

Layton Christian Academy
High School and Middle School

2018-2019 Handbook Addendum

*This addendum is to be used in conjunction with
the LCA Handbook*

The following pages contain additional handbook information that is pertinent to Layton Christian Academy Middle and High School (grades 7-12) students and families for the 2018-2019 school year.

ATHLETIC AND EXTRA-CURRICULAR ELIGIBILITY

To be eligible for athletics or other non-graded extra-curricular activities, such as student council, cheerleader, praise band, speech & debate or drama productions, a student must maintain satisfactory grades. Specific grade requirements for extra-curricular activities may be found in LCA's Athletic Handbook.

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

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.

LOCKERS

All student lockers are the property of Layton Christian Academy 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.

STUDENT VEHICLES

Students who drive vehicles to school must park in designated student parking lots where each vehicle remains until school closes. **This parking area is considered out-of-bounds for all students during school and lunch hours.** They may not enter the parking lot or go to their vehicles, during the day, without permission. -Permission to operate and park a vehicle on campus must be obtained from the high school principal's office. A copy of the student's drivers license, vehicle registration, and proof on insurance must be provided in order for a student to receive permission to operate and park a vehicle on the LCA campus. Each student is expected to operate their vehicle in a safe manner in the local community and while on the school grounds. Students may be denied permission to drive a car to school if it is recognized that they have a pattern or history of unwise and unsafe driving practices. Layton Christian Academy is not responsible for any damages incurred to private vehicles while they are on school property. Seniors are the only students who may leave campus during their lunch time as long as are documents in place. Seniors may not take underclassmen with them when they leave for lunch.

ATHLETICS

As a Christian Middle and High School, Layton Christian Academy has many opportunities to be a Christian testimony to opposing athletes, officials, and spectators through athletics. Though rivalry with other schools may exist, the school still expects only the highest form of sportsmanship from Layton Christian Academy athletes, cheerleaders, coaches, parents and fans. Please see the Athletic Handbook for more details.

PHYSICAL EDUCATION

P.E. is required for all seventh through ninth grade students. P.E. clothing must be worn and may be purchased in the school office. Designated gym shoes (tennis shoes not worn outside) are to be worn for P. E. classes. For exemption extending beyond three days, a written note from a doctor is necessary. To receive a grade in P.E. a student must participate a minimum number of days in a quarter as mandated by the state.

The following are items relating to discipline that are an addition to the regular handbook and pertain specifically to Middle and High School students.

24 HOUR ADHERENCE TO STANDARDS OF CONDUCT

By virtue of enrollment, any Layton Christian Academy students agree to live within the framework of the school's standards of conduct. While some students may not have personal convictions in accordance with the standard in the handbook, agreeing to this standard obligates the student to assume responsibility for honorable adherence to it, *whether on campus or off campus*.

HONOR CODE PLEDGE

Students in grades 7-12 will be required to personally follow the school Code of Conduct. After reading each item, initial it and then sign the honor pledge at the bottom of the page. This pledge is signed during the first day of school or when student arrives. Their signature indicates compliance with and respect for this code.

Honor Code:

Recognizing Jesus as the Lord, and the Word of God as the supreme standard for all wisdom and knowledge, it is my aim to develop myself accordingly. (Hebrews 12: 1-2; James 1: 5-6; I Peter 1: 24, 25; I John 5: 3-5)

I will try to follow the will of God for my life and to portray Christ-like character daily through personal prayer, consistent study of the Bible and

faithful worship. (Matthew 7: 7-11; James 1: 22; I Peter 1: 13-16, I John 2: 5-6)

I will apply myself to my studies and grow academically, spiritually and socially. (Luke 2: 52; Philippians 2: 5; I Corinthians 1: 5)

I will refrain from the lifestyle of sexual immorality, drunkenness, use of illegal substances, and use of tobacco. (I Corinthians 6: 9, 13, 18, 19; Galatians 5: 16-26)

I will endeavor to faithfully seek Godly guidance in my life and develop the gifts and abilities God has given me. (I John 2: 20; I Corinthians 12: 18-31; Ephesians 4: 11-12)

I will seek to share the love of God through specific ministry on a regular basis in an area of Christian service where I feel led/called. (Matthew 28: 19-21; 10: 8; John 15: 17; I Corinthians 15: 58; II Corinthians 5: 18; I Corinthians 9: 22)

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 in following it. (Psalm 15: 1-3; Deuteronomy 5: 19,20)

I will show proper respect to my teachers, peers, and those in the community, recognizing that I represent Layton Christian Academy 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 books.

I will submit myself to the leadership of the school and the rules. I realize that my attendance here at school is a privilege and not a right. I determine to give my best and to prayerfully support the school staff. (Colossians 3: 22; Ephesians 6: 5-8; Hebrews 13: 17)

STUDENT/CLASSROOM CONDUCT

Each teacher will establish classroom rules designed to allow the teacher to teach effectively and to help the student learn with minimal distractions. If a student violates a classroom rule there will be a consequence. Students are enrolled at Layton Christian Academy to learn and are not to disrupt or distract other class members in any way.

Students are not to be in any classroom unless a teacher is present.

The teacher's desk, bookshelf, and file cabinets are regarded as personal property. *Therefore, students are not to meddle with anything regarding these without prior approval from the teacher.*

By following the teacher's specific rules, cooperating and submitting to his or her authority students will be more successful in class.

FIGHTING

Layton Christian Academy takes a no tolerance policy with fighting. If in the opinion of the school administration, a fight has occurred, an automatic suspension will be enforced.

ALCOHOL, TOBACCO, AND OTHER DRUGS

Layton Christian Academy, as an educational institution, (and in keeping with the laws of the State of Utah) promotes the belief that tobacco, alcohol, and other drugs are detrimental to the healthy development of adolescents. In keeping with this principle, we maintain a policy prohibiting students' use of these substances, and provide information and support to allow them to develop productive Christian lifestyles free of chemical encumbrances. Students who are found to have early to serious dependency problems with substance abuse are dealt with by discipline, counseling, and referral to help them regain the freedom to control their lives. We reserve the right to do random drug testing at any time.

Layton Christian Academy's basic policy is: Possession of, use of, or consumption of any tobacco, alcohol or drug products on campus or at any school function (on or off campus) is strictly prohibited. Any possession of, use of, or consumption of any tobacco, alcohol or drug products off campus, at non-school activities, is strictly prohibited and is subject to the full impact of this policy in its entirety. Considered even more serious is the student's involvement in the giving or selling of prescription drugs, illegal drugs, drug paraphernalia, or look alike drugs of any kind to anyone.

When the administration is adequately convinced a student is involved in possession or use of ATOD (Alcohol, Tobacco, or other Drugs) that student will be placed on suspension, long-term suspension or expulsion.

ADDITIONAL STANDARDS OF CONDUCT

Fireworks, matches, and other flammable materials are prohibited by law and not allowed on campus.

No food or beverage is to be consumed in the classrooms (except during lunch period).

CD players, radios, or any other amplified electronic devices are not to be brought to school.

LCA allows students the privilege of keeping their personal electronics and wireless communication devices with them during the school day. However, due to the significant distraction from the educational process that is presented by these devices, students are only allowed reasonable use of them, before classes begin at 8:30am, during class changes, during their lunch period, and after 3:30pm, when the

school day has ended. Instructions for the placement of these devices, in the classroom, will be provided by each individual classroom teacher. Any use of these devices outside of these parameters, without the expressed permission of a member of the faculty or staff of LCA, will result in the confiscation of the device. Confiscated devices will be turned in to the student's principal and kept in the principal's office until they are retrieved. They must be retrieved from the principal's office by a parent, or other responsible adult, associated with the student. Multiple infractions of this policy will result in progressive discipline, up to, and including, suspension and/or the loss of the privilege to have possession of these devices, during school hours.

LCA is an excellent place to become acquainted with many new friends. However, boys and girls are to refrain from inappropriate, personal displays of affection (PDA) on campus and at any and all school related functions. The administration reserves the authority to determine the appropriateness of said conduct and behavior. Students that develop a pattern of behavior, in violation of this policy, will be subject to disciplinary action.

LCA is a closed campus. Students must have specific permission from a parent and the principal to leave the campus at any time during the regular school hours.

Students enrolled at LCA are required to recognize and respect the ethics and values associated with a Christian school. Language, images, and other presentations that are deemed inappropriate by the administration are prohibited from being displayed by students, on their clothing, vehicle, or personal belongings, on campus and at all school-related functions and activities. Students that develop a pattern of behavior, in violation of this policy, will be subject to disciplinary action.

All visitors must secure a visitor's permit from the Middle or High School Office. Permits for student visitors will be granted for lunchtime only, when approval has been received from the principal 24 hours prior to the visit. All visitors must dress according to school standards.

The Elementary areas (including restrooms) are off limits to all Middle and High School students.

Due to the number of students and size of the school LCA cannot tolerate campus pranks that would jeopardize school security or create extra custodial work time and costs. Therefore, it is the policy of the school not to permit, tolerate, or condone pranks by students that would be directed in any way at the school's campus.

FACEBOOK/SOCIAL MEDIA SITES

While there are many good things about the current electronic age, there are many challenges as well. Please keep in mind that Facebook and other internet bulletin/message boards are publicly displayed. Students are responsible for content on these and other electronic communications. Should

school personnel become aware of inappropriate material by students in these areas, they will take appropriate action from counseling to expulsion.

PREGNANT STUDENTS

Should a student become pregnant during the course of the year the following options are available.

- The student can permanently withdraw from LCA or
- The student can be placed on a homebound study program for the duration of the pregnancy.

After completion of the pregnancy, the student, parents and administration will meet to determine the best solution for the remainder of the year. It will be determined whether it is best to complete the year on a homebound program or enroll on site for the remainder of the school term. Further enrollment at LCA will also be discussed at that time.

The student cannot participate in school activities during the homebound period and is not allowed on campus or at any school activity without the express written permission of an LCA administrator.

Should the father of a baby be an LCA student, he would fall under the same policy guidelines as the mother.

EXPELLED STUDENTS

Students who have been asked to withdraw or have been expelled are not allowed on campus or at any school activity without the express written permission of an LCA administrator.

PDA POLICY

Students are to refrain from public displays of affection on the school grounds or at school events.

WEAPONS POLICY

Any firearm, knife, explosive, or other dangerous object is not allowed on campus.

Knives are not allowed on campus. A student in possession of a knife will be suspended for three to five (3-5) days and possibly expelled.

Guns are not allowed on campus. Guns include, but are not limited to: BB guns, true firearms, pellet guns, cap guns, paintball guns, replicas of real guns and any device that propels an object by means of an "explosion". A student in possession of a gun will be expelled.

STUDENT HARASSMENT POLICY

Layton Christian Academy 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-\$30 fine. If a student does not show up for the detention, he/she will receive an additional detention for the absence. Students may at some point be suspended if they do not serve their detentions.

MAJOR OFFENSES

Layton Christian Academy believes that the ultimate goal of school discipline should be restoration rather than just punishment. The purpose of school discipline is that the student learn and grow from the situation, however some infractions are more severe than others.

The following are examples, but major offenses are not limited to:

- Blatant defiance or disrespect of school authority.
- Profanity and/or vulgarity.
- Pornographic literature/pictures.
- Defacing or injuring property belonging to the school or school personnel (includes writing on the walls, desks, doors, etc.). The parent or guardian shall be held liable for costs of replacement or repair.
- Gambling.
- Cheating, Lying, Forgery, Plagiarism
- Stealing .
- Cutting class; leaving campus without permission.

- Conduct that is not in keeping with the moral standards taught in the Bible
- Student harassment, including but not limited to, racial, ethnic, sexual, gender, religious, or threats and intimidation .

The above cases could result in a Saturday detention, suspension, or expulsion.

SUSPENSION

A suspension is a severe but necessary form of discipline. After reviewing the offense the administration may suspend a student for a duration of 1/2 day to indefinitely. A conference may be held with an administrator before a student may be re-admitted to school. A suspension becomes part of a student's permanent file. Students who have been suspended may be expelled according to the following procedure: The principal makes a recommendation to the administrator for the expulsion of a student. If the administrator agrees with the principal's recommendation, the student is expelled. Appeals of such disciplinary action by a parent or guardian may be made directly to the administrator. *Suspended students may complete school assignments while on suspension.* During the period of suspension, students may not come to school nor take part in any school related activities either at our campus or at another school's campus.

PROBATION/BEHAVIOR CONTRACTS

Probation coupled with a behavior contract is a type of disciplinary action taken in an effort to correct unsatisfactory behavior. The length of the probationary period will be left to the discretion of the school administration. The parent or guardian shall be notified of the action taken. Appeals of such disciplinary action by a parent or guardian should be made directly to the principal or administrator.

EXPULSION

Occasionally it becomes necessary to expel a student who does not abide by the rules and regulations of the school. Examples of expellable infractions include but are not limited to: Use or possession of tobacco, use or possession of un-prescribed or illegal drugs, use or possession of alcoholic beverage, immorality, an accumulation of suspensions, possession of any knife, explosive, or other dangerous object, robbery, extortion, possession of guns or other weapons.

The following are items relating to academic matters that are an addition to the regular handbook and pertain specifically to Middle and High School students.

CHEATING

The principle rule of academic integrity is that each member of the school community will do his/her own work, executed to the best of his/her ability. Because Layton Christian Academy seeks to develop responsible students and scholars, the school acknowledges the principle of academic integrity. **Consequently, all forms of dishonesty, including plagiarism or cheating in any form, are wrong, non-productive, and contrary to the school's educational objectives and the student's best interest. Any breach of academic integrity will be addressed by the instructor, in consultation with the principal and may result in a failing grade for the assignment or the course.**

FAILING A CLASS

Any student receiving an "F" or having a GPA of less than 2.0 for their quarter grade will be placed on academic probation. It is our desire to work hand in hand with parents and students in maintaining the academic standards desired at LCA. Students failing required course(s) at the end of a semester and allowed to continue as a student at LCA for the following semester must make up the failed course(s) through summer school or completion of credit recovery classes.

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 term 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.

DROPPING OR CHANGING A CLASS

Schedules are finalized during or before the first week of a semester. All schedule changes require administrative & parent approval. (A schedule change form is available in the school office.) Classes dropped after the 4th week will result in a failing grade for the class.

VALEDICTORIAN/SALUTATORIAN

LCA will choose 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 end of the third quarter 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.

DIPLOMAS

Members of the senior class (based on credits) will participate in graduation exercises. No student will receive his diploma 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 his credits completed, financial account cleared, turned in all school property, have completed all detention or other requirements of the school.

Students may participate in commencement without the required number of credits with permission from the administration. The student will be responsible to complete all graduation requirements before a diploma will be issued.

ACCEPTANCE OF CREDITS

LCA is required to accept all credits from regionally accredited schools. All other credits will be evaluated on an individual basis before acceptance.

PROCEDURES TO FOLLOW

1. Each day that a student is absent from school parents are asked to call or email the office between 7:30 and 9:30 a.m. to report the absence. This may be done in lieu of a written note.
2. Students may make up homework, missed quizzes, tests, and assignments for excused absences. Unexcused absences may result in the loss of points. It is the responsibility of students to make up all work missed and to find out from the teacher what their assignments, tests, etc. were. *Students have the number of days equal to the number of excused absences in which to make-up work. Students will be expected to make up tests and quizzes immediately upon returning from one day's absence. In the case of long term absence, special arrangements are to be made which are acceptable by the teacher and administration.*
3. Students may go off campus for lunch only with their parents or a teacher/principal (special requests with written permission) during the regularly scheduled lunch period. This permission must be granted ahead of time.

EXCUSED ABSENCES

1. Illness with note from parent or doctor.
2. Students are required to sign in at the office when returning from professional appointments.
3. Funeral, with note from parent or guardian.
4. Special situations. The administration and faculty are aware that parents have rights regarding the activities of their children. We are, however, concerned when continued absence and tardiness affects their school performance. The school cannot be responsible for a student's academic progress when there is continual absence and tardiness even with parental permission. We want to discourage absences for extended vacations, etc. On rare occasions, such an activity on school days may be necessary.
5. There are occasions when parents are out of town and have to leave their child in the care of someone else; therefore, we must have this information on file for note and emergency reasons. Parents must comply with this request.
6. Emergencies deemed so by the administration.

Excessive absences can result in a student not receiving credit for the class.

- A student may not be absent from a class more than 10% of the available classes in the quarter.
- A student may be designated No Credit from a class when they are absent 10% of the available classes in a quarter.
- The student may be dropped from a class after 10% absences and placed in study hall, TA duty, or another area specified by the administration.
- The student can make up the class during the next semester, summer school or the next school year whichever is applicable via credit recovery packets.
- There will be specific absences that will not count toward the accrual of the absences –Sustained illness and those absences that are school-related, including sports.

EARLY DEPARTURES

If a student needs to leave school early, prior permission must be obtained. All students **MUST** be signed out in the office.

TARDIES

1. A note signed by the parent or legal guardian must be brought by the student for a tardy to be considered excused by the first period teacher.
2. The consequence for the third unexcused tardy is a detention issued by the

principal.

3. Excessive excused tardies are not acceptable. Excused tardies become excessive at six, at which point the principal and parents will conference to determine a solution.
4. The accumulation of tardies starts over at the beginning of each term.

TRUANCY/CUTTING CLASS

1. Absence without the knowledge and consent of parents or approval from an administrator is considered truancy. This includes leaving school before the end of the day without permission or staying out of any part or all of a scheduled class without permission. Truancy is considered an absence with no opportunity to make up work. All missed assignments and tests will result in a zero. Truancy incurs Saturday Detention and/or suspensions; a student may be expelled when there are repeated offenses.
2. Students are not allowed to go off campus at any time, without permission of the school administration. Those doing so will be considered truant.