LAYTON CHRISTIAN

ACADEMY

est. 1993

STUDENT - PARENT HANDBOOK

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WELCOME TO LCA



Chris Crowder

First and foremost, I am delighted to announce that this year marks a significant milestone for our school as we celebrate our 30th anniversary. It is a testament to the dedication and commitment of our incredible students, parents, staff, and community who have contributed to the success and growth of LCA over the years. We are grateful for the opportunities we have had to nurture and educate generations of students, and we look forward to many more years of excellence.

This year, our theme, "A Place to Belong," was inspired by Ephesians 2:19 "So now you are no longer strangers and aliens. Rather, you are fellow citizens with God's people, and you belong to God's household." We believe that when students feel a genuine sense of belonging, they are empowered to thrive academically, socially, and spiritually.

I am also thrilled to unveil the newly updated student center, lovingly named ***Cafe Soar***. This vibrant and inviting space will serve as a hub for students to connect, relax, and engage in meaningful conversations. With comfortable seating, modern décor, and a warm atmosphere, ***Cafe Soar*** is designed to foster a sense of community and provide a place for students to recharge or study.

With the assistance of an anonymous donor, we have also made improvements to our elementary school by installing new flooring. This fresh upgrade not only enhances the aesthetics of our classrooms but also creates a more conducive setting for our young learners to thrive and excel academically.

I would also like to extend a warm thank you to our exceptional new staff members who have been called to serve and inspire our students with their unique God-given talents. Through their dedication, we aim to foster an environment where every child can flourish and develop into a global leader, guided by faith, integrity, and purpose.

To keep our students and families connected and informed, we have introduced a user-friendly mobile app. This app will serve as a central hub for accessing important school information, announcements, schedules, and much more. With just a few taps, you can stay connected with the latest happenings at LCA and ensure that you are always up to date.

May our school year be filled with countless moments of spiritual growth, academic achievements, and transformative experiences. I am truly honored to serve as the Head of School at LCA, and I am excited to witness the growth and success of our students throughout this academic year. As always, my door is open, and I am here to support each of you. Let us seize this moment, embrace the possibilities, and soar to new heights.

Wishing you all a remarkable and fulfilling school year!

Mr. Chris Crowder
Head of School

HANDBOOK **INTRODUCTION**

Welcome to LCA, where we provide a Christ-centered biblical worldview education that empowers students to fulfill their God-given potential and make a positive impact in the world. Our mission is to transform students into global citizens who exemplify integrity, purpose, and faith, while our vision is to be a multicultural community that fosters moral character and integrity, creating a generation of global leaders who are lifelong learners and followers of Christ.

We believe that a solid foundation built on the Rock, Jesus Christ, is essential for navigating the storms of life. Just as the house built on the rock withstood the winds and floods, we strive to anchor our students to the unwavering truth found in God's Word. We understand that in the days ahead, our children will face challenges and trials, but our focus is not on shielding them from every storm. Instead, we aim to equip them with the knowledge, values, and spiritual grounding to stand firm and thrive amidst adversity.

Founded in 1993, LCA is committed to delivering a high-quality Christian education that seamlessly integrates faith and academics. Our approach ensures that students are immersed in the truth of God's Word, while also receiving a comprehensive education that prepares them for future success. We value the partnership between families and the school, recognizing that together we can nurture the holistic growth of our students – academically, physically, emotionally, and spiritually.

As an institution, we are constantly striving for improvement and expansion to better serve our students and fulfill our mission. We embrace the responsibility of training strong Christian young men and women, and we provide a nurturing and supportive environment where students can thrive.

We are excited you are joining our vibrant community, where education is not just about imparting knowledge, but also about cultivating character and faith. Together, let us embark on a journey of discovery, growth, and transformation, as we strive to empower students to become global leaders who make a difference in the world.



30-Year Anniversary

Celebrate with us as LCA reaches this significant milestone! For three decades, we have provided a Christ-centered education while empowering students to achieve their fullest potential. We are excited to commemorate this special occasion throughout this academic year.

ABOUT LCA

LCA is a ministry of and operated by Christian Life Center, Layton, Utah, and is an inseparable and integral part of the ministries at Christian Life Center. And as such subscribes to the same tenants of faith as its parent organization.

Non-Discriminatory Policy

LCA does not discriminate on the basis of race, color, national or ethnic origin regarding any of its programs.



We Believe...

- The Bible is the inspired and only infallible and authoritative written Word of God.
- There is one God, eternally existent in three persons: God, the Father; God, the Son; and God, the Holy Spirit.
- The deity of our Lord Jesus Christ; in His virgin birth; in His sinless life; in His miracles; in His vicarious and atoning death; in His bodily resurrection; in His ascension to the right hand of the Father; in His personal future return to this earth in power and glory to rule for a thousand years.
- The only means of being cleansed from sin is through repentance and faith in the precious blood of Christ.
- Regeneration by the Holy Spirit is absolutely essential for personal salvation. ...the redemptive work of Christ on the cross provides healing of the human body in answer to believing prayer.
- The baptism in the Holy Spirit, according to Acts 2:4, is given to believers who ask for it.
- The sanctifying power of the Holy Spirit by whose indwelling the Christian is enabled to live a holy life.
- The observance of the ordinances of Christian baptism by immersion for believers, and the Lord's supper.
- The resurrection of both the saved and lost: the one to everlasting life and the other to everlasting damnation.



Mission

LCA offers a Christ-centered biblical worldview education that aims to transform and empower students to realize their God-given talents and become global citizens who impact the world with integrity, purpose, and faith.



Vision

LCA is committed to being a multicultural community and the first choice for students and families from around the world that fosters moral character and integrity to create a generation of global leaders who are life-long learners and followers of Christ.

Values



Christian Faith

LCA embraces Christian faith as the foundation of our values and beliefs. We strive to create an environment where students can grow spiritually, deepen their relationship with God, and develop a strong moral compass that guides their actions and choices.



Multicultural Community

We celebrate and cherish the diversity within our LCA family. Our multicultural community fosters inclusivity, understanding, and respect for different cultures, backgrounds, and perspectives. Through meaningful interactions, we cultivate an environment where everyone feels valued and appreciated.

ABOUT LCA

Continued



Individual Achievement

We believe in the unique potential and talents of each student at LCA. Our commitment to individual achievement means that we provide personalized support, tailored educational programs, and opportunities for students to discover and excel in their passions. We empower students to embrace their strengths, pursue personal growth, and reach their highest potential.



Global Leadership

LCA is dedicated to nurturing global leaders who are equipped to make a positive impact on the world. We cultivate a global mindset, encouraging students to think beyond borders, embrace diverse perspectives, and actively engage in addressing global challenges. Through leadership development initiatives, we inspire students to become compassionate and influential leaders in an interconnected world.



Service

We instill a spirit of service and compassion in our students, encouraging them to use their talents and resources to make a difference in the lives of others. Through various service-learning opportunities, we empower students to serve their local and global communities, fostering a sense of responsibility, empathy, and a lifelong commitment to making the world a better place.

Philosophy

LCA's educational philosophy is based on a God-centered view of truth and of man, as presented in the Bible. Since God created and sustains all things through His Son, Jesus Christ, the universe and all life are dynamically related to God and exist to glorify Him. This is pointedly true of man who is made in God's image, different in kind from all other creations, with the unique capacity to know and respond to God personally and voluntarily. Because man is a sinner by nature and choice, however, he cannot, in this condition, know or honor God in his life. He can do this only by being born again to do God's will, which is the ultimate purpose of his life.

The entire process of education is seen as a means by which the Holy Spirit brings the student into fellowship with God, develops a Christian mind in him, and trains him in godly living, so that he can fulfill God's total purpose for his life, personally and vocationally. He must be taught the Bible so he may understand God as well as his own nature and role as God's image; he must be developed, and relate to God, as a whole person, spiritually, mentally, physically, and socially; he must learn to see all truth as God's truth and to integrate it with and interpret it by God's Word; he must be educated as an individual with his own unique abilities and personality who must learn to live and work with others at home, in the church, and in a changing secular society; and he must interact with and be taught by parent and teacher models who are, themselves, born again and have this perspective on life.

The authority for such education comes from God's command that children be taught to love God and to place Him first in their lives, and from the fact that parents are responsible for the total education and training of their children. At the parents' request, the Christian school, along with the church, becomes a partner in giving this education.

Objectives

For the spiritual and moral growth of the students, the school seeks:

1. To teach the Bible as God's Inspired Word and to develop attitudes of love and respect toward it.
2. To teach the basic doctrines of the Bible.
3. To lead each individual student to a decision of confessing Christ as Savior and Lord.
4. To develop a desire to know and obey the will of God as revealed in the Scriptures.
5. To equip each individual student to carry out the will of God daily.
6. To impart an understanding of each Christian's place in the church and its worldwide mission of witness and evangelism, and to stimulate students' involvement in this mission.
7. To develop the mind of Christ toward godliness and sin, and to teach the students how to overcome sin.
8. To encourage the development of self-discipline and responsibility in the student based on respect for and submission to God and all other authority.
9. To help the student develop his own Christian worldview by integrating life and studies with the Bible.

ABOUT **LCA**

For the spiritual and moral growth of the students, the school aims:

- To help the student develop his or her personality, based on a proper understanding and acceptance of himself or herself as a unique individual created in the image of God, and on the fullest possible development of his or her own capabilities.
- To teach students to treat everyone with love and respect since they, too, are made in God's image.
- To direct each student to be a contributing members of society who realize mutual dependence on others and the need to serve others.
- To promote an understanding of time as a God-given commodity, with individual responsibility for the effective use of that time.
- To show a realistic and biblical view of life and work, and provide skills for personal relationships and future endeavors.
- To develop both good and proper attitudes toward marriage and the family, and also the understanding and skills needed to establish God-honoring homes.
- To promote physical fitness, good health habits, and wise use of the body as the temple of God.
- To impart biblical attitudes toward material things and to encourage individual responsibility for using them for God's glory.

Academically, the school endeavors:

1. To promote high academic standards within the potential of the individual student as uniquely created by God and to help all students realize their full academic potential.
2. To help each student gain a thorough comprehension and command of the fundamental processes used in communicating and interacting with others, such as reading, writing, speaking, listening, and mathematics.
3. To teach and encourage the use of positive, effective, and healthy study habits.
4. To teach individual students to pursue independent study in areas of personal interest and talents.
5. To teach the student how to do independent research and to reason logically.
6. To develop creative and critical thinking and the proper use of biblical criteria for evaluation.
7. To promote positive citizenship through developing an understanding and appreciation of our Christian and American heritages of responsible freedom, human dignity, and acceptance of authority.
8. To discuss current affairs in all fields and relate them to God's plan for man.
9. To produce an understanding and appreciation for God's world, an awareness of man's role in his environment, and his God-given responsibilities to use and preserve it properly.
10. To engender an appreciation of the fine arts through the development of the student's understanding and personal expression.

Working with the homes from which the students come, the school desires:

1. To cooperate closely with the parents in every phase of the student's development, especially as it relates to the school program.
2. To help the parents to understand the school's purpose and program.
3. To aid families in Christian growth and to help them develop Christ-centered homes.
4. To assist parents in keeping up with the changing culture and its effects on the home and the implications for their children.
5. To encourage regular attendance and involvement in their local church.

LCA HONOR CODE

By virtue of enrollment, any LCA student agrees to live within the framework of the school's standards of conduct. While some students may not have personal convictions that align with the standards in the LCA handbook, agreeing to these standards obligates the student to assume responsibility for honorable adherence to them, whether on or off campus.

By virtue of my enrollment at LCA, I commit myself 24-7 to following to the best of my ability the Honor Code as follows:

- I acknowledge and will respect that LCA proclaims that Jesus Christ is Lord and the Bible is the Word of God, and here begins all knowledge and wisdom.
- I will apply myself to my studies and strive to grow academically, spiritually, and socially.
- I will refrain from the lifestyle of sexual immorality, drunkenness, use of illegal substances or contraband, and use of tobacco, nicotine, or vape. I understand that, with reasonable suspicion, LCA Administration can and will search belongings and spaces, and test for the use of illegal substances.
- I will not lie, steal, cheat, plagiarize, or tolerate those among us who do; I am not only expected to obey this policy but also to encourage my peers to follow it.
- I will show proper respect to my teachers, peers, and those in the community, recognizing that I represent LCA and Jesus Christ.
- I will demonstrate kindness through my words, actions, and treat others as I would like to be treated.
- I will show respect for the school's property, including the facilities, desks, and other property.
- I will submit myself to the school's leadership and its rules. I realize that my attendance here at school is a privilege and not a right.
- I am determined to give my best and to prayerfully support the school staff.

Recognizing that online access through the resources of LCA is a privilege, not a right, I agree to abide by the following Code of Conduct:

1. I will utilize the school's online resources only for appropriate purposes directly related to school activities, which I know my school and my parents would approve.
2. I will not attempt to access a site or retrieve information that is inappropriate because its content the school or my parents would find morally offensive or ethically wrong.
3. I will not engage in online behavior to harm or destroy the reputation or property (including data) of any other person or persons, or disrupt the normal operations of their system(s).
4. I will not attempt to access any part of the school's system or any other system without proper authorization.
5. I will respect others' privacy by refusing to disclose security or access passwords, home addresses, phone numbers, or other personal information.
6. I will not attempt to obtain security and access passwords by unethical means or use passwords that are not my own. I will respect and protect others' property rights by not violating copyright law in the use and distribution of images and text.
7. I will not use online access to acquire or distribute "bootleg" or "pirated" software.
8. I will ask for help when I need it and promptly report any problems with the school's online resources to the appropriate faculty or staff members.

ADMISSIONS & TRANSFERS

Campus Tours

Tours of LCA are available by appointment during the school year. An LCA staff member leads the tours. To make an appointment to tour the school, simply schedule a time on the LCA website or email the admissions director at admissions@lcaeagle.org

Preschool Readiness

Preschoolers must be fully potty-trained to attend LCA. This means they can handle all bathroom needs independently.

Student Status

To qualify as a full-time student at LCA, you must adhere to the following criteria:

1. Enroll in a minimum of 4 credit hours per year or 2 credit hours per semester.
2. Ensure that at least 3 credits are completed through LCA courses.
3. Additional credits earned through concurrent enrollment, online courses, or dual enrollment may also be counted toward the total credits.

Students taking fewer than 3 credit hours per year of LCA classes will be classified as part-time and will not be eligible to participate in interscholastic sports competitions or other extracurricular activities.

Transfer Policy

Any parent or guardian seeking to transfer into LCA from another school must affirm that there are no outstanding fees, tuition, or any other obligations to any school previously attended before their child can be accepted to LCA.

Domestic Application & Enrollment

Parents must complete the online registration forms and submit a non-refundable registration fee. Upon receiving the application, the school will contact students and parents to schedule an interview with a school representative. LCA will review all applications and notify parents of the school's admission decision. Applying does not guarantee admission to LCA.

Address Change

Whenever there is a change of address or telephone number, please update it in Facts Management (previously named RenWeb). The same is true for changes in doctors, emergency phone numbers, and/or people who are authorized to sign your child(ren) out of school.

International Application & Enrollment

In recent years, the world has moved toward a more global community, and all indications are that it will continue to be a smaller place. LCA is located near a United States Air Force base and serves many of these families through our school program. Many of the United States Air Force families have been stationed overseas. There are also foreign military personnel stationed at Hill Air Force Base, some of whom have enrolled their children at LCA. As a result, LCA seeks to provide an avenue for international students to attend our school.

To that end, LCA seeks to provide a high-quality, student-centered education:

- In a Christian environment
- From a Christian perspective
- Allowing a cross-cultural experience for both international and domestic students

Admission decisions are based on the student's academic record, application, and admissions evaluation at the school.

ADMISSIONS & TRANSFERS

Continued

Student Visas

After the family has applied and paid the processing and registration fees, an admission decision will be made. If the student is admitted, then an I-20 form will be issued. Once the I-20 is issued, the family pays tuition and other applicable fees. The student will then present the Form I-20 to the U.S. Immigration and Naturalization Service to obtain student status. Students may also enroll under other legally acceptable avenues.

Guardianship

Students who do not live with their parents, in school housing, or in an approved host family must live with a parent-designated guardian who is at least 25 years old. Under no circumstances are international students permitted to live alone while at LCA. Guardians must join the applicant during the admissions interview to ensure they understand the conditions of acceptance.

English Language Learning

The courses at LCA are taught in English. All students will be mainstreamed into a full schedule. Students are expected to possess some English language proficiency. However, for students who are not sufficiently proficient in English, ESL personnel are available to assist. Additional fees may be required for this service.

Placement

Upon acceptance, the guidance counselor will contact the previous school to obtain information and share the findings with the appropriate faculty and staff during an in-service meeting.

Agencies & Programs

LCA works with a variety of international student placement programs. If a student is in one of the programs, LCA will communicate financial, academic, and behavioral issues through the program. The student's host family placement will be at the discretion and direction of the international student program. LCA will work in conjunction with host families and the student program.

Graduation

International students are eligible to graduate from LCA. They must meet LCA graduation requirements. Students must submit all prior school transcripts for evaluation to ensure all required credits are documented for graduation. Students must complete at least 2 semesters and earn at least 16 credits in LCA traditional classes to be eligible to graduate. A student may not use more than 4 credits of non-traditional credits toward graduation requirements without administrative approval.

Late Arrival Policy

LCA expects all students to arrive on campus no later than the official first day of each semester.

New International Students

- Students arriving more than three (3) weeks after the start of the semester will incur a $1,000 late arrival fee.
- This fee may be waived only for documented visa-related delays and only when families and/or agents have maintained consistent, proactive communication with the school throughout the process.
- Students will not be permitted to begin after four (4) weeks into the semester, as we cannot guarantee academic credit or course completion beyond that point.

Returning Students (International & Domestic)

Returning students are expected to be present on the first day of the semester. Early semester absences will not be excused except for documented medical emergencies.

Our academic program is structured intentionally, and the first weeks of the semester are critical for orientation, schedule stability, classroom expectations, and academic success. Timely arrival ensures students are set up to thrive both academically and socially.

ADMISSIONS & TRANSFERS

Continued

Early Departures

LCA's policy requires that all semester finals be taken in person. Students who decide to leave the school without approval prior to the official end of the term are subject to the following penalties:

1. Students will receive a zero on all final exams
2. Students will be charged a $1,000.00 early departure penalty
3. Students will lose re-enrollment priority placement

Pre-Planned Absences

For a student to receive approval for a pre-planned absence, the appropriate form must be signed by all required parties and submitted and filed. Pre-planned absence forms are available in the main office, the principal's office, or the app and must be submitted prior to departure. Any student who leaves without prior approval is subject to loss of credit for any assignments missed. It is the student's responsibility to communicate with teachers about how to make up or receive credit for work assigned during the absence.

It is also the student's responsibility to log in to Canvas while absent to stay current with their grades and to communicate while out of school whenever possible. Upon completing the form, submit it to the principal for final approval before departure. Please note that no pre-planned absences will be approved during final exams and standardized testing windows.

Transfers (F-1 Students)

If you are an F-1 student at LCA and are considering transferring to another school in the United States, please follow the guidelines below.

F-1 students typically transfer under the following circumstances:

- Completing high school with a diploma at LCA and wish to pursue a bachelor's or graduate degree at a higher education institution.
- Wishing to change to a new school while currently studying at LCA.

To initiate the transfer, please complete the following steps:

- Email rory@lcaeagle.org with your transfer information.
- Ensure all financial obligations at LCA are settled. Some schools require proof of payment of tuition and fees before accepting transfers.
- If you have registered for future semesters at LCA but plan to transfer, you will need to officially withdraw. Please see Mrs. Sheli Burt for your withdrawal form. You will need to visit each of your teachers and return any classroom or activity supplies.
- Contact the International Office at your new school to arrange receipt of your new I-20. You will receive an email notification once the transfer-out process is completed. Please allow 5-7 business days for this process.
- Report to your new school's international office before the program start date indicated on your new Form I-20.

To be eligible for a transfer, you must meet the following criteria:

- Currently maintaining F-1 status at LCA.
- Have received an offer of admission from the new school.
- If you have already graduated, you must still be within the 60-day grace period.
- The start date of classes at the new school must be within five (5) months of one of the following:
- LCA Program completion (listed on your I-20 as the "Program End Date").
- The last day of class for the current semester is if you did not petition to graduate.

ADMISSIONS & TRANSFERS

Continued

Waiting List

LCA reserves the right to close classes when enrollment exceeds levels set by the Administration. New classes will be offered when there are enough students to justify them. Each year, re-enrollment preference is given to current students. However, this consideration is only given for a limited time. In some cases, classes may reach capacity. Once a class is filled, those desiring admission may place their name on one of two waiting lists:

Priority List – Anyone seeking placement on this list must complete the application package and pay all applicable fees. Applicants on this list are contacted first as space becomes available.

Waiting List – Anyone seeking admission to LCA may have their name and phone number added to the list. This list is referred to after the priority list has been exhausted.

Finances

Accounts may be paid in accordance with the agreed-upon Fee Schedule. All payments should be made via FACTS family portal unless other arrangements are made. If funds are returned, a $30.00 FACTS fee will be assessed.

There will be a $30.00 fee for checks returned to LCA by the bank. Returned checks must be paid by cash or money order. The second returned check will result in a $40.00 fee. After the second returned check, all future payments must be made by cash, cashier's check, or credit/debit card. If your child's account is in arrears, they may not be able to attend classes or extracurricular activities until the account is current.

LCA does not refund any tuition or fees after the 1st day of school.

If you receive financial aid from LCA, please note that you may not be entitled to a discount on tuition should you decide to withdraw early.

If an account is in arrears at the close of school, or if any fees or charges are due, report cards will not be issued, nor will records be released. Re-enrollment for the following year will not be possible until the account or fees are paid in full. If it becomes necessary to enlist an outside agency to collect on account balances owed, LCA will add the cost of collection to the delinquent account.

ACADEMIC POLICIES & SERVICES

Accreditation

Accreditations play a vital role in ensuring the quality of education and overall development of students at LCA. We are proud to hold five accreditations from reputable organizations, which serve as a testament to our commitment to excellence in education.

- The Association of Christian Teachers and Schools accreditation reflects our dedication to providing a Christ-centered education that instills moral values and a biblical worldview in our students. This accreditation affirms that our curriculum aligns with Christian principles, enabling students to grow spiritually while receiving a high-quality education.
- Being accredited by the National Council for Private School Accreditation demonstrates our adherence to rigorous standards of academic excellence, student support, and school management. This accreditation signifies that LCA provides a safe, nurturing, and inclusive learning environment for our students.
- The Northwest Association of Accredited Schools accreditation assures that we meet established criteria for curriculum, teaching, and learning processes. It validates that LCA fosters an environment conducive to academic growth and encourages students to reach their full potential.
- Accreditation International highlights our commitment to continuous improvement and accountability. This accreditation confirms that LCA meets or exceeds standards set for academic performance, instructional delivery, and administrative practices.
- The Middle States Association of Colleges and Schools accreditation affirms that LCA maintains high educational standards and engages in ongoing assessment and improvement efforts. This accreditation supports our mission to provide a well-rounded education that prepares students for success in college and beyond.

Academic Services

LCA has a special academic service department to help those students who may need additional help to fulfill their academic requirements. Those services may include resource services, tutoring, ESL, or referrals. Parents that feel they could benefit from these services should arrange to meet with the Director of Student Development. There may be additional fees for these academic services. The fee will vary according to the number of minutes deemed necessary to accommodate the needs of each student.

While LCA is pleased to offer these services, students at LCA are mainstreamed in regular classrooms for their education at LCA. Students need to be able to fulfill the requirements of a full-time student in order to be enrolled at LCA, including English language proficiency. The Director of Student Development will be in consultation with the student, parents, teachers, and administrators. Together they will determine the feasibility of admission to LCA for the individual student. Upon admission, the Director of Student Development will also formulate and oversee a plan to enable the student to fulfill the academic requirements of the school's program.

The Academic Dean will also arrange for ESL services for those students who are in need of assistance with English.

ACADEMIC POLICIES & SERVICES

Continued

Arrival & Departure

The school day begins at 8:30 a.m. Students should be in their classroom by 8:25. However, students should not arrive before 8:15 a.m. Elementary students arriving before 8:15 a.m. should report to the extended-care room, and Jr. High and High School students may wait in their respective foyers until 8:15 a.m.

All students are dismissed at 3:30 p.m. Parents should pick up their children promptly. Children who have not been picked up by 3:45 will be taken to the extended-care room. Please use extreme caution when driving in the parking lot.

Student Pictures

Student pictures for the yearbook are taken in the fall, with several package options available for families to purchase. Class and individual pictures are taken in the spring, and different packages are available for families to purchase.

Field Trips

Educational field trips help to teach the broad aspects of community life concretely. These trips are part of the school day and curriculum. Parents will be notified in advance of when the field trip will take place. Small fees may be charged to cover expenses. Parents are encouraged to attend and chaperone on field trips. Students' siblings are not permitted to attend these field trips.

Recess

Please see that your children leave the house properly dressed for the weather. We recommend wearing a hat, scarf, gloves, snow pants, and boots during the winter months. All children will go outside for recess unless they have a doctor's note stating otherwise. During inclement weather, recess will be held inside.

Physical Education

The policy of LCA is that no student be excused from the required Physical Education course without a written doctor's excuse. All students are expected to exhibit good sportsmanship at all times. LCA strives to improve each student's physical condition and to instruct and encourage them in the care of their bodies, so that they may enjoy a lifetime of fitness and physical well-being.

Gym shoes and appropriate attire (girls - no dresses) are required on P.E. day. Shoes need to be non-skid and dedicated to indoor activities. Elementary students will leave these shoes at school for PE use. Students in seventh grade and above are required to change into gym clothes. The PE shirt may be purchased in the school office for $10.

Class Placement

In grades with more than one classroom, care will be taken to make each class as balanced as possible. It is not a normal policy to change classes during the school year. A request can be made to the principal in extenuating circumstances.

ACADEMIC POLICIES & SERVICES

Continued

Extended-Care

Extended-care Hours are from 6:30 a.m. until 5:30 p.m. Please check the office for current prices and programs available. The same rules and respect for authority apply during extended hours as they do for the school day. Any extreme discipline problems will be handled by the preschool director or principal if needed.

Extended-care program is designed for current LCA students. Its intended purpose is to provide care for those LCA students whose parents work and need their child to be cared for before and/or after school. Elementary students remaining after 3:45 p.m. that are not involved in a school activity will be taken to extended care and signed in. Parents should sign their children in and out of extended care.

Extended care closes at 6:00 p.m. Extended care rates will be $2.00 per minute per child after 5:30 p.m. If you do not sign in or out you will be clocked in/out at either 6:30 a.m. or 5:30 p.m. and charged the corresponding amount.

On days that school is not in session, there will be a sign-up sheet for extended care prior to the off day. If a child is signed up for extended care but does not attend, the child is still charged for the time. Regretfully, we cannot accept drop-ins on these days.

Curriculum

LCA seeks to integrate biblical principles into its entire curriculum. To that end, the school utilizes Christian publishers in many of its subject areas. In addition, LCA teachers instruct all subject areas through a biblical worldview lens and endeavor to promote Christian values and principles in all activities of the school. The curriculum will be reinforced with supplemental materials, field trips, class projects, special speakers, and other hands-on activities. The curriculum will be continually evaluated, updated, and improved.

Homework

Parents are encouraged to assist in explaining and overseeing students' homework; however, the actual work must be done by the student. Parents are invited to discuss homework cooperation with the student's individual teacher. Parents are encouraged to join Canvas as an observer of their children and should regularly check grades and graded assignments. These homework guidelines do not include test preparation.

Homework serves the following purposes:

- For drills: Such as spelling words and multiplication tables.
- For practice: Following classroom explanation, illustration, and drill, homework is given so that students can master the material on their own.
- For remedial activity: As instruction progresses, various weak areas in a student's grasp of a subject may become evident.
- For special projects: Book reports, compositions, research, etc.

Teachers endeavor to stay within these time guidelines when assigning homework:

- Grade: Maximum time per day
- Kindergarten - Approx. 20 minutes
- First - Third Approx. 30 minutes
- Fourth - Fifth Approx. 45 minutes
- Sixth - Twelfth Approx. 20 minutes per subject

ACADEMIC POLICIES & SERVICES

Continued

Late Work

Assignments not turned in on time and make-up work not completed within the specified time limits will result in a loss of points. Students have two weeks after the end of the semester to make up incomplete grades. If the incomplete grade is not made up within two weeks, the grade will become an "F". Late work will be accepted by teachers but will be marked down 10% for each day it is late up to 50%. Anything turned in after 5 days will be worth 50% of the total points earned. All missing work must be turned in by the Friday before finals week of the semester.

Grading

Grades will be given on a semester basis, roughly 85 days. Midterm grade reports will be emailed to parents and students midway through the grading period. In addition for elementary, first-semester midterm grade reports will be printed and distributed during parent-teacher conferences. Year-end report cards may be picked up in the main office approximately two weeks after school is out as long as the account is clear. Final transcripts may be requested through the school counselor link.

Regular grade checks will identify students who are receiving D's or F's in any subject. The academic dean will forward these reports to parents and host parents as well as follow up with the student to offer academic support as needed. The purpose of our reporting system is to give parents and students an indication of each student's ability, application, and achievement. Grades indicate both actual achievement and effort put forth by the student.

Students are encouraged to work toward achievement and mastery, not simply for grades. LCA strives to foster academic internal motivation and reinforce biblical principles such as in Colossians 3:23, "Whatever you do, work at it with all your heart, as working for the Lord, not for men."

In certain circumstances, it may become necessary to issue a grade of Incomplete to a student to allow time for make-up work to be completed. The student must make up the necessary work within three weeks of the end of the semester. If the work has not been made up by the end of the three weeks, the student will be issued a grade based on the work that has been completed.

Grading Scale

Grades K-2

- E 95-100 Excellent
- S+ 90-94 Satisfactory Plus
- S 80-89 Satisfactory
- S- 70-79 Less than Satisfactory
- N 0-69 Needs Improvement

Grades 3-12

- A 93-96 Excellent 4.0
- A- 90-92 Excellent 3.7
- B+ 87-89 Above Avg. 3.3
- B 83-86 Above Avg. 3.0
- B- 80-82 Above Avg. 2.7
- C+ 77-79 Average 2.3
- C 73-76 Average 2.0
- C- 70-72 Average 1.7
- D+ 67-69 Below Avg. 1.3
- D 63-66 Below Avg. 1.0
- D- 60-62 Below Avg. 1.0
- F 0-59 Failing 0.0
- I Insufficient work has been completed to assign a grade

Grades 9-12 only

- NC No Credit
- AUD Audit
- P/F Pass/Fail

ACADEMIC POLICIES & SERVICES

Continued

Standardized Testing

Standardized tests are given to students in grades 2, 4, and 6 in the spring of each school year. Parents are given a comprehensive, narrative interpretation of their child's test results. The Terra Nova Test is a comprehensive battery of tests designed to measure school achievement at each grade level. The tests provide dependable achievement measures that assist in improving instruction, evaluating progress, closely matching test content and current instructional objectives, and providing a meaningful information system for teachers, administrators, and parents.

Students are encouraged to schedule and take college entrance and aptitude tests, such as the SAT and ACT, each year to qualify for admission and scholarship opportunities.

Spelling Bee & Academic Fairs

We firmly believe in the holistic development of our students, which goes beyond academic excellence. That's why we have integrated a range of extracurricular activities into our curriculum to foster personal growth and provide opportunities for students to showcase their talents and abilities.

Participation in events such as the spelling bee, science-history fair, and similar activities is mandatory for all students up to grade 10. We consider these activities to be an essential component of their educational journey. By engaging in these events, students develop valuable skills such as critical thinking, research, public speaking, and creativity.

Bible Instruction & Chapel

Beginning in preschool, students are taught through a systematic Bible study curriculum, including Bible stories and memory verses. In addition to the daily Bible work, a chapel service is conducted weekly.

Chapel services will be held weekly with an emphasis on praising God through song, praying for students' needs, and incorporating God's Word into our daily lives. Chapel messages are geared toward young people to help them have zeal and excitement in their worship. Students are expected to participate and show respect to guest speakers, chapel leaders, and the act of Christian worship. Students may not use cell phones or computers or engage in other activities during chapel. Parents are always welcome to attend the chapel services!

Textbooks

LCA textbooks are primarily published by Bob Jones, a Christian textbook publisher, and present subject content through a Biblical worldview lens. Textbooks are purchased by LCA, and all textbooks remain the property of LCA. Each classroom will have a set of textbooks for student use. Pages from these textbooks will be uploaded to Canvas, the LCA learning management platform, for student use 24-7. Physical textbooks can be checked out to students if requested. Should a student lose a textbook, the student will be billed for the replacement cost of that textbook.

ACADEMIC POLICIES & SERVICES

Continued

Parent-Teacher Conferences

Parent-teacher conferences are scheduled on both a formal and informal basis throughout the year. At least one formal conference will be scheduled for each student after the first grading period. Conferences may be requested by the parent or by the teacher.

Promotion

In the elementary (grades K – 6) classes, the promotion categories will be as follows:

Promotion
The students' work and achievements have been average or above average in all areas. The student is ready for the next grade.

Retention or Exceptional Program Recommended
The students' work does not meet grade-level requirements in several areas. The student struggles to function academically or otherwise at grade level. The student received below-average to failing grades in three or more core subjects. The student is missing grade-level skills and will have great difficulty succeeding in the next grade.

God's Word is clear on who has the ultimate responsibility and authority for the final decision on matters concerning children: the parents. If the parents choose to do other than what the professional opinion of the LCA staff suggests, we will submit to the parents' decision, after putting our advice in writing. However, if we cannot effectively minister to the child's needs in the manner decided upon by the parents, we will decline enrollment.

Graduation Requirements

Graduation requirements are designed for students who attend LCA High School all four years. Students are required to enroll in a full academic course load each year unless special arrangements have been made with the high school administration. Students transferring to LCA may have their graduation requirements modified at the discretion of the Academic Dean and Academic Advisor.

Members of the senior class (based on credits) will participate in graduation exercises. No students will receive their diplomas until the week following commencement. Diplomas will be given to students provided they are cleared by the administration. In order to be cleared the students must have all of their credits completed, financial accounts cleared, all school property returned, and have completed all detention or other requirements of the school, including service hours. Students may participate in commencement without the required number of credits with permission from the administration. Students will be responsible to complete all graduation requirements before a diploma will be issued. For transfer students, LCA accepts all credits from regionally accredited schools. All other credits will be evaluated on an individual basis before acceptance.

ACADEMIC POLICIES & SERVICES

Continued

Biblical Studies 4
Students must earn 0.5 of Bible credit for each semester that they are enrolled at LCA.

Language Arts 4
Students must earn a combined total of 4 credits in the following classes: Foundations of Literature & LA9, Elements of Literature & LA10, American Literature & LA 11, British Literature & LA 12, English 1005, English 1010, English 2015, AP Language & Composition, or AP Literature & Composition.

Mathematics 4
At a minimum, students must earn 1 full credit in Algebra I and Geometry and earn a combined total of 4 credits in mathematics.

Sciences 4
Students must earn 4 credits in the sciences, which should include Earth Science with a lab, life science (Biology) with a lab, a physical science (must be Chemistry or Physics) with a lab. The fourth may be an advanced course or an elective of the student's choice.

Social Sciences 4
Students must earn 4 credits in the social sciences. These should include Geography, World History, and US History at the GE or AP level. Students are required to have 0.5 credits of US Government & Citizenship and 0.5 credits of Financial Literacy / Personal Economics.

Fine Arts 1.5
In order to meet graduation requirements students must earn 1.5 credits in fine arts. Credits may be earned in any visual or performing arts-related course.

Technology 1.5
Students must earn 1.5 technology credits. 0.5 credits must be earned in Information Technology Intro or equivalent. The remainder of the credit can be any course(s) that meet technology credit requirements.

Foreign Language 1
1 full credit must be earned to meet graduation requirements. Students may choose any foreign language offered other than their native language.

Physical Education 1.5
1.5 credits must be earned. 0.5 credits must be earned in Fitness for Life. Other credits will be completed by taking any course that will satisfy PE credit. A one-time credit of 0.5 can be earned for participating in one full season of a sport or cheerleading.

Health Sciences 0.5

Electives 5
Each student must earn at least 5 credits of electives. 0.5 credits must be in Public Speaking or Speech and Debate. Other courses may be taken from any subject area.

Total of 31 Credits to Graduate

ACADEMIC POLICIES & SERVICES

Continued

Honor Role

We recognize and celebrate the academic achievements of our students. As part of our commitment to academic excellence, we publish an honor roll following the end of each semester grading period. Being listed on the honor roll is not only a testament to a student's academic prowess but also serves as a source of pride and motivation. It recognizes their efforts, perseverance, and the effective use of study skills and time management techniques.

By publishing the honor roll, we aim to create a culture that values and celebrates academic achievement. It encourages healthy competition among students and promotes a supportive academic environment where excellence is recognized and celebrated. Additionally, being on the honor roll can have a positive impact on college applications and future academic opportunities.

We congratulate all students who make it onto the honor roll and encourage every student at LCA to strive for academic success. We believe that academic achievement is a reflection of a student's commitment to personal growth and the pursuit of knowledge

The honor roll is divided into different categories based on specific grade point averages (GPAs). These categories are designed to recognize varying levels of academic achievement and provide students with tangible goals to strive for.

- Principal's List: To attain the Principal's List, students must achieve a perfect GPA of 4.0. This signifies exceptional academic performance across all subjects and reflects a high level of consistency and dedication to their studies.
- Highest Honors: Students who achieve a GPA of 3.9 are recognized with Highest Honors. This demonstrates a remarkable level of academic excellence, with only a fraction of a point separating them from the perfect GPA.
- High Honor Roll: Attaining a GPA of 3.75 earns students a place on the High Honor Roll. This signifies an excellent academic performance and a strong commitment to maintaining a consistently high level of achievement.
- Honor Roll: Students who achieve a GPA of 3.4 are recognized on the Honor Roll. This acknowledges their dedication to academic success and their ability to consistently perform at a commendable level.

Valedictorian/Salutatorian

LCA will recognize a valedictorian (ranked 1st in graduating class) and a salutatorian (ranked 2nd in graduating class) each year. The selection will be based on the grade point average of all seniors at the midterm of the final semester of the graduating class's senior year. To be eligible for these awards, the student must have been a student at LCA for at least 4 semesters prior to graduating.

Transcripts

Transcripts will be sent to the student's new school after we have received a transcript request. LCA will not forward transcripts until all accounts are paid in full. Three transcripts will be provided for colleges. After the third, LCA will charge $3 per transcript. The family account must be clear in order for LCA to issue a transcript.

STUDENT CONDUCT & DISCIPLINE

Honor Code

Students in grades 7-12 will be required to sign an honor code agreement at the beginning of the school year. By signing, the student is committing to a 24-hour lifestyle on and off campus.

Service Hours

School Service Hours are an integral part of the LCA community. The primary objective of Service Hours is not to impose monetary charges on parents but to foster a sense of community and encourage students to participate in projects that further parental awareness and participation in their children's education.

- School service hours are required of all families.
- Families with preschool children —18 hours of service
- Families with kindergarten through twelfth grade –36 hours of service per year
- International students –36 hours of service per student
- Hours may be earned at any time during the year.
- If a student or family member chooses not to complete all service hours, they may pay $360 in lieu of service hours.
- Parents, students, and extended family members may earn service hours.
- Hours are non-transferable and cannot be carried over to the next year.
- Hours are not official until approved by a teacher/administrator/house parent.

LCA shall provide ample opportunities for students to fulfill these obligations, including, but not limited to, cleanest house contests, rewards for good behavior, facility maintenance, sporting events, community food drives, volunteering at homeless shelters, and similar activities.

In rare instances when students are unable or unwilling to complete the required service hours, they will be assessed a $10 fee per service hour. It is emphasized that LCA's primary objective is to ensure that no student or parent is required to pay this fee. To monitor each student's progress toward fulfilling their Service Hours requirement, LCA shall provide a mid-year accounting report.

Classroom Conduct

Each teacher will establish classroom rules to support effective instruction and minimize distractions for students. Students are expected to follow all classroom and school rules and to show verbal and physical respect for teachers and peers. Students should not disrupt or distract other class members.

Students are not permitted in any classroom unless a teacher is present. The teacher's desk, computer, bookshelf, and file cabinets are regarded as personal property. Therefore, students are not to interfere with anything related to these without prior approval from the teacher.

STUDENT CONDUCT & DISCIPLINE

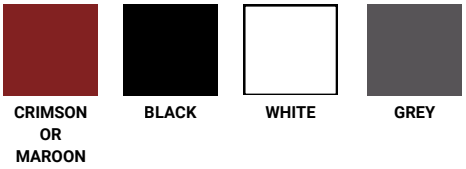
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Dress Code

LCA has a uniform dress code. The goals of the uniform look are as follows:

- Promote unity and school spirit among students.
- Promote a dress code that encourages a professional, studious mindset.
- Establish a standard of dress that is easy to maintain and accessible to all.
- Provide comfortable attire cost-effectively.

Dress Code Tops



CRIMSON OR MAROON | BLACK | WHITE | GREY

- T-shirts must be purchased from LCA. Collared and polo shirts are available from the school or external sources. Please avoid clothing brand logos that are not LCA (e.g., Nike, Adidas, Puma). If another company logo is unavoidable, it should not exceed 1.5 inches square.
- LCA logo t-shirts, polos, long-sleeve shirts, jackets, and hoodies are available through the LCA main office and on back-to-school night, and can be worn any day of the week.
- Polos, turtlenecks, knit sweaters, cardigans, blouses, or dress shirts in an approved solid color.

Dress Code Bottoms



KHAKI | NAVY | BLACK

- Pants must be solid-colored and can include corduroy, Dockers, slacks, dress pants, and cargo pants. No denim, pleather, leather, or leggings are allowed. The fit should be neither excessively baggy nor too form-fitting.
- Solid-colored, docker-style shorts, at least knee-length. For girls, skorts, skirts, or jumpers in an approved solid color must be at least knee-length.
- LCA Athletic branded joggers or pants will be available for purchase and can be worn any day of the week. Athletic bottoms purchased outside of the LCA store are not permitted.

Casual Fridays

- Jeans are allowed only on Fridays. LCA logo t-shirts or collared/polo shirts are still required.

Athletes

- LCA athletes are allowed to wear player-pack items, which include athletic tops and bottoms provided by their coach. However, items purchased outside of these approved player packs are not permitted. For example, you cannot take an LCA logo and place it on any personal item to wear during school hours.

Additional Items

1. **Identification:** All 6th-12th-grade students must wear a neck lanyard and a school-issued ID card at all times.
2. **Clothing Fit:** Attire should fit properly. Clothing must not be excessively baggy or overly form-fitting.
3. **Maintenance:** Clothing should be clean, well-maintained, and free of excessive wear or holes.
4. **Midriff Coverage:** Students should be able to raise their arms without exposing their midriffs.
5. **Tops:** Shirts must not be too low-cut or loose; cleavage must be covered. All tops must have sleeves and effectively cover undergarments.
6. **Footwear:** Students must wear closed-toe shoes that cover both heels and toes. Fully enclosed shoes are mandatory; Crocs, slippers, sandals, or slides are not permitted.
7. **Hairstyles:** Hairstyles should be neat and well-groomed. Unnatural hair colors are not acceptable.
8. **Facial Hair:** Facial hair must be kept neatly trimmed and should not be excessively long.
9. **Jewelry and Piercings:** Students should avoid excessive ear piercings and gauges. Only ear piercings are allowed; no jewelry may be displayed in other body piercings. An exception applies to high school students: small stud nose piercings are permitted at the discretion of the High School Principal and the Dean of Students.
10. **Makeup:** Girls may wear modest makeup, avoiding extreme colors. Boys are not permitted to wear makeup or nail polish.
11. **Tattoos:** Students must ensure tattoos are not excessive and remain covered. Tattoos depicting violence, foul language, nudity, or symbols that may be considered offensive to the values of LCA must be concealed.

Students will be notified of deviations from the school dress code, such as classroom theme days and spirit days.

STUDENT CONDUCT & DISCIPLINE

Continued

Cell Phone Policy

Cell phones are not allowed to be out or used in the classrooms unless under specific teacher instruction. Students can use their cell phones before/after school, during passing periods, and during lunchtime.

Upon entering a classroom, students are required to silence their cell phones and store them out of sight during the entire class period. If students use their phones for any reason during class, the teacher will take the student's phone.

- On the first offense, the student's phone will be returned to the student at the end of the class period. The incident will be documented in the student's behavioral profile on RenWeb.
- On the second offense, the teacher will keep the student's phone until the end of the school day. The incident will be documented in the students' behavioral profiles on RenWeb.
- On the third offense, the teacher will turn in the student's cell phone to the Dean of Students. The student must retrieve his/her phone from the Dean of Students and there will be further punishment, including but not limited to detention, fines, and a behavior contract.

If students need to use their cell phones for emergency contact with a parent, agent, or other, students must get permission from the principal and conduct the call in a designated, supervised area. Parents are strongly encouraged to avoid school time to contact their children.

Behavior/Discipline

We are committed to the protection of both students and staff and seek to establish and maintain a safe environment in which students can worship, fellowship, and learn, in order to function as responsible citizens in an ever-changing world. The intention of this Code of Conduct is to promote responsible behavior and Christian values that create an orderly, respectful, and safe environment.

Scripture makes very clear statements about behavior and discipline. The truth is that both God's law and discipline are positive gifts of love that enable people to be happy and successful. LCA's philosophy of behavior education seeks to follow the following biblical principles:

- The responsibility and authority to discipline come from God. (Ephesians 6:1-4)
- Discipline has moral content. The foundation is our amenability to God and the revelation of His standard. It is both positive and negative. Disobedience is the core of sin. (1 Peter 1:16)
- Christian love is at the heart of all discipline. (Proverbs 13:24)
- All discipline is designed to show the child his sinful will, lead him to trust Christ, and become a self-disciplined person who wants to do God's will. (Gal. 3:19-24)

We are committed to the protection of both students and staff and seek to establish and maintain a safe environment in which students can worship, fellowship, and learn, in order to function as responsible citizens in an ever-changing world. The intention of this Code of Conduct is to promote responsible behavior and Christian values that create an orderly, respectful, and safe environment.

STUDENT CONDUCT & DISCIPLINE

Continued

Behavior – Reverence, Respect, Responsibility.

- All behavior should be guided by reverence for life, respect for self, others, and property, and taking responsibility for one's actions.
- Behavioral standards should encourage self-discipline, create an atmosphere based on love, respect, and cooperation, and provide a safe, positive, and well-ordered environment.

Rights are those things we are entitled to have. Both Students and Staff have the right to:

- A safe environment.
- Feel secure from physical, verbal, and written harassment.
- Be treated in a fair, consistent, and respectful manner.
- Receive instruction and assistance for social, emotional, and academic concerns.
- A clean and pleasant environment.

Responsibilities are the actions that are expected as a result of the written rights. All students have a responsibility to:

- Share experiences in safe and pleasant surroundings.
- Maintain attendance that is regular and punctual.
- Act safely in everyone's interest.
- Accept responsibility for their actions.
- Practice good health habits.
- Be honest and polite.
- Not interfere with teacher and staff facilitation and the experience of others.
- Show respect for the rights, feelings, and property of others.
- Seek non-judgemental help for social, emotional, and academic concerns.
- Adhere to rules during any related activities.
- Work through a decision-making process with staff to explore alternative behaviors which are acceptable and more appropriate, when required.
- Respect the ethnic, racial, religious, gender, intellectual, and physical diversities of all people.
- Report discreetly (even anonymously where applicable) any inappropriate behavior to a responsible adult.

When a student's behavior is unsatisfactory, the school will employ the appropriate means for behavior education and correction, including notifying the student's parents. Minor infractions will add up to detention and fines. More serious infractions will deem more severe consequences. To prevent the escalation of misbehavior, the Dean of Students in cooperation with a team of administrators will construct a behavior contract for the student. The behavior contract establishes a clear understanding of zero tolerance before final action will be taken. If misbehavior reaches severity and expulsion is warranted, a representative of the student such as a parent, guardian, or program director shall be present either in person or via visual technology in the vein of complete transparency with the disciplinary position and process. An appeals process will be granted in the case of pending expulsion only. A student must express a clear interest in returning to school under the strict guidelines of an indefinite behavior contract only once a favorable council vote takes place and if approved by LCA Head Administrator.

STUDENT CONDUCT & DISCIPLINE

Continued

Language Use

We recognize the importance of international students retaining their native cultures and languages. However, LCA is committed to helping international students improve their English language proficiency and creating an inclusive educational community. For these reasons, students must speak English within the classrooms so that they can improve their English language skills and so that no students feel excluded from the conversation. For these same reasons, international students are encouraged to speak English at extracurricular events, during passing periods, at lunch, and in their host homes.

Technology & Media

The use of technology is limited to appropriate school activities as directed by the principals, teachers, or technology coordinator. This includes, but is not limited to computers, smartphones, and all visual and/or audio media. It is the responsibility of the parents or guardians to provide such guidance and oversight for their students in evaluating activities and information retrieved online.

LCA is a one-to-one school from 7th - 12th grade to disseminate assignments through Canvas, our learning management system. Therefore, laptops or Chromebooks are required for all secondary students to use daily in each of their classes. Students must have their own laptop or Chromebook on the first day of school. While these laptops are the property of the student, students will be expected to follow safe and appropriate digital and online behaviors and citizenship. Specifically, students may not visit pornographic, violent, or criminal sites. Students must not post on social media anything that disparages LCA, CLC, its faculty, or staff. In addition, students are prohibited from any form of cyberbullying. Students will be held responsible for all social media posts, and any abuse of online citizenship will result in discipline. See student honor code.

Online access to the Internet offers a tremendous opportunity for students to broaden their intellectual horizons, but there are significant risks as well. We believe that if we abide by certain guidelines governing online behavior, the potential benefits outweigh the potential risks. It is the responsibility of the school to provide a secure and functioning online environment where learning can take place. It is the responsibility of the student to behave in a mature and ethical way when using the school's online resources and to abide by the established guidelines outlined in the Online Code of Conduct.

Access is a privilege, not a right, and entails responsibility. Parental permission is required. Individual users will comply with school standards and will uphold the Honor Code they have signed. School administrators may review files and/or communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that online communications and/or records of usage would always be private.

Hall Passes

No student may leave a classroom for any reason unless the teacher deems it an emergency or the office calls them out. These students must then have a hall pass. Personal needs are to be taken care of between classes and at lunchtime.

Party Invitations

We see the importance of students socializing with their friends outside of school. However, we also want to be considerate of children's feelings. We ask that if your child is having a birthday or other type of party and you are not inviting the whole class, please mail or deliver the invitations outside of school to avoid hurt feelings due to being left out.

STUDENT CONDUCT & DISCIPLINE

Continued

Cheating

Academic integrity is an essential component of education. LCA teachers and coaches are committed to teaching and requiring students to practice academic integrity. Cheating is defined as the unauthorized use or attempted use of information in any form during an academic exercise. Cheating includes unauthorized use of notes during an exam, use of the internet or other sources to find answers that students are expected to process to their own ability, and obtaining or copying answers from another student, past or present. Academic dishonesty extends to include students who offer their own answers or work for other students to use as their own.

Plagiarism is a form of academic dishonesty. Plagiarism is defined as claiming another person's work or words as one's own. This includes copying from internet sources, including ChatGPT and other AI answer generators, or individuals or paying others to complete one's own school work.

While academic dishonesty and cheating are serious offenses, LCA determines to educate and counsel students toward academic integrity. As such, LCA will adhere to the following discipline procedures:

- On the first offense, the teacher will counsel the offending student or students to teach the particular details of their dishonest actions. Teachers may allow students to resubmit assignments for full or partial credit. The misbehavior will be documented in the student's behavior profile on RenWeb.
- On the second offense, the offending student or students will be referred to the Academic Dean for further counsel on academic integrity. The student will receive a 0 for the assignment without the opportunity to resubmit it. The student's parents will be notified, and the misbehavior documented in the student's behavior profile on RenWeb.
- On the third offense, the offending student or students will be assigned detention and fined. Parents may be asked to attend a parent, teacher, or student conference. This misbehavior will be documented in the student's behavior profile on RenWeb.
- On the fourth offense, the offending student or students will receive ISS and a fine. Parents will be notified, and the student will be put on an academic contract. This misbehavior will be documented in the student's behavior profile on RenWeb.
- A further breach of the academic contract may result in student expulsion. This policy runs per school year.

Attendance

If your child is absent or tardy, please email attendance@lcaeagle.org. In order for students to gain the most in school, they must be in regular attendance. The laws of the State of Utah state that a child must attend school when it is in session. Unexcused absences result in truancy. Students skipping school will be punished and may lose academic credit.

Excused (valid) absence: an excused (valid) absence is defined as an absence as a result of illness of the student or physical disability, illness or death in the immediate family or an emergency in the family that necessitates the student being absent from school. Parents should make every attempt to schedule dental, medical, and orthodontist appointments outside of school hours.

STUDENT CONDUCT & DISCIPLINE

Continued

See Residential Student Handbook regarding LCA residential students' illness policy.

Any student who is absent three or more school days in a row because of illness must present a doctor's statement concerning the health condition. As a general rule, a doctor's note is required for all rashes and a child should be free of a fever for 24 hours before returning to school. If testing positive for Covid, proof of a negative result or the allotted time to sit out as determined by the health department will be required.

Parents are highly discouraged from planning trips or vacations during the school week. In these rare cases, parents are expected to inform all teachers and principals in writing at least one week in advance of absences. Students will be responsible for all work while absent but may not be able to make up in-class participation assignments. International students should make every attempt to arrive in the country in time to start classes on the first day of the school year and after any mid-school year breaks. International students may NOT leave school before the school year ends. Any student who leaves school early will receive 0 credit for remaining assignments, including final exams.

If a child is absent more than 20 days in the course of a school year, his promotion is dependent upon the approval of the administration who will act upon the recommendation of the teachers and the principal. For high school, if a student is absent for over 10% of the days in a given semester, credit may or may not be given at the discretion of the administration.

Any student absent on a given day, for any reason, may not attend after-school activities or extracurricular events on the day of that absence.

Harassment/Bullying

LCA is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation, and harassment, including sexual harassment. Sexual harassment between any persons is prohibited, including students, employees, parents, or campus visitors. This school is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion.

Students who feel that they have been subjected to conduct of a harassing nature are to immediately report the matter to the principal. All complaints will be immediately investigated. Every effort will be made to protect the privacy of the parties involved in any complaint. However, the school reserves the right to fully investigate every complaint and to notify a student's parent/ guardian and appropriate government officials as the circumstances warrant. Threats of violence against students or staff will not be tolerated.

Detentions

Detentions are generally served on Saturdays. A student may be assigned a 1-3 hour Saturday detention with a $10 per hour fine. If a student does not show up for the detention, he/she will receive an additional detention for the absence. Students may be suspended if they do not serve their detentions.

HEALTH POLICIES

Health

PLEASE DO NOT SEND YOUR CHILD TO SCHOOL WHEN SICK. For the safety and well-being of the sick child, as well as all other students and staff, please do not allow a child to attend school if he has had a fever within the past 24 hours or has a contagious illness. Any students showing signs of illness will be sent home.

Students who show signs of a communicable or infectious disease, including skin rash, impetigo, bed bugs, or lice, will be excluded from school until the condition has been treated and cleared up. As a general rule, a doctor's note is required for all rashes, and a child should be free of a fever for 24 hours before returning to school.

Medication

School employees will administer medication to students only upon receipt of a written request by the student's guardian.

The medication must be in the original container and properly labeled. The label on prescription medication must include the name of the student, the prescribing doctor, the name of the medication, the date the medication was prescribed, and the instruction for administration. All medication will be stored in the school office with the exception of epi pens and inhalers.

Immunizations & Physicals

Physical examinations are strongly recommended for all pupils entering kindergarten. Our school nurse will check all required immunizations and forms. All immunizations must be recorded on your child's Health Certificate. Students who are not in compliance with their immunizations will be held out of class until their immunizations have been made current.

For the most recent immunization requirements for your child's grade level, please email nurse@lcaeagle.org

All students who want to participate in interscholastic athletics are required to have an annual physical, prior to participating.

SAFETY POLICIES

Fire & Other Emergency Drills

LCA will conduct regular drills to prepare the students for efficient emergency evacuation of the building, lockdown, and shelter in place. Levels of emergency and corresponding actions as well as evacuation routes for each room will be posted by the door of each room.

SAFETY POLICIES

Continued

School Closures

The safety and well-being of our students and staff are of utmost importance. We closely monitor weather conditions to ensure a secure learning environment for everyone. In the event of inclement weather or other weather-related emergencies, the decision to delay or cancel school will be made by the Head of School in consultation with relevant authorities and local weather services.

Communication Channels

To provide timely and accurate information regarding any changes to the school schedule due to weather conditions, we will utilize multiple communication channels:

- **School App:** Weather-related updates will be promptly posted on our school app, ensuring that parents and students have immediate access to the latest information. Please make sure to download the app and enable notifications to receive real-time updates.
- **Social Media:** We will also communicate weather-related updates through our official social media accounts. Be sure to follow us on [insert social media platforms] to stay informed about any changes to the school schedule.
- **Email:** Additionally, we will send out email notifications to all parents and staff members in the event of a weather-related schedule change. It is crucial to keep your contact information up to date to ensure you receive these important communications.

Decision-Making Process

The Head of School, in collaboration with relevant staff, authorities, and weather services, will carefully assess weather conditions and evaluate potential risks to determine whether a delay or cancellation is necessary. Factors taken into consideration include but are not limited to, severe weather conditions, road safety, and the ability to provide a safe learning environment.

Please note that while we make every effort to communicate changes in a timely manner, weather conditions can be unpredictable, and circumstances may arise that require immediate action. We appreciate your understanding and cooperation during such situations.

Closed Campus

LCA is a closed campus. Once students arrive on campus and begin the school day they are not allowed to leave the campus unless they are under the direct supervision of their parent/guardian. Parents must personally check their child out in the office or send an email or call the main office requesting that their child be allowed to leave campus in the case of students who drive.

Visitors

All visitors must report directly to the school's main office. Visitors with permission to enter any other part of the school must wear an LCA visitor identification badge at all times. Visitors who wish to pick up children because of sickness, doctor's appointments, etc., should report to the school's main office and wait until the child is excused from class. When visiting class, please leave small children at home.

EXTRACURRICULAR **ACTIVITIES**

While we believe that extracurricular activities are a very important part of the students' educational experience, they are secondary to the academic element of the school. Academics have priority over extra-curricular activities. Extracurricular activities are a privilege that is available to students. That privilege may be withdrawn from students due to behavior and or academic concerns. To be eligible for athletics or other non-graded extra-curricular activities, such as student council, cheerleading, praise band, speech & debate, or drama productions, a student must maintain satisfactory grades.

Athletics

High school athletes must follow all rules of the Utah High School Activities Association, including school attendance and academic eligibility; these rules can be found at the UHSAA website at www.uhsaa.org.

LCA also participates in WAC at the middle school level.

Athletes that are ineligible may not leave campus early to attend athletic events. Ineligible athletes must attend all of their daily classes.

Student Government

Participation in Student Government at Layton Christian Academy is a privilege granted to students who demonstrate both academic excellence and exemplary behavior. Those who meet the eligibility criteria have the opportunity to actively contribute to the decision-making process and represent the student body. Student Government members serve as ambassadors of our school, embodying its values and promoting a positive and inclusive environment for all students. Through their involvement, they develop leadership skills, learn to voice their opinions and make a meaningful impact on campus life.

Non-Athletic Clubs

LCA offers a wide range of non-athletic clubs, such as Speech and Debate, Ski Club, and many more. These clubs provide students with unique opportunities to explore their interests, develop new skills, and connect with peers who share similar passions. Participation in these clubs is open to all students, and it serves as a platform for personal growth, self-expression, and building lasting friendships. Engaging in non-athletic clubs allows students to expand their horizons, deepen their understanding of various subjects, and discover hidden talents. These clubs foster a sense of community, encourage teamwork, and provide a supportive environment where students can thrive academically and socially.

We believe that involvement in non-athletic clubs enriches the overall educational experience, empowering students to explore their interests beyond the classroom. By actively participating in these clubs, students enhance their leadership abilities, and critical thinking skills, and broaden their perspectives. Whether it's engaging in stimulating debates, hitting the slopes together, or pursuing other shared passions, non-athletic clubs offer a wealth of opportunities for students to learn, grow, and make lasting memories.

We encourage all students to consider starting other clubs as well. If you have an idea for a club, please discuss with the Academic Dean.

COMMUNICATION & ENGAGEMENT

Communication

At LCA, we recognize the vital role that effective communication plays in fostering a successful school community. We are committed to maintaining open lines of communication with parents and guardians, and we strive to uphold modern communication practices that enhance collaboration and understanding. Our updated communication policy reflects our dedication to transparent and timely communication, ensuring that important information is shared accurately and efficiently.

Principles of Communication

In our communication efforts, we are guided by the principles of respectful dialogue and conflict resolution, as outlined in Matthew 18:15-17. We believe that these principles are applicable in the context of a Christian school setting, promoting constructive communication and problem-solving. We understand the significance of clear and proactive communication in fostering strong school-home partnerships. Therefore, we will make concerted efforts to communicate with parents and guardians regarding important updates, events, and any concerns or questions that may arise. We aim to maintain a reliable and accessible communication channel to address your needs promptly and efficiently.

Teacher-Parent Communication

We encourage parents and guardians to actively engage in direct communication with their child's teacher whenever they have questions, concerns, or inquiries regarding classroom matters. A simple phone call or email exchange with the teacher is often an effective means of resolving misunderstandings or addressing issues. By fostering a direct line of communication, we aim to promote a collaborative partnership between parents and teachers in supporting each student's academic and personal development.

Escalating Concerns

In the event that a concern or issue persists despite initial communication with the teacher, parents, and guardians are invited to reach out to the principal. The principal will work closely with the parent and the teacher to facilitate a meeting, providing an opportunity for open dialogue and resolution. We believe in the importance of addressing concerns promptly and working together towards solutions that benefit the student and the overall school community.

School Policy and Program Inquiries:

If you have any questions or inquiries regarding school policies or programs, we encourage you to contact the school office. Our administrative staff is dedicated to providing you with accurate and up-to-date information, ensuring that you have a comprehensive understanding of our policies, procedures, and educational initiatives. We are committed to proactive communication and will make every effort to keep you informed about any changes or updates that may impact you and your child.

COMMUNICATION & ENGAGEMENT

Continued

Website, Mobile App, & Social Media

Website

At LCA, we strive to keep parents well-informed and connected to their child's education and activities. Our redesigned website is a comprehensive resource for parents to find valuable information, updates, and important announcements. Students and families can apply, pay, view school calendars, check their child's academic progress, access resources and documents, and stay up to date on school events and activities. We will regularly update the website with news articles, photo galleries, and other relevant content to provide parents with a glimpse into the vibrant life at LCA. We are committed to ensuring our website is a reliable, convenient platform for parents to stay engaged in their child's educational journey.

VISIT US AT LCAEAGLE.ORG

Mobile App

We are excited to introduce our mobile app, designed to bring the LCA experience right to your fingertips. Our mobile app provides an easy, convenient way for parents to stay connected to school news, updates, and events in real time. Through the app, parents can receive important announcements, access the school calendar, view their child's grades and assignments, communicate with teachers, and view upcoming activities and sports schedules. Our app offers a seamless, personalized experience, giving parents direct access to the information they need, whenever and wherever they are. We are confident that our mobile app will enhance communication between school and home, keep parents actively involved in their child's education and extracurriculars, and foster a strong partnership between LCA and our valued families worldwide.

The LCA Mobile app is available to download on the Apple and Google stores now!

Social Media

LCA understands the power of social media to connect our school community, celebrate student achievements, and keep everyone informed about exciting events on campus. Through our vibrant social media presence, we aim to create an inclusive and engaging online environment where students, parents, staff, and alumni can come together to share in the LCA experience.

Follow us on social media to stay up to date on the latest news, upcoming events, and important reminders. We will keep you informed about school announcements, academic achievements, athletic victories, performing arts showcases, and other significant milestones in our students' lives. Our social media platforms will serve as a virtual window into the dynamic happenings at LCA, allowing you to witness the growth, accomplishments, and joy of our students.

Join us on our official social media channels below:

COMMUNICATION & ENGAGEMENT

Continued

Fundraising

We strive to keep tuition reasonable and affordable while delivering high-quality education. However, achieving this requires supplemental funding to bridge the gap. Fundraisers are essential for generating additional resources and maintaining the high standards we have set for our educational programs.

LCA's financial needs extend beyond tuition alone. To support our mission of providing quality education and maintaining a high-caliber staff, we rely on the generosity of our parents, school friends, and the wider community. Fundraising initiatives are crucial to supplementing our budget and ensuring we can continue to offer an exceptional educational experience for our students.

We understand that every family's circumstances are unique, and we recognize that not all families can participate in every fundraising event. However, we encourage all families to recognize the significance of their involvement and contribute in ways that align with their capabilities. We aim to offer a diverse range of fundraising activities to reach as many individuals as possible, fostering a sense of community and shared responsibility.

Participation and Support

We believe that fundraising is a collective effort that requires the involvement and support of our entire school community. We encourage parents and guardians to actively participate in fundraising and to promote the school within their networks. By joining forces, we can make a significant impact and contribute to LCA's success and growth.

Athletic Team Fundraisers

Our athletic teams will regularly organize fundraisers to support their specific needs and initiatives. These fundraising activities provide an opportunity for student-athletes, their families, and the broader community to come together in support of our athletic programs. Funds raised through these initiatives support equipment purchases, travel expenses, and other essential resources that enhance our students' overall athletic experience.

Eagle1 Booster Club

Team LCA, our teacher support team, will also organize fundraising initiatives. These activities aim to secure financial support for the school's general needs; however, they primarily focus on teacher and classroom support.

The Purpose and Goals:

- Provide support and show gratitude towards LCA teachers and staff.
- Develop strategies to promote the growth of LCA.
- Provide families with opportunities for involvement and service hours.
- Provide channels of communication and information between parents and teachers.
- Encourage closer relationships between parents and teachers.
- Promote the philosophy, personnel, and practices of LCA in the communities, churches, family, and friends

To participate in the Team LCA parent-teacher group, contact jessica@lcaeagle.org

CAMPUS & FACILITIES

Lockers

All student lockers are the property of LCA and can be opened and checked at any time by the administration with or without the permission of the student. Lockers are to be kept neat and clean.

Lunches

Students have the option to bring lunch from home or purchase a hot lunch. Lunches are purchased online through FACTS Family Portal. A menu of hot lunches will be available on our website. Lunch may also be purchased daily or in quantities at the school office. Microwaves are available to heat up lunches brought from home. Please send items that do not need more than a minute to heat.

Athletic Facilities and Equipment

LCA is proud to offer athletic facilities and equipment to enhance the overall sports experience for our students. We expect students to treat all athletic equipment with respect and care. Any damage or loss of equipment should be reported to the athletic department promptly. Students are responsible for returning all equipment in good condition after use.

Open Gym Times: We understand the importance of providing open gym times for students to engage in recreational activities. However, please note that our gym is also our chapel for church service, and there are regularly scheduled practices or games, access to the gymnasium may be restricted. Students are asked to respect these scheduled events and refrain from using the court during these times.

Weight Room Usage: Our weight room is equipped with a range of strength and conditioning equipment to support the training needs of our athletes. For safety reasons, the weight room must be used under the supervision of an approved adult, such as a coach or athletic staff member. We prioritize the well-being of our students and want to ensure proper technique and safety protocols are followed.

Transportation

LCA does not provide transportation to or from school for domestic students or international students hosted privately. There are many parents, however, who are willing to work out a carpool arrangement. If you need assistance finding a ride for your child, please contact the school office.

Student Vehicles

Students who drive vehicles to school must park in designated student parking lots where cars should remain until the end of the school day. Students may not sit in their cars during lunch or any other time during the school day. Permission to operate and park a vehicle on campus must be obtained from the high school principal. Student drivers must provide a copy of their driver's license, vehicle registration, and proof of insurance to be kept on file.

Students are expected to operate their vehicles on campus in a safe manner while in the local community and on school grounds. Students may be denied the privilege to drive a car to school if they are found to have a pattern of unsafe or unwise driving practices. LCA is not responsible for any damages incurred by private vehicles while on school property.



HERE'S TO A GREAT YEAR!

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