdrawal:** In the unfortunate event that a family needs to withdraw from school, the Before and After School Program, and/or Summer Camp, **a one month written notice to the Registrar is required. Families will be responsible for a minimum of one month of fees (tuition, childcare, etc.) from the day of notice. The one month of tuition is at the 9-month rate.** This also applies to families making tuition payments over the summer months. (For Returning Families, once the Financial Responsibilities Form for the new school year has been turned in, the one month of fees is required if withdrawing. For New Families, once the Financial Responsibilities Form has been turned in and the new student(s) is/are accepted, completing the Parent Interview and the Student Meet and Greet/Evaluation, the one month of fees is required if withdrawing.) Accounts will be pro-rated and billed appropriately for tuition, childcare, unfulfilled service/volunteer hours, and any other fees that may apply. Unfulfilled service/volunteer hours are pro-rated for the time attended during the school year plus the one-month notice.

**Changes in BASP Childcare Plans:** To make changes in childcare plans, a new BASP application will serve as a required one month written notice to the Registrar. Please include the date the new plan will begin. If a change in plans for additional care is needed, we will do our best to serve your family as soon as possible and to accommodate your student. Fees will be pro-rated to reflect the change in schedule once it occurs. If a change in plans leads to a decrease in care needed, fees will be adjusted to reflect the change after the one-month notice is given.

**Refunds and Student Records:** Refunds will be processed and student records will be forwarded to a new school once all financial obligations have been met and a completed Exit Evaluation has been turned in to the Registrar.

**Tuition Philosophy:** LAM embraces a tuition philosophy that believes in annual increases which are minimal and predictable. These increases, consistent with the increase in the cost of education, significantly reduce the likelihood of occasional, larger ones that would come as a surprise. Not only does such an approach reflect good stewardship principles, it also helps our families eliminate guesswork in establishing long range goals for their children's education.

### **Grievance Policy**

LAM Christian Academy tries to follow Biblical principles in all that we do. Should a parent have a grievance, we ask that the following procedure be followed:

\*1<sup>st</sup> – Speak to the faculty/staff member involved

\*2<sup>nd</sup> – If the issue is not resolved to your satisfaction, speak to one of the following, as appropriate:

A – Principal

B – Assistant Principal (If Principal is not available.)

\*3<sup>rd</sup> – If consultation with the Principal or the Assistant Principal does not solve the issue, then contact the Principal and a meeting of all parties involved will be set.

\*4<sup>th</sup> – If the grievance is not resolved at the meeting with the Principal and all parties involved, speak to a school board member. If appropriate, and as needed, the matter may be brought before the entire board. Decisions or resolutions of the board are final.

### **Homework and Missed Work Policy**

Homework is an opportunity to develop discipline, accountability, organization, and well-defined study habits. It creates a way for parents to stay in tune with the curriculum being introduced in the classroom. Students can expect required reading as well as approximately 20 minutes of homework a night per grade level assuming the child makes good use of class time. Large projects may require extra time.

**Pre-arranged absences**, including vacations, require a **mandatory one to two week written notice** to receive classwork and assignment for the period of time the student will be absent. ***If a minimum of one week written notice is not given before leaving***, classwork and assignments will be provided upon return. Unless the teacher directs otherwise, preassigned work is due upon return when absence is due to a family vacation. Parents are responsible for tutoring their student for the missed lessons. Parents are responsible for ensuring their student completes any make-up work that is assigned after the absence and submits it within a week of the absence.

### **Illness**

We can only accept well children. Parents are responsible for withholding their child from school and/or childcare if the child is ill. It is the parents' sole responsibility to determine if their child is ill. Some symptoms of illness include fever, sore throat, diarrhea, vomiting, earache, cold, cough, thick green nasal discharge, red and/or goopy eyes or headache. If your child shows signs of illness at home, please do not bring him or her to school or childcare.



If a child has vomited, had diarrhea or had a fever of 101° orally or 100° axillary or more in the last 24 hours, PLEASE keep him or her home out of consideration for other students and staff. A child must be fever free for 24 hours without fever reducing medication before being considered well enough to attend class/care.

We do not give medicine to children unless prior arrangements have been made. See Medical Care Policy below. If your child has a contagious disease, you are responsible for letting the child’s teacher and the office know immediately, so we can contact other parents.

If your child becomes ill at school or in care, we will notify you using the information in QuickSchools. If your contact phone numbers change, please be sure to update your information with the LAM Office. In the event we are unable to reach you, we will start contacting Emergency contacts starting with family first. If your child is in care, your child will be moved to a designated area of the classroom to prevent the spread of sickness. If you would like your child to stay inside during recess or P.E., we must have a doctor’s note stating this.

**IMMUNIZATION RECORDS AND BIRTH CERTIFICATES MUST BE ON FILE IN THE SCHOOL OFFICE.**

**Immunization Requirements**

All LAM students are required to provide an immunization record or official proof of exemption form to the school regarding the student’s immunity to certain childhood diseases. The parent or legal guardian of the student must comply with these requirements upon admission and before attendance, or 14 days after notification that the immunization record is incomplete.

Summary of Immunization Requirements					
Measles, Mumps, Rubella (MMR)	Diphtheria, Tetanus, Pertussis	Polio	Hepatitis B	Hepatitis A	Varicella
<b>2 doses</b>	<b>5 doses</b>	<b>4 doses</b>	<b>3 doses</b>	<b>2 doses</b>	<b>2 doses</b>
1 <sup>st</sup> : 12-15 mos 2 <sup>nd</sup> : 4-6 yrs	1 <sup>st</sup> : 2 mos 2 <sup>nd</sup> : 4 mos 3 <sup>rd</sup> : 6 mos 4 <sup>th</sup> : 15-18 mos 5 <sup>th</sup> : 4-6 yrs	1 <sup>st</sup> : 2 mos 2 <sup>nd</sup> : 4 mos 3 <sup>rd</sup> : 6-18 mos 4 <sup>th</sup> : 4-6 yrs	1 <sup>st</sup> : Birth 2 <sup>nd</sup> : 1-2 mos 3 <sup>rd</sup> : 6-18 mos	1 <sup>st</sup> : 12-23 mos 2 <sup>nd</sup> : 6-18 mos (after first)	1 <sup>st</sup> : 12-15 mos 2 <sup>nd</sup> : 4-6 yrs

The immunization record or certification statement must be signed by a physician, a physician’s representative, or another licensed healthcare provider including an osteopath, nurse practitioner, physician’s assistant/associate, licensed professional nurse, registered nurse, and pharmacist. The record must indicate the type, number and dates of all immunizations received by the student.

If a student is in the process of receiving the required immunizations, the schedule of the intended immunizations must be provided by the parent or legal guardian. This information must be provided to the school prior to attendance or within 14 days of notification that the student’s record is incomplete. A form is provided by the Department of Health and Welfare or a similar one may be used provided it includes the following information:

- Name and date of birth of student
- School and grade the student is enrolling in and attending
- Types, numbers and dates of immunizations to be received
- Signature of the parent or guardian
- Signature of a licensed healthcare professional providing care to the student

Parents or guardians must notify the school when an update to their student’s schedule is needed. Those that do not provide updated reporting of their student’s immunization schedule will be notified and have 14 days to update their schedule with the appropriate information and signed by a licensed healthcare professional.

**If a student's parent or guardian receives notification that their student's immunization record is incomplete and does not fulfill the requirements to complete the record, the student will be excluded from school until the appropriate documentation is provided.**

### **Exemptions**

Idaho law allows a parent or guardian to claim an exemption from immunization requirements for any of the following reasons:

1. Medical – any student whose parent or guardian submits a certificate signed by a physician licensed by the State Board of Medicine stating the physical condition of the student is such that all or any of the required immunizations would endanger the life or health of the student is exempt from the immunization requirements.
2. Religious/Personal – any student whose parent or guardian submits a signed statement to school officials stating their objections on religious or other grounds is exempt from the immunization requirements.
3. Immunity – any student whose parent or guardian submits proof of immunity to any of the childhood diseases listed above, or that has been diagnosed by a licensed physician that provides a signed statement is exempt from the immunization requirements.

A student exempted for any one of the above reasons may be excluded by the school in the event of a disease outbreak, as defined by the Panhandle Health District. Please keep in mind that all exemptions must be documented on the official State of Idaho form provided by the Idaho Department of Health and Welfare. LAM is required to maintain a record of these exemption forms so that appropriate exclusions can be implemented if an outbreak occurs.

Policy adopted: 2/28/17

Policy revision: 2017.2.28

### **Resources**

Panhandle Health District – [panhandlehealthdistrict.org](http://panhandlehealthdistrict.org)

Spokane Regional Health District – [srhd.org](http://srhd.org)

Idaho Department of Health and Welfare – [healthandwelfare.idaho.gov](http://healthandwelfare.idaho.gov)

Centers for Disease Control and Prevention – [cdc.gov](http://cdc.gov)

### **Internet Safety**

The use of technology at LAM is a privilege extended to students, staff, and parents to enhance learning and the exchange of information. LAM provides educational training regarding online internet safety to all students and staff annually. This includes appropriate online behavior, interacting with other individuals on social networking websites, and cyber bullying awareness and response. LAM uses software to filter all internet enabled computers, whether used by students or staff, for the purpose of blocking visual depictions deemed 'obscene' or 'harmful to minors'.

**Acceptable Use Policy for Technology** - LAM will make every effort to provide a safe environment for learning with technology; including internet filtering and safeguards. Users will use technology responsibly; selecting online names, information, and images that are appropriate. Users will refrain from using technology to bully, tease, or harass other individuals. Users will protect themselves and others by reporting abuse and not forwarding inappropriate materials or communications.

We ask parents to emphasize to their child the importance of following rules for personal safety. By registering at LAM, I give permission for my child to use the Internet, and will not hold LAM Christian Academy liable, as a result of my student's use of the internet on school premises. My child(ren) agree to not access inappropriate material on the internet.

### **Late Pick-Up**

Late Pick-Ups are counter-productive for our staff, hinder completion of tasks, and interfere with schedules since students cannot be left unattended. In light of this, a \$1.00 *per minute* charge will be assessed for any child not picked up ten minutes past the end of class. Students will be signed in at the office by their teacher and will need to be signed out by a parent. Please make arrangements to have another parent pick-up or watch your child to avoid late charges. (The late pick-up charge from childcare is \$1 for every minute your child is in our care past 6:00 pm or 5pm when BASP closes early due to LAM events.)

## Lunches

Please pack a nutritious lunch for your child, including a cold pack, if needed. We strongly discourage sugary foods such as candy, sugary drinks, and soda pop in children's lunches. Please label lunchboxes and all of your child's personal belongings with his or her name.

Our staff encourages children to eat the "main dish" portion of their meals before they eat the rest. We ask kids to put the uneaten portion of less messy items, such as sandwiches, back in their containers so their parents can see what was eaten. Students will not share or trade food or eating utensils.

Microwaves are available in the lunchroom; however we must limit the microwave time to 2 minutes per student preferably once a week so students can make the most of their lunch time. During cold months, we highly recommend hot food in a thermos.

**Severe Food Allergies** - Parents of students with life threatening allergies will provide the following: a bag of "safe snacks" so there is always something your student can choose during special events; a non-perishable lunch to keep at school in case your student forgets their lunch; a baggie with plastic silverware.

On an age appropriate basis, parents should teach their students the following: to not eat anything with unknown ingredients or known to contain any allergens; to be proactive in the care and management of their allergies and reactions; to know symptoms and to notify an adult immediately if they have been exposed to an allergen.

**Classroom Parties and Group Snacks for Preschool through Kindergarten and BASP/Summer Camp** – Food brought in for classroom parties and/or group snacks should come from a health department approved source (grocery store, bakery, etc.) eliminating any home baked/produced/prepared foods.

## Media Policy

**Photographs And/Or Digital Images Including Video** - By registering at LAM, I grant permission to LAM to take and use photographs and/or digital images including video of my child for use in news releases and/or educational materials as follows: printed publications or materials, electronic publications, or LAM websites including social media. All negatives, prints, and digital reproductions shall be the property of LAM. I authorize the use of these images without compensation to me.

In most cases, LAM will use photos only; occasionally, LAM will use a photo with the child's first name and first initial of the last name; rarely, LAM will use a photo with a child's first and last name. I agree that my child's name and identity may be revealed in descriptive text or commentary in connection with the image(s).

**Performance Program/Brochure** - LAM students participate in many performances throughout the school year; both on and off site. Programs, available for most performances, include student's first and last name and grade. The public is invited to some of the events.

**If you disagree with any part of the Social Media policies, please email the LAM Office, [office@lamcda.org](mailto:office@lamcda.org), in writing with any questions, concerns, or to opt-out.**

## Social Media Policy

Other than your own children, photos or videos of LAM students taken during the school day or at LAM sponsored events should not be posted on personal social media pages of LAM families. However, your photos and videos can be submitted to the LAM Office ([photos@lamcda.org](mailto:photos@lamcda.org)) to be posted on LAM's social media pages including but not limited to the LAM website, Instagram, LAM (public) Facebook page and/or a closed (private) LAM classroom specific Facebook page. I understand that items posted on the LAM Facebook page can be viewed and shared by any Facebook user.

**You should have no expectation of privacy with postings on school sponsored social media sites.** LAM assumes no liability for damage incurred directly or indirectly as a result of errors, omissions or discrepancies on social media sites. LAM is not responsible for any content not posted by the Administrators, and does not endorse any website or advertisement linked to the sites. Social media sites are third party sites, not official LAM sites. They have terms of service and policies that are not governed by LAM. Links from websites or social media channels affiliated with any other websites do not constitute or imply LAM endorsement of those sites, their content or products and services associated with those sites.



**If you disagree with any part of the Social Media policies, please email the LAM Office, [office@lamcda.org](mailto:office@lamcda.org), in writing with any questions, concerns, or to opt-out.**

### **Medical Care Policy**

By registering at LAM, I grant permission to LAM Staff to use band aids and ice packs to care for my child. In the event of injury or serious illness, I authorize LAM Staff to use their “best judgement” and to seek qualified emergency medical professionals to examine, administer emergency care, and/or to transport my child. I understand every effort will be made to contact a parent/guardian or an emergency contact, provided in QuickSchools, to explain the nature of the problem prior to any involved treatment. In the event it becomes necessary for LAM Staff or a LAM Volunteer to obtain emergency care for my child, neither the LAM Staff, LAM Volunteer, nor LAM Christian Academy assumes financial liability for expenses incurred because of the accident, injury, illness and/or unforeseen circumstances. I understand that any fees incurred are my responsibility.

**If your student needs medication during the school day**, a Permission to Administer Medication form must be completed and turned in to the LAM office. *Prescription medication* must be in a pharmacy prepared container and labeled with the name of the child, name of the drug, strength, dosage, frequency to be given, and the physician’s name and phone number. *Over-the-counter medication* must be in the original container and labeled with the child’s name.

**If your student has any medical concerns, including but not limited to asthma, severe food allergies, and/or insect sting sensitivities, please make sure you have thoroughly completed the Student Health Plan. If there are any changes to your student’s health or an episode of an allergic reaction during the school year, it is your responsibility to notify the LAM Office in writing as soon as possible.**

### **Parent/Teacher Communication & Conferences**

For your child’s protection and to avoid interrupting class, please do not go directly to the classroom once the school day has begun. If you need to drop off your child’s backpack, lunch box, or any other personal items, please leave them in the office and we will see that your child gets them. If you have signed up with the teacher to volunteer in the classroom, please complete a Volunteer Application. When you arrive, please sign in at the office and obtain a guest/volunteer badge.

Teachers are available for *only a few* minutes after school or by appointment if more time is needed. Parent/Teacher conferences are mandatory two times per year and as requested by the teacher if needed. We request that *both* parents (guardians) attend the conferences. Teachers in the older grades will sometimes request students to also attend the conference.

### **Parking Lot Safety**

Please drive cautiously in our parking lot as students are moving from the school building to the classroom annex, the church building, the north field and the playground throughout the day.

### **Potty Training Policy**

Children must be fully potty trained to attend classes and childcare at LAM. Teachers and staff will not be expected to wipe or assist a child in the bathroom on a regular basis.

We expect children to come to school in the fall:

- \* Able to sense the need to use the bathroom and willing and able to communicate their need to the teacher.
- \* Willing and able to clean themselves after a bowel movement.
- \* Willing and able to tell a teacher if there is a problem, such as diarrhea or a mess on the toilet.
- \* Willing to let a teacher help fix the problem.
- \* Wearing cloth underpants, not pull-on style diapers (unless there is a verified medical reason).

### **Proper Placement of Students**

It is the philosophy of LAM that children are successful when they are in an environment where they are comfortably challenged academically, and they are socially and emotionally confident and secure. We are committed to making sure your child thrives during their experience here at LAM. We carefully consider all elements of the application procedure when enrolling families.

It is our responsibility as Christian educators to set students up for success by only placing them in the setting where they will flourish with our rigorous curriculum. For that reason, we require all children to be at least three years old by September 1 to register for our Preschool class. We will also require students to be 4 years old by September 1 to register for our Pre-Kindergarten class. Our Kindergarten program requires a student to be at least 5 years of age by September 1.

We, as partners in the education of your child, want to make sure that what we stand for here at LAM is in unison with what you want for your family. With that in mind, we will spend more time making sure all parties are committed to working together for the best interest of the goals you have for each of your students.

We evaluate all students new to the school to insure proper placement. Students will not be promoted to the next grade without mastery of skills as well as appropriate social and emotional development for the current grade level. These decisions will be made at the end of the current school year by the teacher/principal/parent.

### **Recess Policy**

It is our policy to have all students go outside unless it is raining, too wet or icy, or if temperatures dip below approximately 20°. We do take sunshine and wind-chill into account. If you would like your child to stay inside during recess or P.E., we must have a doctor's note stating this. **During the cold weather season, please make sure your child has appropriate clothing for recess so that they stay warm and dry.** We do not have extra coats and/or gloves available. When weather requires it, coats, snow pants, gloves, and snow boots, all labeled with your child's name should be brought in a large bag to be worn to and from school and at recess. On inside recess days, we may opt for a brief time outside so make sure your child is prepared for the outdoors every day.

### **Referral Incentive Program**

LAM is proud to offer a \$250 referral incentive for each student you refer to LAM for the 2018-19 school year. The \$250 incentive can be split amongst more than one referring family. The referring family must be in attendance to receive credit; credit will not be given if the referring family dis-enrolls before the end of the school year. As long as the referring family's account is up-to-date, this credit will be issued as a check by June 15<sup>th</sup>. If there's a balance due from the 2018-19 school year, the credit will be applied to their account. No credit limit per family. The new family **MUST** list on their registration form the name(s) of the referral family(s) for credit to apply. If the new family begins during the 2018-19 school year, the \$250 referral incentive will be pro-rated from the time the new family begins.

### **Registration Policy**

Financial accounts must be current in order for your student to be placed in a classroom for the upcoming school year. It is the policy of LAM to open registration first to current students, then to siblings not yet at LAM, followed by staff children not yet enrolled, and finally the general public. The acceptance of students is not based solely on the order in which applications are received. Wait lists are generated by date and time that complete registrations are received. Registration, Evaluation, and Activity Fees are non-refundable unless your child is not admitted by the LAM Administration. Refunds will not be given for any other reason including if the teacher you were expecting is not teaching your child's class, as staff assignments are made during the summer.

LAM admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. LAM does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, tuition assistance, athletic and other school administered programs.

LAM reserves the right to select students on the basis of various criteria including academic performance, religious commitment, and personal qualifications, including a willingness to cooperate with LAM's administration and policies. Unfortunately, LAM is not staffed to handle all students with special behavioral or academic needs. LAM will not share personal information regarding any student with individuals not listed in the student's primary or secondary residence.

### **Restroom Policy for Adults**

During school hours, from 8 am to 4 pm, adults may use the bathrooms across the parking lot at the church. For the safety of all children, the bathrooms in the school building are reserved for LAM Staff and finger printed adults with a current childcare license through the City of Coeur d'Alene.

## Safety Drills

We practice safety drills throughout the year. Some of the drills we practice include fire, earthquake, shelter in place, and lock down. At some point, we may take students off campus with their teacher to practice walking to a safe reunification point if we needed to evacuate the campus.

## School Closure/Snow Day Policy

LAM Christian Academy communicates any school closures by notifying local TV stations. News stations KREM 2, KXLY 4, and KHQ 6 will broadcast or stream school closures. In most cases, the decision to close school is made around 6:00 am in the morning. Please tune in to your local stations when inclement weather exists.

**Delayed Start:** In some cases, LAM may choose a delayed start over a school closure. A delayed start would be communicated in the same way as a school closure. With a delayed start, the Before and After School program will open at 10:20am. Doors will open at 10:20am instead of 8:20am and class will begin at 10:30am instead of 8:30am. A normal school dismissal time and a normal BASP closing time will be held. Bridge class times would not change. Given the shortened day for Preschool and Pre-K, tardies and/or absences will be excused if they choose not to attend for the shortened day; however, school will be open for those classes and a normal dismissal time will be held. Any late arrivals past 10:30 and/or absences will be counted for grades K-5. After-school programs and afternoon BASP will be unaffected by a delayed start unless otherwise indicated.

## Service/Volunteer Hour Requirements PER FAMILY

My family is responsible for:

- **Sixteen (16) hours** per school year toward successful fundraising development efforts for the school, and/or assisting with classroom needs including, but not limited to; classroom helper, lunch/recess duty, field trips, etc. **Ten (10) hours** are required for families with students in **ONLY Preschool, Pre-Kindergarten or Bridge**.
- Families will be required to pay **\$20.00** per unfulfilled hour.
- Service/Volunteer hours should be logged in the Service/Volunteer Binder at the LAM Office window.
- Several opportunities to fulfill this obligation will be made available.
- Families have the option of paying \$320 (\$200 for families with students in *only* Preschool, Pre-Kindergarten or Bridge) in lieu of volunteering.
- **Half of the required hours**, 5 hours for families with students in ONLY Preschool, Pre-Kindergarten, or Bridge and 8 hours for other families, **are due January 15<sup>th</sup> and the remaining hours are due May 15<sup>th</sup>**. Unfulfilled hours will be billed January 15<sup>th</sup> and May 15<sup>th</sup>. Hours performed after January 15<sup>th</sup> apply to the second half of the school year and cannot be credited back to the first half of the school year.

## Staying Connected

To stay up-to-date and informed of current events, parents should read the LAM Weekly Notes from the Office, sent by email from the LAM Office, as well as correspondence from your student's classroom teacher and specialists. LAM's website, [www.lamcda.org](http://www.lamcda.org), and social media are also great ways to stay connected. To brighten your day, follow us on Facebook! Parents need to actively use QuickSchools, our online student information system, to track student progress, view the school calendar, and more. New families will receive a link with direction to log into QuickSchools.

## Text Messaging/Communication Policy

The intent of LAM's emergency notification system is to inform parents of situations the Administration feels is important for you to know right away. LAM will only send a text message for urgent situations. These situations may include school closure due to weather, lock down situations, or other emergency situations. LAM parents/guardians are automatically signed up for this service, if they have listed a cell phone number during registration. LAM is not responsible for text messages that are not received. Message delivery and the timeliness of the delivery are not guaranteed. Families are responsible for keeping their information current with the LAM office. LAM does not charge for this service; however, the text message is subject to the conditions and rates of your particular calling plan. A test message may be sent to insure that the system is working properly.

## Transportation Policy

Students are taken to off-campus activities by LAM Volunteers or LAM Staff in privately owned vehicles or in the LAM Bus. Parents must provide proper car seats for their child for use in cars. Drivers have the right to refuse to transport any student they do not feel has the proper car seat. Off-campus activities may be optional or part of the curriculum. If your child is not allowed to travel with another parent you need to notify the registrar *in writing each school year*. All drivers are required to provide the LAM Office with a current copy of their valid driver's license and a current Proof of Insurance certificate. All school sponsored off-campus activities require a signed permission slip. If driving students other than their own, drivers are expected to meet the Driver Guidelines as outlined on the Field Trip Permission Slip.

By registering at LAM, my child has permission to attend all activities sponsored by LAM. I authorize any representative of LAM, including LAM Volunteers, to transport my child in a motor vehicle on all field trips sponsored by the school unless otherwise communicated to the registrar. I release LAM and all persons volunteering for LAM from any and all liability.

## Uniform Policy

The philosophy behind LAM's School Uniform Policy is to encourage our students to experience a greater sense of school identity and belonging, to encourage positive student behavior, and to improve and expand academic excellence. We believe that school uniforms promote a sense of pride in our school and solidarity between students.

All students are required to wear **only approved uniform options** to school. If it isn't on the uniform policy, it is *not* to be worn. Chapel uniforms are to be worn every Thursday and for all school field trips and performances unless permission is given otherwise. **Parents must cooperate with the school in enforcement of the uniform policy by only logging approved uniform options and purchasing clothing items that coincide with the uniform policy.**

## Volunteer Policy

Volunteer Applications are available in the LAM Office and must be signed and returned to volunteer at LAM.

- **You cannot, by law, be unsupervised with the children even momentarily without obtaining a Childcare License through the City of Coeur d'Alene which includes finger printing/background check. However, it is not mandatory to receive this Licensing if you wish to volunteer at LAM.**
- All volunteers who obtain their Childcare License through the City of Coeur d'Alene and give a copy to the LAM office to keep on file will **receive 5 hours volunteer time**. Renewals of your Childcare License will **receive 1 hour of volunteer time**.
- **During school hours, from 8 am to 4 pm, adults may use the bathrooms across the parking lot at the church. The bathrooms in the school building are reserved for finger printed adults, licensed through the City of CdA only.** If you are interested, please see the LAM Office for information. Once you receive your license, please provide the LAM Office with a copy. If you are going to be a regular volunteer, you may want to consider licensing.
- Volunteers must sign-in at the office before entering the classroom. You will also need to wear a volunteer badge provided by the office. When you are done, please return the badge and sign out.
- For school purposes, please have the students call you Mrs., Mr., Miss, or Ms.
- If your child's behavior changes in any way during your time in the classroom, you will be asked to volunteer in other ways outside the classroom.
- Please be punctual, as you will be depended on for the specific time you have signed up for.
- If you know you will be gone, please contact the teacher or the office as soon as possible. The people you assist have likely made plans that include you and will need to revise them. The LAM office number is 765-8238.
- Please do not bring preschoolers or siblings when you volunteer. The teacher may make exceptions.
- Allow the teacher to discipline children. If there are incidents of misbehavior, it is the teacher's job to deal with them. Volunteers may gently redirect behavior in accordance with posted rules.
- Feel free to let the teacher know where you excel (telling stories, math, science, singing, playing instruments, handcrafts, computer use, photography, etc.). Teachers love to use volunteers when their expertise enhances the curriculum.
- Out of respect for others, please restrict cell phone use to emergencies and excuse yourself from the room.

### **Effective Ways to Work with Children**

- Encourage them to do their own thinking. Give them plenty of time to answer; silence often means they are thinking and organizing what they want to say or write.
- Help students to tackle their work, but do not do their work for them. If they get off-track, help them get back on track in a tactful manner.
- Maintain a sense of humor!

### **Yearbook**

LAM publishes a yearbook annually full of wonderful photos and memories. The yearbook includes a class photo as well as individual photos and candid shots of LAM students and staff.