

# Layton Christian Academy Handbook 2018-2019

## **WELCOME TO LAYTON CHRISTIAN ACADEMY 2018-2019**

In Matthew, Chapter 7, Jesus tells a story of two men who built houses. One man built his house on the rock, while the other built his house on the sand. The rains came down, the waters came up and the winds raged and beat against them. The house built on sand came down and it didn't just fall, it fell with a great crash. The house that was anchored to the rock was able to come through the great storm and remain standing.

Our children in the days ahead are going to experience storms in their lives. It doesn't matter who they are or how much we try to keep them from it, every one of them will face troubled, stormy times somewhere in the future. The question isn't how can we keep them out of every storm, but rather how can we make them like the house that stood through the storm. The answer is to anchor them to the Rock, Jesus Christ.

Layton Christian Academy's primary purpose for existence is to help parents build the very foundation of their children's lives on Jesus and His Word by ensuring that they spend more time being exposed to the rock of truth in God's Word and less time being exposed to the sands of lies the world has to offer.

Layton Christian Academy was founded in 1993 and is committed to providing a quality Christian education that neither neglects the Christian aspect nor the educational aspect of its total program. LCA strives to create a partnership with the parents while providing for the growth of its students academically, physically, emotionally, and spiritually. LCA is an institution that is dedicated to constantly seeking ways to improve and expand its services and its mission, that is--to train up strong Christian young men and women.

### **NON-DISCRIMINATORY POLICY**

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

### **STATEMENT OF FAITH**

Layton Christian Academy is owned 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.

#### **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.

...in 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.

...in the sanctifying power of the Holy Spirit by whose indwelling the Christian is enabled to live a holy life.

...in the observance of the ordinances of Christian baptism by immersion for believers, and the Lord's supper.

...in the resurrection of both the saved and lost: the one to everlasting life and the other to everlasting damnation.

### **MISSION STATEMENT**

Layton Christian Academy guides students to realize their highest potential through a holistic educational approach.

### **VISION STATEMENT**

LCA is committed to being a diverse educational community where students are developed for global leadership and service.

### **CORE VALUES**

- Faith
- Diversity
- Individual Achievement
- Action
- Community
- Students

## **EDUCATIONAL PHILOSOPHY**

The educational philosophy of Layton Christian Academy is based on a God-centered view of truth and 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 have the purpose of glorifying Him. This is pointedly true of man who is made in God's image, different in kind from all other creation, 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 used by the Holy Spirit to bring the student into fellowship with God, to develop a Christian mind in him and to train 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 an education comes both from God's command that children be taught to love God and 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. From this philosophy stem certain aims and objectives:

## **EDUCATIONAL OBJECTIVES**

I. 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 the pupil 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 the 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 task of witness and evangelism and to stimulate the students' involvement in this task.
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 for himself a Christian world view by integrating life and studies with the Bible.

II. FOR THE STUDENT'S PERSONAL AND SOCIAL DEVELOPMENT, the school aims:

1. to help the student develop his personality based both on a proper understanding and acceptance of himself as a unique individual created in the image of God and on the fullest possible development of his own capabilities.
2. to teach the student to treat everyone with love and respect since, they too, are made in God's image.
3. to make the student a contributing member of his society who realizes his dependence on others and their dependence on him and the need to serve them.
4. to promote an understanding of time as a God-given commodity, with individual responsibility for effective use of that time.
5. to show a realistic and Biblical view of life and work, and provide skills for personal relationships and future endeavors.
6. to develop both good and proper attitudes toward marriage and the family and also the understanding and skills needed to establish God-honoring homes.
7. to promote physical fitness, good health habits, and wise use of the body as the temple of God.
8. to impart the Biblical attitudes toward the material things and to encourage individual responsibility of using them for God's glory.

III. ACADEMICALLY, the school endeavors:

1. to promote high academic standards within the potential of the individual as uniquely created by God and to help the student realize his full academic potential.
2. to help each student gain a thorough comprehension and command of the fundamental processes used in communicating and dealing with others, such as reading, writing, speaking, listening and mathematics.
3. to teach and encourage the use of good study habits.
4. to teach the student 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 good citizenship through developing the 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, and 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.

IV. 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.

### **ACADEMIC SERVICES**

Layton Christian Academy 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 Academic Services Coordinator. There is a fee for additional academic services. The fee will vary according to the type and frequency of the services provided.

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. The Academic Services Coordinator will in consultation with the student, parents, teachers and administrators will determine the feasibility of admission to LCA for the individual student. Upon admission the ASC will also formulate and oversee a plan to enable the student to fulfill the academic requirements of the school's program.

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

### **ACCREDITATION**

Layton Christian Academy currently holds five accreditations.

- The Association of Christian Teachers and Schools
- The National Council for Private School Accreditation
- The Northwest Association of Accredited Schools
- Accreditation International
- Middle States Association of Colleges and Schools

### **ADDRESS CHANGE**

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

### **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. Students arriving before 8:15 a.m. should report to the extended-care room*

School is 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.

## **ATTENDANCE**

In order for your child to gain the most in school, he must be in regular attendance. The laws of the State of Utah state that a child must attend school when it is in session.

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.

If your child is absent or tardy, please call the school office at 771-7141, ext. 540, between 8:30 and 9:00 a.m. or the high school office at ext. 551.

Any child who is absent three or more school days in a row because of illness must present a doctor's statement concerning the health of the child. As a general rule of thumb, 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.

Parents planning a trip out of town for several days are expected to inform all teachers and principals in writing at least one week in advance.

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

*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 quarter credit may or may not be given at the discretion of the administration.*

## **BIBLE INSTRUCTION**

Beginning with pre-school, the students are given a systematic course of Bible study, including Bible stories and Bible memory verses. In addition to the daily Bible work, a chapel service is conducted weekly.

## **BULLYING POLICY**

Layton Christian Academy does not condone nor tolerate bullying, be it physical, emotional, verbal or cyber. Please refer to our website for the complete LCA Bullying Policy.

## **CELL PHONE POLICY**

Cell phones are not to be out or used in the classrooms. They can be used before/after school and during lunch time. Please refer to our website for the complete Cell Phone Policy.

## **CLASS PLACEMENT**

In grades where there is more than one classroom per grade, care will be given to make each class as balanced as possible. It will not be normal policy to change classes during the school year.

## **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 a note requesting that their child be allowed to leave campus in the case of students who drive.

## **CHAPELS**

Chapel services will be held weekly with an emphasis on praising God through song, praying for student's needs, and incorporating God's Word into our daily lives. They will be geared toward young people so they will have a zeal and excitement in their worship. Parents are always welcome to attend the chapel services!

## **CHEATING**

- On the first offense the student's parents will be called and the student will be given an appropriate punishment by the principal. The student will also receive a "0" on the assignment.
- On the second offense the student's parents will be notified and scheduled for a conference. The student will also have their grade for the nine weeks lowered.
- On the third offense the student's parents will be notified and the student will be suspended for three days.
- On the fourth offense the student's parents will be notified and the student will be expelled. This policy runs per school year.

## **COMMUNICATION**

We believe that good communication is a key to the success of a school. We will endeavor to be good communicators with you. We adhere to the communication principles found in Matthew 18 verses 15-17. We believe that they are applicable to the Christian school setting. If you have a question or concern about something in your child's classroom, please call your child's teacher to discuss the situation. Most times this simple act will resolve any misunderstandings or problems. If this does not resolve the situation, call the administrator to arrange to have him meet with you and the teacher. If you have any questions regarding school policy or programs, please call the school office. Conversely, we will try to contact you if any problems arise, or if we have questions or concerns. Many times the school and parents receive information secondhand through the child and unfortunately it is not always completely reliable. So please, contact us if you have a question and we will try to do the same.

## **CURRICULUM**

Layton Christian Academy 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, the teachers will 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.

## **DISCIPLINE/BEHAVIOR**

A child's behavior is ultimately the responsibility of his/her parents. We are not primarily an institution to change behavior but rather to educate children. A child's conduct, in most cases, is a product of home training. At LCA, God has given us insight and helpful keys in understanding child behavior and discipline. We are here to aid you in the disciplining process of your children. Scripture makes very clear statements about discipline. The truth is that both God's law and discipline are positive gifts of love that enable people to be happy and successful.

Parents and teachers must cooperate fully with each other. Anything done or said which tears down respect and confidence for either will harm the student. When there is a problem, the parent or teacher should contact each other quickly. Often a conference or even a note will clear up a difficulty. Should the problem remain, the Administration should then be consulted.

It is impossible to make rules to cover every type of infraction; good behavior must come from the heart and not be mere conformity to regulations. However, the following rules must be observed:

- Respect for authority (administration, faculty, adults, students).
- Improper speech, vulgarity, profanity and lying will not be tolerated.
- Destruction of property will be applied to the account of the responsible student if replacement is impossible.

When a student's behavior is unsatisfactory, the school will employ the appropriate means for correction. The following are illustrative of steps that may be used to achieve right behavior and attitudes in students:

- Verbal warning to students regarding their actions.
- Students may be asked to call a parent in the presence of an authority to share their offense.
- Correspondence with parents in writing.
- Dismissal from class by teacher, with student reporting to office.
- Counseling
- Students may be required to serve an after-school detention the next day.
- Parent-teacher-principal conference, with or without student present.
- Suspension up to 3 days by the Principal.
- Expulsion by School Administration.

A child may be suspended from school when other forms of discipline fail to bring about the desired change. Expulsion from Layton Christian Academy is a possibility, but we pray that through parents, faculty and the student working together in submission to Jesus Christ, that this would never have to be imposed.

### **DRESS CODE**

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

- Promote unity among students.
- Provide a standard of dress that is easy to maintain and accessible to all.
- Promote neat, comfortable attire in a cost-efficient manner.

The following items are acceptable and may be purchased anywhere.

## **Boys**

### Shirts

Polo Style, Turtleneck, Oxford Dress Shirt

#### *Colors*

Navy, White, Maroon, Black

### Pants

Docker Style or Dress Pants(No Denim/No Corduroy)

*Standard Width*(Not Baggy)

Joggers (not warm up material)

#### *Colors*

Khaki, Navy, Black

## **Girls**

### Blouses

Polo Style shirt, Turtleneck, Dress Blouse

#### *Colors*

Navy, White, Maroon, Black

### Pants or Skirts

Docker Style Pants or Dress Pants, Joggers (not warm up material)

*Standard Width* (No Baggies) No Cargo Pockets on pants

Solid Color, Knee-length Skirt or Jumper (No Denim/No Corduroy)

Polo Dresses that are Knee Length in Blue and Black

Joggers (not warm up material)

#### *Colors*

Khaki, Navy, Black

### Sweaters

Both boys and girls may wear solid color sweaters in white, maroon, navy, and black over an approved shirt.

## Shorts

Black, Khaki, Navy

(May be worn: September, May)

## Sweatshirt

An LCA sweatshirt may be worn over an approved shirt and is available from the school office.

Additional items:

- Shirts should be tucked in at all times, and belts should be worn.
- Ties may be worn with any of the button-down shirts.
- Clothing should fit the student. It should neither be excessively baggy nor form-fitting.
- Students are not to wear flip-flops, hats, sunglasses, or caps.  
Shoes must be attached by the heel. This helps prevent shoes from coming off easily in case of emergency.
- Students' hairstyles should be neat and well groomed. Avoid extreme hairstyles. Boys' hair should not be below the eyebrows, earlobe, or bottom of collar. Nor should students have insignias or designs carved into their hair. No man buns or pony tails for boys. Boys should not have facial hair. Dreds are not allowed.
- Boys should not wear earrings, ear studs, or jewelry in any other pierced body part.
- Girls should avoid excessive ear piercing and should not wear jewelry in any pierced body part other than the ear.
- Girls should use modesty in make-up and avoid extreme colors in lipstick and fingernail polish, such as black.
- If a student has a tattoo it must be covered at all times.

## PRE-SCHOOL

Preschoolers may wear shorts of modest length (in September, May) and appropriate t-shirts.

Please remember when dressing your preschooler to avoid buckles, snaps, zippers, tights, and other articles of clothing that are difficult for preschoolers to undo when using the restroom. Pants should have an elastic waist.

Students will be notified of deviations from the school dress code: jeans/tshirt days, classroom theme days, spirit days, etc.

## EXTENDED-CARE HOURS

The Extended Care Hours are from 6:00 a.m. until 6:00 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 school principal.

The 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.

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 \$2.50 per every 5 minute period per child after 6:00 p.m. If you do not sign in or out you will be clocked in/out at either 6:00 a.m. or 6:00 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 on that day and does not attend extended care, he will be charged for the time that was signed for. Regretfully, we cannot accept drop-ins on these days.

## EXTRA-CURRICULAR ACTIVITIES

While we believe that extra-curricular 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. Extra-curricular activities are a privilege that is available to students. That privilege may be withdrawn from students due to behavior and or academic concerns. High school athletes must follow all rules of the Utah High School

Activities Association; these rules can be found at the UHSAA web site at [www.uhsaa.org](http://www.uhsaa.org).

### **FIELD TRIPS**

Educational field trips help to teach concretely the broad aspects of community life. These trips are part of the school day and curriculum. Parents will be notified beforehand as to 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. We request that siblings of the students do not attend these field trips.

### **FINANCES**

Accounts may be paid by the year or by the month. With the exception of paying the entire account balance at the beginning of the year, all payments are to be made by EFT. For those not utilizing EFT payments, there will be a \$25.00 a month fee per account. There is a form available through the Accounting Office to set up EFT payments to the school. If EFT funds are not available when they are due, a fee of \$30.00 will be assessed. For more information, please see the accounting office.

Monthly payments are due the first of the month, August through May. After the 10th, a late payment charge of \$10.00 will be assessed to your account. The second month there will be another \$20.00 assessed to your account, plus you must send a letter to the principal and the school board requesting a variance from school policy and include a plan to bring your account current. If you still fail to respond, your child may not be able to attend classes until the account is current.

There is a discount for paying an entire year of tuition in full by August 1. This discount is based on the entire year. The discount does not apply to partial year's tuition. Should a student withdraw from LCA before the end of the year the discount will not be given, and settlement of accounts will reflect the loss of discount.

Tuition is paid by the month. A full month's tuition will be charged regardless of the number of days attended during the month. No discounts will be given for not attending a full month. No partial monthly refunds will be given if a child is removed from the school for any reason. Curriculum fees and registration fees are non-refundable.

If an account is in the arrears at the close of school, or if any fees or charges are due, report cards will not be issued, nor records released. Re-

enrollment for the following year will not be possible until the account or fees are paid in full.

There will be a \$30.00 fee for checks that are returned to LCA from the bank. Returned checks must be replaced with cash or a money order. The 2<sup>nd</sup> returned check will result in a \$40.00 fee. After the 2<sup>nd</sup> returned check all future payments must be made by cash, cashier's check, or credit/debit card.

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.

Extended care packages provide a convenience and savings for parents. They also allow the school to plan for staffing in this area. Extended care packages that are changed during the school year will result in a \$20.00 change fee.

Special arts fees (karate, eaglettes, music, etc) are due on the first of the month prior to participation. Should these fees not be paid by the 5th of the month, a \$5.00 late fee will assessed to your account. Should the account continue in the arrears, participation may be discontinued until the account becomes current. Or in the case of activities with waiting lists, those with accounts seriously in arrears may be required to give up their spot in the activity.

### **FIRE & OTHER EMERGENCY DRILLS**

The school will conduct regular drills to prepare the students for efficient emergency evacuation of the building. Evacuation routes for each room will be posted by the door of each room.

### **FUNDRAISERS**

The school cannot operate on tuition alone. The budget requires an additional need each month. The Lord must supply this need through parents and friends of the school. Parents are urged to give monthly along with their payments. Parents are also expected to support and help with fundraisers.

We make every possible effort to keep tuition at a reasonable and affordable rate. We provide a quality education at a cost per student far below the state's cost per student. Our desire is to have a strong educational program, hire and retain a high quality staff, as well as keep tuition costs down. This is not possible without supplements to the school budget. These supplements most often come in the form of fundraisers. It is vitally important for each family to be involved in fundraising and promotion of the school. We try to have a variety of fundraisers to reach as many different people as possible. We know that every family may not be able to participate in every fundraiser, but we hope that all families will see the importance and do what they are able to do.

## **GANG POLICY**

We believe that gangs are a dredge on society. Additionally, we believe that they are an evil and destructive force, thus they have no place in a Christian school setting. Gang involvement on the part of students will not be tolerated. Students who belong to, are actively involved with, or are known to consort with gangs will be expelled. Students who imitate gang behavior, or who display gang symbols on their person or their belongings are subject to expulsion.

## **GRADING**

Grades will be given on a nine-week basis. The grading period will end on a Friday and report cards will be issued by the following Friday. The exception will be the first and fourth quarter report cards. First quarter report cards will be given to the parents at the parent-teacher conference. Fourth quarter report cards may be picked up in the main office a week following the last day of school.

Progress reports will be distributed half way through each grading period. Reports will go to parents of all middle and high school students. Elementary students who are receiving D's or F's in any subject will also receive a progress report.

The purpose of our reporting system is to give parents and children an indication of the progress which is being made. Each child's ability, application, and achievement are taken into account in the grading, but the students are marked both on actual achievement and on effort put forth.

Students should be encouraged to work for achievement, not simply for grades. The giving of monetary rewards appeals basically to selfish traits and may not be an effective motivation. The child's goals should be reachable and should stress learning as the important benefit of academic work. Colossians 3:23, "Whatever you do, work at it with all your heart, as working for the Lord, not for men." Please do not compare your child's grades with those of other children. Each student is different, and reports are written on the basis of his progress and should be interpreted in accordance with his individual abilities and gifts from the Lord.

Because of circumstances, it may become necessary to issue a grade of Incomplete to students to allow for make up work. The student must make up the necessary work within three weeks of the end of the term. If the work has not been made up by the end of the three weeks, the students will be issued a grade based on the work that has been turned in.

## 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 3-6

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	<i>Insufficient work has been completed to assign a grade.</i>		

### Grades 7-10

A	93-100	Excellent	4.0
A-	90-92	Excellent	3.667
B+	87-89	Above Avg.	3.333
B	83-86	Above Avg.	3.0
B-	80-82	Above Avg.	2.667
C+	77-79	Average	2.333
C	73-76	Average	2.0
C-	70-72	Average	1.667
D+	67-69	Below Avg.	1.333
D	63-66	Below Avg.	1.0
D-	60-62	Below Avg.	0.667
F	0-59	Failing	0.0
I	<i>Insufficient work has been completed to assign a grade.</i>		

**Grades 9-12 only**  
**NC No Credit**  
**AUD Audit**  
**P/F Pass/Fail**

### **HEALTH**

*PLEASE DO NOT SEND YOUR CHILD TO SCHOOL WHEN HE/SHE IS 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.

Students who show signs of a communicable or infectious disease, including skin rash, impetigo, and lice, will be excluded from school until the condition is cleared up.

As a general rule of thumb, 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.

### **HOMEWORK**

Parents are encouraged to assist in seeing that homework is completed and in explaining what is to be done; however, the actual work must be done by the child and he must take responsibility for it. Parents are invited to discuss homework cooperation with the child's individual teacher. Parents should insist that the child bring home papers, tests, projects, etc. for them to see. Children should regularly, though not necessarily every day, bring both homework and completed work home.

Homework may be given for any of the following reasons:

1. For drill: Such as spelling words and multiplication tables.
2. For practice: Following classroom explanation, illustration, and drill, homework is given so that the material will be mastered.
3. For remedial activity: As instruction progresses, various weak areas in a student's grasp of a subject may become evident.
4. For special projects: Book reports, compositions, research, etc.

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

<u>Grade</u>	<u>Maximum Time</u>
Kindergarten	Approx. 20 minutes

First - Third	Approx. 30 minutes
Fourth - Fifth	Approx. 45 minutes
Sixth - Twelfth	Approx. 20 minutes per subject

These homework guidelines *do not include* test preparation.

Here are some ways you can help your child with his studies:

1. Parents should see that the student has an organized and complete record of assignments. A special assignment pad or a section of the regular notebook for this are two of the best methods.
2. Be sure the student is provided with a quiet, secluded study place. Check ventilation, lighting, heat, etc.
3. Keep distractions of any sort to a minimum. T.V. and radio should be off if they are distracting. Phone calls should be limited and minimized.
4. The hours reserved for study should be planned, written out, and held to as rigidly as possible to be effective.
5. Parents may need to check from time to time to see how much and what kind of work is being done. Showing this interest can be a help and encouragement in itself. Make certain, however, the child is working independently. If there is a problem, why not pray together about it?
6. Be sure all necessary tools and materials for work are available including paper, pen or pencil, rulers, books, compasses, protractors, crayons, and other helps.
7. Plan for regular 5-minute breaks in the study time to do something stimulating every 30 to 60 minutes.
8. Emphasize learning and appreciation, not marks or grades. Reading and studying are as important as written assignments.
9. Probably the greatest way to help is simply to demonstrate through your time that schoolwork is important.
10. Discussion of history and science lessons can be especially rewarding for the upper elementary, junior high, and high school.

### **HONOR CODE PLEDGE**

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

## **HONOR ROLL**

An honor roll will be published quarterly immediately following the end of each grading period. The criteria for each honor roll follows. Certain subjects will be weighted in the computation of the honor roll.

Principal's List-	Attain a 4.0
Highest Honors -	Attain a 3.9
High Honor Roll -	Attain a 3.75
Honor Roll -	Attain a 3.4

## **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.

ALL STUDENTS WHO WANT TO PARTICIPATE IN INTERSCHOLASTIC ATHLETICS ARE REQUIRED TO HAVE AN ANNUAL PHYSICAL, PRIOR TO PARTICIPATING.

## **INTERNATIONAL STUDENT ADMISSION POLICY**

### *Mission of LCA International Student Program*

In recent years the world has moved toward a global community and all indications are that it the world will continue to truly be a smaller place. Layton Christian Academy 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 elected to send their children to Layton Christian Academy. Because of this Layton Christian Academy seeks to provide an avenue for international students to attend our school.

To that end Layton Christian Academy seeks:

To provide a high-quality, student centered education

- In a Christian environment
- With a Christian perspective
- Allowing a cross-cultural experience both for the visiting student as well as resident students

### *Tours*

Tours of Layton Christian Academy are available by appointment during the school year. A LCA staff member leads the tours. To make an appointment to tour the school, simply call the school office to schedule a time.

### *Admission Procedures*

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

### *Student Visas*

After the family has submitted an application and paid the processing and the registration fees, an admission decision will be made. If the student is admitted then an I-20 form will be issued. When the I-20 is issued, the family pays the tuition and other pertinent fees. (See Financial Form for details) The student will then present the I-20 form to the United States 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 an approved host family, are required to live with a parent-designated guardian who is at least 25 years of age. Under no circumstances are international students permitted to live alone while at LCA. Guardians are required to join the applicant at the time of admissions interview so that they understand the conditions of acceptance.

### *ESL*

The courses at LCA are primarily taught in English. However, for students that are not proficient in English, ESL personnel are available to provide assistance. Additional fees may be required for this service.

### *Placement*

Upon acceptance the guidance counselor will contact the previous school to gather information and will pass on his findings to the appropriate faculty and staff through an in-service meeting.

### *Programs*

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

### *Graduation*

International students are eligible to graduate from LCA. They must meet LCA graduation requirements in order to graduate. The student will submit all previous school transcripts in order to be evaluated to see if the student has the proper credits necessary to graduate. Students must attend a minimum of 2 semester and earn a minimum of 16 credits through 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.

### **LUNCHES**

Students have the option of bringing a lunch from home or purchasing a hot lunch. Lunches are purchased online through renweb. A menu of the hot lunches will appear in the Thursday Note. 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.

### **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.

### **NEW STUDENT APPLICATIONS**

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

LCA reserves the right to close classes when enrollment exceeds levels set by the Administration. New classes will be opened when there are enough students to justify another class.

### **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.

### **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.

### **PHYSICAL EDUCATION**

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

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. Black shorts should be worn as part of the uniform.

## PRESCHOOL READINESS

Preschoolers must be completely potty-trained to attend LCA. This means that they can handle all bathroom needs on their own.

## PROBLEM SOLVING

Whenever there is a problem in the classroom, please as per our Matthew 18 policy, go directly to the teacher or staff member involved. If you cannot resolve the issue with that person, then contact administrative personnel to meet with you and the staff member involved.

Below are some guidelines to help solve problems quickly and efficiently.

- Make sure to take care of issues early. Don't let a list of accumulated issues pile up before seeing someone. Many issues can be taken care of quickly and easily if the correct people are aware and involved.
- Go to the person directly.
- Seek ways to solve problems rather than attaching blame.

Below we have listed where to go if you cannot solve a problem.

*Problem with a specific sports team*

See the coach of the team

*Problem with classroom issues*

See classroom teacher

*Problem with athletics/activities*

See the Jared Miller—Athletic Director [jared.miller@lcaeagle.org](mailto:jared.miller@lcaeagle.org)

*Problems with High School Issues*

See Felicia Oliver--LCA High School Principal [felicia.oliver@lcaeagle.org](mailto:felicia.oliver@lcaeagle.org)

*Problems with Middle School Issues*

See Angie Justice--LCA Middle School Principal [angie.justice@lcaeagle.org](mailto:angie.justice@lcaeagle.org)

Problems with Pre-school, Extended Care

See Cheryl Sligar-- Early Childhood Coordinator [cheryl.sligar@lcaeagle.org](mailto:cheryl.sligar@lcaeagle.org)

*Problems with Elementary Issues*

See Angie Justice--LCA Elementary Principal [angie.justice@lcaeagle.org](mailto:angie.justice@lcaeagle.org)

*Problems with RenWeb or Summer Camp*

See Hannah Griffin--LCA Director of Admissions [hannah.griffin@lcaeagle.org](mailto:hannah.griffin@lcaeagle.org)

*Problems with Clerical or Lunch*

See Sheli Burt--LCA Office Manager [sheli.burt@lcaeagle.org](mailto:sheli.burt@lcaeagle.org)

*Problems with financial accounts*

See Linda Seager--LCA Accounting Manager [linda.seager@lcaeagle.org](mailto:linda.seager@lcaeagle.org)

*Problems not resolved after meeting with the above persons*

See Karen Miller--LCA Assistant Administrator [karen.miller@lcaeagle.org](mailto:karen.miller@lcaeagle.org)

## **PROMOTION**

In the elementary (grades K – 8) classes the promotion categories will be as follows:

- *Promotion* – The students' work and achievement has been average or above average in all areas. The student is ready for the next grade.
- *Promotion with Summer School or Special Tutoring suggested* -- The students' work has been average or above average in most areas, but shows some areas of weakness. Summer work is suggested to strengthen those areas.
- *Promotion with Summer School or Special Tutoring necessary* – The students' work has shown signs of weakness and is below grade level in achievement. The student needs intensive summer instruction.
- *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.

In the secondary (grades 9 – 12) classes students either earn credits for individual classes or they do not. Credit requirements for graduation are found in the High School handbook.

### **RECESS**

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

### **SCHOOL HOURS**

The school day begins at 8:30 a.m. and ends at 3:30 p.m. Students may be in the room no earlier than 8:15 and picked up no later than 3:45. If you need extended hours, please note the extended– care information.

The pre-school hours are from 8:30 a.m. to 11:30 a.m. for the morning schedule and 12:30 p.m. to 3:30 p.m. for the afternoon schedule.

Please have your child in the classroom and *ready* by 8:30.

Please make every effort possible to ensure that your child is not tardy.

### **SCHOOL SERVICE HOURS**

School Service Hours have been established to further encourage 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.
- Hours may be earned anytime during the year.
- \$10 per hour will be charged for each hour not completed by the end of the school year. If you choose not to work to fulfill your service hours, you have the option of paying \$360 in lieu of service hours.
- Parents, students, and extended family members may earn service hours.
- Hours are not transferable and may not be rolled over to the following year.

- Each family will be responsible for entering service hours quarterly into renweb. Hours are not officially approved until they have been signed off by the office.

### **SCHOOL SUPPLIES**

While the school budget includes basic supplies needed by the student, we do ask middle school parent to provide paper, pens, pencils, crayons, markers, and glue throughout the year. An email will be sent home with a supply list needed for each class. Students in grades pre-school through 6 will pay a school supply fee that will cover the supplies needed.

### **SPECIAL FEES**

From time to time there may be fees required for various activities such as field trips, publications for classroom use, special events, private music lessons, etc. Parents will receive notes with information about the event beforehand.

### **SPEECH MEET/SPELLING BEE/SCIENCE-HISTORY FAIR**

All students are required to participate in the speech meet, spelling bee, and science-history fair and other similar activities held each year. We believe all of these activities are vital to the child's personal growth, and they are considered an integral part of the curriculum. Some of our school's winners may qualify to compete against other schools at a district level.

### **STANDARDIZED TESTING**

Standardized tests are given to students in grades 2,4,6,8, and 10 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 provides a meaningful information system for teachers, administrators and parents.

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

## **STUDENT PICTURES**

Student pictures will be taken in the fall with several package options to choose from and purchase. Class and individual pictures are taken in the spring and different packages are available for families to purchase.

## **TEAM LCA**

Team LCA is the parent group for Layton Christian Academy. The Purpose and Goals:

- Develop strategies that promote the development and growth of Layton Christian Academy.
- Provide channels of communication and information between parents and teachers.
- Encourage closer relationships between parents and teachers.
- Promote the philosophy, personnel, and practices of Layton Christian Academy in the communities, churches, family and friends.

## **TECHNOLOGY**

The use of technology is limited to appropriate school activities as directed by the teacher, technology coordinator and/or the librarian. This includes, but is not limited to computers, TVs, and all visual and/or audio media. Students are not to install games or programs on any computer. School suspension may result for this infraction.

### ***LCA On-Line Philosophy***

On-line access to the Internet offers a tremendous opportunity for students to broaden their intellectual horizons, and significant risks as well. We believe that if we abide by certain guidelines governing on-line behavior, the potential benefits outweigh the potential risks. It is the responsibility of the school to provide a secure and functioning on-line 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 on-line resources, and to abide by the established guidelines outlined in the On-Line Code of Conduct. It is the responsibility of the parents or guardians to provide such guidance and oversight for their students in evaluating activities and information retrieved on-line. Access is a privilege, not a right, and entails responsibility. Parental permission is required. Individual users will comply with school standards and will honor the Code of Conduct 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 on-line communications and/or records of usage would always be private. Students using the Internet will be held to the following Code of Conduct.

### **LCA Student On-line Access Code of Conduct**

Recognizing that on-line access through the resources of Layton Christian Academy is a privilege, not a right, I agree to abide by the following Code of Conduct:

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

### **TELEPHONES**

Students wanting to use the telephone during the school day should first secure the permission of their teacher and then go to the main office to make the phone call. Students are not to use any phone other than the phone designated for student use in the main office. Cell phones are not permitted during class time, but may be used between classes or a lunch time.

## **TEXTBOOKS**

Textbooks are purchased by LCA and all textbooks remain the property of LCA. Textbooks are purchased using funds generated by the LCA curriculum fee. The curriculum fee does not cover the entire costs of the students textbooks. Additionally the curriculum fee pays for other curriculum items besides the students' textbooks. Many of the student textbooks are used multiple years. Should a student lose a textbook, they will be billed for the replacement cost of that textbook. All textbooks are collected at the end of the school year. Teachers will compile a list of textbooks not turned in and submit it to the accounting office for billing purposes.

## **THURSDAY NOTE**

One of the most important areas of the school operation is communication with parents. The Thursday Note is a tool designed to help accomplish this task. Too many times notes that are sent home somehow don't make it to their final destination, the parents. On Thursdays, a weekly newsletter, the Thursday Note, will be available with information for the following week. We are in hopes of reducing paper consumption at the school. To that end, *the Thursday Note is available online at [www.lcaeagle.org](http://www.lcaeagle.org)*

## **TRANSPORTATION**

LCA does not provide transportation. There are many parents, however, who are willing to work out a car pool arrangement. If you need assistance finding a ride for your child, please contact the school office. Please remember, students should not be brought to school prior to 8:15 a.m. and they should be picked up at 3:30 p.m.

## **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.

## **TRANSCRIPTS**

Transcripts will be sent to the students' 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.

## **VISITORS**

All visitors must report directly to the School Office. Visitors who wish to pick up children because of sickness, doctor's appointments, etc., should report to the School Office and wait until the child is excused from class. When visiting class, please leave small children at home.

## **WAITING LISTS**

Each year re-enrollment preference is given to our current students. However this consideration is only given for a limited time (usually until March of the current school year). In some cases classes may fill up to capacity.

Once a class is filled, those desiring admission may place their name on one of two waiting list.

**Priority List** – Anyone desiring to be placed on this list will complete the application package and pay all applicable fees. Applicants on this list are contacted first as space becomes available.

**Waiting List** – Anyone desiring to have admission to LCA may have his or her name and phone number placed on the list. This list is referred to *after* the priority list has been exhausted.

## **WEATHER CONDITIONS**

Should it become necessary to dismiss school due to bad weather or other disaster, tune your radio to KSL-1160. We will also send out an email blast to have families who have their email on file in renweb.

## **WEB SITE/E-MAIL INFORMATION**

LCA maintains a website at [www.lcaeagle.org](http://www.lcaeagle.org). Teachers can be contacted via e-mail. Parents and students are encouraged to use this vital information tool.