

**LCA**  
**Residential Student Handbook**  
**2013-2014**

We are glad you have decided to be a part of our community. While you are a resident at Layton Christian Academy (LCA), the residential houses will be your “home away from home.” The Residential Life staff looks forward to providing you the guidance and support needed to make the most of your life at LCA. We are proud of our Residential Life Program, which offers the structure for effective study and the environment for a rich experience. This handbook elaborates on the general policies of Layton Christian Academy as they relate to residents. It outlines the rules and procedures that promote your health, safety and personal growth, as well as foster a sense of personal responsibility, accountability, and community. *The school's Parent-Student Handbook is a separate document that outlines the policies that pertain to students during the school day.*

### Arrival

There is International Student Registration at LCA from August 8- 13, 2013. Students may begin moving into the Residential House on August 10, 2013. LCA will arrange to pick up students from the Salt Lake International Airport which is located about 30 minutes away from the school. Please email flight plans to [lcaeagle1@aol.com](mailto:lcaeagle1@aol.com) and [linda.gross@lcaeagle.org](mailto:linda.gross@lcaeagle.org) as soon as the plans are known to help us plan for pick-ups. Students who want to move into the Residential House prior to August 10 for the purpose of participating in athletics must obtain permission first. Please email your request to [lcaeagle1@aol.com](mailto:lcaeagle1@aol.com). School begins August 14, 2013 at 8:30 am.

### Before School Begins

#### **Requirements for Clothing and Personal Effects**

##### NEED TO BRING-or purchase upon arrival in US(we will go on shopping trip)

- Toiletries, bath soap, etc.
- Clothing (See “Dress Code” in Parent/Student Handbook)
- Clock
- School supplies (paper, pens, pencils, etc.)
- Bible

##### PERMITTED TO BRING

- Blow dryer and/or curling iron
- Personal audio equipment (must have headphones)
- Sports equipment
- Cell phone
- Computer (laptop)
- USB flash drive

*Please consider marking all items with permanent markers before coming to school. P.E. uniforms are available for purchase upon arrival.*

##### NOT PERMITTED TO BRING

- Hot pot, hot plate, coffee maker, or other cooking equipment kept in room (must be kept in kitchen)
- Air Conditioner
- Tobacco, tobacco products, matches, lighters

- Pornographic materials, printed, video, audio or any material stored on student's hard drive
- Iron without automatic shut-off
- Television
- Alcohol and non-prescribed drugs
- Motorcycle, Mopeds or Scooter
- Pirated music and movies
- Electric blanket
- Weapons
- Candles

#### PROVIDED

- Pillows, pillow cases, bed coverings, sheets
- Towels and washcloths
- Laundry bag/basket

### Dress Code for Residential Students

*Although casual dress is expected after school and on weekends, this does not mean that students can wear whatever they want. The general rules for modesty and a consideration of others means that we have some rules that still apply, including:*

- No symbols or items that are disrespectful to any religion or faith, or are disrespectful in regard to sex, race, ethnic or national origin will be worn at any time.
- No symbols or items that can be viewed as either promoting the use of alcohol, drugs or tobacco, or imitating gang activity will be worn at any time.
  - Pants or shorts will not be excessively baggy and/or will not be worn extremely low. No undergarments should show.
  - Dress should be modest. Houseparent's will advise students regarding this guideline.
  - Although the residential house dress code is more relaxed after school hours, residential house students will follow the rules for body piercing as outlined in the school handbook even after school hours.
  - Mark all your items with your name using a permanent marker. English is the preferable language to mark clothes since all students will be able to identify their clothes.
  - If a clothing item is not addressed above or in the parent/student handbook, resident life staff, faculty and school administration are the sole arbiters of what is appropriate. Confiscated clothing will not be returned.
  - Students are expected to follow the school day dress code or nicer for church services.

### Cell Phones, Telephones and Skype

*Cell phones are allowed but not required. The intent of our telephone policy is to allow maximum flexibility for students to contact their families while still upholding the integrity of our schools' mission. Therefore, this policy will be strictly enforced. Cell phones are allowed under the following conditions:*

- The phone must be registered with the house parent. If during the school year a student gets a new cell phone, she/he is responsible for informing the staff. See the registration form. This may be filled out by the student or his/her parents or guardian.
- Each cell phone must be clearly labeled with the owner's name.
- Any student who does not register his/her cell phone and is found in possession of one (including in automobile), will have the phone taken away for the remainder of the year or semester, depending when the violation occurs.

Cell phones cannot be used nor may they ring: during study hours or after lights out. Students should turn ring tones to vibrate or silence during these times.

If there is reasonable suspicion (for example, sleeping in class, being late to school in the morning) that the student has been using a cell phone outside of the acceptable hours, students may be required to turn over their cell phone bills in order to show the times and destinations or origins of calls.

There are phones in both the residential houses, for student use:

We recommend that students and parents schedule a convenient time for the student to call home rather than have the parents try to call them. LCA is in the Mountain Time Zone. Your student can provide you with his or her particular house phone number upon arrival. The phone number for the school is (801)771-7141 ext 540 if you need to leave a message for your student. The school fax is (801) 771-0921. Skype is available in the residential house as is Internet.

## **Parental Support**

In order to serve the students entrusted to our care, it is crucial that we be able to count on parental support of the school's rules and regulations. It is a disservice to give students "mixed" or conflicting messages on matters of principle, conduct, responsibility or fundamental values. We presume parents believe in our basic philosophy and the values of our mission statement as outline in this handbook and also in the structure in which we implement those values for the general benefit of the school community. Our rules are made for the benefit of all, so we expect understanding on the part of parents who do not agree with each of our decisions. Parents must respect the school calendar and their children's school obligations. For example, parents are expected to cooperate to insure that their children leave and return from weekends and vacations on time and that class time is not used for non-emergency appointments. If parent/guardians refuse to cooperate with school staff, policies, regulations, or programs, they reduce significantly the school's ability to serve their own or other students. In such cases, after reasonable effort to gain parental cooperation, the head of school may recommend a withdrawal of the student from the residential house and/or the school. In the case of separated or divorced parents, the resident life staff will communicate with whomever maintains legal guardianship of the student, as per

official court documents.

### Resident Life Staff

Resident Life Staff care for those placed with them in the residential houses. They act as parents, guardians, teachers, mentors and referees. The residential house is not a home with natural parents and natural brothers and sisters, but we hope that the students will come to view the residential house as their home away from home and their fellow students as brothers and sisters. We aid them in learning, but we are not their teachers. We mentor them as needed, but others also mentor them including: faculty, administration, support staff, and coaches. We referee in disputes, but we try to maintain an environment where disputes do not arise frequently. Lastly, we protect them from health and safety hazards and as much as possible from the negative influences of the world that affect young people. The most immediate leaders of the residential houses are the house-parents.

### Life in the Residential House

*The routines of Residential Life are designed to give the students the time and the discipline to achieve their academic potential. This structure is essential to foster a healthy community as well as protect the students' physical safety. It also allows the students to develop self-reliance and personal responsibility as they are given opportunities to exercise good judgment in managing personal time.*

#### **General Conduct**

- Because this is a Christian school, appropriate language, dress, and behavior are required at all times.
- As members of the LCA community, students are expected to uphold the good name of the school, even when they are not directly under the school's supervision.
- LCA students are expected to display good manners to each other and to faculty, staff and visitors. As a gesture of courtesy and respect, students are asked to address faculty/staff members appropriately as "Mr.", "Mrs.", "Miss", or "Ms."
- All students are expected to respect school property because school property is for the collective benefit of the entire school community. Consequently, everyone is expected to report vandalism, damages, etc. so that necessary repairs can be made.

#### **Resident Life Weekly Schedule (all times subject to change as needed)**

##### **Monday through Friday**

- 6:30 am Wake-up/Clean room
- 7:15 am Leave for Breakfast at school
- 7:20 am Breakfast at school
- 8:30 am School begins
- 3:30 pm Activities/Athletics/Study Hall
- 6:00 pm Dinner at school cafeteria
- 7:00 pm Return to Individual Houses
- 7:15 pm Residential house Meeting (as needed)

7:30 – 9:00 pm Study Time  
9:00 – 10:00 pm Free time, Showers, Preparation for next day  
10:00 pm Get ready for lights out  
10:30 pm Lights Out

#### Friday Night

6:00 pm Friday Night Activities/Sporting Events  
11:00 pm Students in residential house  
12:00 am Lights Out

#### Saturday

10:00 am Leave for Brunch  
10:30 am Brunch at School  
Free Time  
5:00 pm Dinner at School  
11:00 pm All students in residential house  
12:00 am Lights Out

#### Sunday

10:30 am Brunch  
11:00 am Church  
1-5 pm Shopping, Movies, etc  
5:00 pm Supper  
9:00 pm Return to Residential house-All students must return from weekend by 9 pm  
9:00 pm Free Time, Showers, Preparation for next day  
10:30 pm Lights Out

#### Rules for Rooms and Roommates

*An important goal of the educational experience of resident students at LCA is learning to live with others and their differences. Most resident students will have at least one roommate. In such situations, it is important to be sensitive, cooperative, and flexible in resolving differences. The school realizes that sharing a room may be a first experience for some students, so we want to do whatever we can to help make relationships work out. In general, we have found that students who are patient and understanding work out their own differences and come to value the friendships that develop. To help facilitate this process, roommate changes are not made until students have made a reasonable effort to resolve differences.*

- Residence halls are considered to be private homes for students living there. Students may not return to the residential house during the school day just as day students cannot return to their homes during the day.
- Guests must have their host present in the room they are visiting.

Guests must have house-parent permission to visit.

- Privacy is to be respected and no student should enter another room without permission from all inhabitants of the room.

- If you have another student in your room, and your roommate is not present, you are responsible for your roommate's possessions.
- Each student is responsible to keep his/her room neat and clean. This means that clothes must not be left on the floor and must be kept in closets and dressers; there shall be a general neat and tidy appearance to the room. The beds need to be made every morning before the student goes to class. Music, computers, and lights need to be turned off when the student is not in the room.
- Students may bring personal articles to decorate their rooms. However, decorations must reflect good taste and the moral values of the School. Decorations may not be hung on the exterior of room doors. Posters and objects that are sexually provocative or depict nudity, suggest the use of alcohol, tobacco, drugs, anti-social behavior or which are deemed incompatible with the mission of LCA will be confiscated and not returned. Posters, etc. must be attached with sticky tack. Nails or tacks may not be used. Candles, incense or other combustibles are not allowed in rooms at any time.
- Students are allowed to have radios and stereos with headphones in their residential house room. This equipment is to be used in a fashion considerate of others. Televisions are not allowed. No music should be so loud that it can be heard outside the room when the door is closed or disturb one's roommate.
- For security reasons, money, jewelry, passports and other valuables should be secured in the security area provided. Neither the school nor the school's insurance company will assume responsibility for the loss, damage, or security of money, personal belonging or other valuables.
- No pets are allowed by students anywhere on campus. This includes fish and birds.
- Cooking, in ANY form, is NOT allowed in rooms. All cooking appliances must be kept in the residential house kitchens; if found in residential house rooms, they will be confiscated and not returned.
- Tobacco, tobacco products, matches and lighters are not allowed on LCA property, and the presences of such items will lead to disciplinary action and all items will be confiscated and not returned. Possession or consumption of alcohol most likely will lead to dismissal from LCA.
- Student inflicted damage will be charged to students. If it is not possible to determine who is responsible, all occupants of the room may bear a percentage of the cost of repairs.

### *The Roommate Bill of Rights*

The following Roommate Bill of Rights is a reminder to each resident of his/her responsibility to his/her roommate. Your enjoyment of life in the residence halls will depend, to a large extent, on the thoughtful consideration that you demonstrate toward each other.

- **The Right** to read and study free from undue interference in ones' room.
- **The Right** to sleep without undue disturbance by noise, guests of roommate, etc.
- **The Right** to expect that a roommate will respect one's personal belongings.
- **The Right** to a clean environment in which to live.

- **The Right** to free access to one's room without pressure from the roommate.
- **The Right** to privacy.
- **The Right** to host guests (with the agreement of your roommate) with the understanding that guests are to respect the rights of the host's roommate.
- **The Right** to be free from fear of intimidation, physical, and emotional harm.
- **The Right** to expect reasonable cooperation from one's roommate.
- **The Right** to address grievances. The resident life staff is available for assistance.

### Reasonable Cause

Student rooms are subject to search, upon evidence and/or suspicion of reasonable cause that a violation of LCA's Christian philosophy, standards of conduct, and statement of faith exists. Staff will leave the room in the same condition as found. Staff will also conduct periodic random room checks for cleanliness and appropriateness.

### Photos and Videos

Videotaping or the use of cameras and cell phone cameras must respect the privacy of others. Permission for videotaping or photography must be given by the resident life staff. Failure to adhere to this policy will mean confiscation and possible disciplinary action.

### English-speaking rules

International students are here to learn the usual subjects, but they are also here to learn English. This is not possible without study. It is also not possible without speaking English and hearing it spoken by others. Therefore, the following rules are in place in order to promote maximum exposure to English.

- When two or more languages are possible in a group of people, English must be spoken, such as during sports activities, while on trips in vehicles. This is a courtesy to all in the group as well as an opportunity to exercise one's skills in English for our international students.
- Non-English books are permitted so long as the subject matter does not break other rules in this handbook. These books can be comic books, non-English-language texts of assigned readings in classes or magazines so long as they conform to the mission of the School.
- English must be spoken in common areas such as residential house lounges, residential house kitchens and outside areas surrounding the residential houses.

In no way are these rules to be construed as a denial of ethnic or cultural identity. We value the diversity that international students bring to our school and to our country. However, we believe that parents of international students want more for their students than a place to learn subjects that they could have easily learned in their own countries.

### Laundry

It is the student's responsibility to see that his/her personal laundry is done at least once per week.



School laundry facilities (free of charge) may be used at the time designated for the student by the resident staff. Students are responsible for their own clothes. Further directions for laundry service will be given by the residential staff.

### Religious Services

LCA is a Christian School and maintains an atmosphere consistent with Christian values. All resident students will attend a church service at a time and place determined by the resident staff.

### Meals

- When meals are served, students are expected to be on time.
- Meals are available only during scheduled times.
- Students who wish to use the residential house kitchens may do so, with permission, but are *expected to clean up when they are done*. The student will provide his/her own food for cooking outside of scheduled mealtimes. All items in the refrigerators must have the students name and date the item was placed there. All personal cooking appliances must be kept in the residential house kitchens. Residential house parents will set times for use of the kitchen.

### Residential house Jobs

Because the residential houses are a community each student must do their part to help maintain order. Students are assigned “chores” in each residential house. “Chores” involve light cleaning of common areas, helping with meals, and periodically cleaning bathrooms. And helping as needed with common household chores such as taking out the garbage, shoveling snow, etc.

## Studies

### Study Time and Expectations

Study time is scheduled Sunday through Thursday. It is important to note that although there is a designated study time period, a student may study outside the allotted time. In some cases, it is necessary to study outside the designated times if a student wishes to maintain his/her grade, especially during exam periods. Any student not involved in athletics has over 2 hours in the afternoon after school and before dinner to do additional studying. Study time is primarily a time for individual study; therefore during study time students are to be silent.

### Late Lights

*Individual late study will be allowed on the following basis:*

- Before lights out is announced, you must state your need and the reasons for late study.
- Late study is a privilege and is at the sole discretion of the residential house staff on duty.
- You must prepare for bed before late study begins. Late study is not to be used for showering or preparing for bed. This must be completed before Late Lights begins

### Tutors

The resident staff will do what they can to assist students, but if this is insufficient, parents may arrange for private tutors at their expense. Students are encouraged to seek help from their teachers after class and after school. Students may also arrange peer tutoring from classmates who will receive community service as compensation for their tutoring services.

### Access to Grades for Students and Parents

LCA maintains an online grade book and email alert system for parents and guardians. For more information on our student information management system, please visit the LCA website ([www.lcaeagle.org](http://www.lcaeagle.org)), and look under *Grades*. When you click the *Grades* page you will see instructions for use and a link to *PowerSchool* which is our grading program. Your student will be given a password that you can also use to access the grades. If you cannot get the password from your child, email the High School Principal at [tony.hembrock@lcaealg.org](mailto:tony.hembrock@lcaealg.org) to request your password.

### Wireless Internet

Internet access in the residential houses is through “wireless” technology. All access to the internet via the school’s server is controlled and monitored by the school and requires signature of parent, guardian and student on the schools Acceptable Use Agreement. Hours of operation of the wireless internet are at the sole discretion of the school.

### Personal Computers

Having a computer on campus is a privilege that may be lost if it is abused in any way. Students must always be ready to allow a residential life staff member to view their screen. Poor academic performance may result in the confiscation of a student’s computer until grades improve. Students may log on to only one computer at a time. Students must not share their user name or passwords with other students. Both the student who shares and the student who utilizes someone else’s password and user name will receive consequences. Students should not share their personal computers with other students. Computer games and movies are a privilege. Computers may only be used for study purposes during study hall. Students are expected to turn off their computers at lights out. Failure to do so may result in the need for students to turn in their computers to the house-parents at night.

### Residential house Computer Areas

The residential house computer is available after school and on weekends. As with all computer labs on campus, no food or drinks are allowed in the residential house computer area. Any abuse of the computer equipment or misuse of the internet will result in the computers and the wireless system being shut down until such time as the situation has been resolved. Blocked sites are common at schools and LCA is no different. The decision to block sites is based on the nature of the site. No site that displays or advertises pornography is permitted. No proxy sites may be visited. These sites circumvent our servers and the protective software used to stop viruses and other electronic threats. Other blocked sites include material with content relating to mature or adult material, hacking, hate, gambling and guns. This is just a sampling of sites that are blocked.

Student may not download any music, movies , games , programs, or files of any type onto the house computer.

### Technology Violations and Restrictions

(Includes Laptops, PSP, PDA, iPod, and all external DVD players) A technology violation will result from the following: any inappropriate content or lyrics which do not comply with LCA's Christian philosophy, standards of conduct, and statement of faith (See Reasonable Cause), unauthorized use of technology during school hours, after lights out or misusing technology during study hall.

### Reasonable Cause

Technology is subject to search, upon evidence and/or suspicion of reasonable cause that a violation of Layton Christian Academy's Christian philosophy, standards of conduct, and statement of faith exists.

## Health and Safety

### Illness and Medication

- If a student is sick, the student must see the residential house staff on duty before 7:00 am. If the student does not report to the residential house staff, and misses any portion of school and/or is found over-sleeping in his/her room, she/he will be considered truant and subject to consequences.
- By enrolling your child in school you grant resident staff members the permission to dispense common remedies, such as: Tylenol, Advil, cold tablets, cough syrup, antacids, allergy medication or other over-the-counter medications. Please inform the resident staff if your child is allergic to any medications.
- All medications must be checked in with the Resident Life Staff. This includes prescription medication, herbs, supplements and non-prescription medications. The Director and Assistant Director of Resident Life will determine if the medicine should be kept in the residential house office. *Foreign medication must have an English translation.*
- Non-emergency doctor visits are usually arranged through a local medical clinic in Layton. Whenever possible, parents or guardians will be notified prior to any non-emergency doctor visit. In an emergency situation, treatment will be secured at the nearest emergency medical facility. Parents or guardians will be notified as soon as possible.

Emergency procedures are addressed more fully in a separated document. Fire, earthquake and other emergency procedures will be addressed upon arrival at LCA by the residential house staff.

### Fire Regulations

The danger of fire requires the following residential house policies which have been developed by the School.

- The use of any combustible materials (including candles and incense) and/or cooking utensils is strictly prohibited. Posters, flags, cloth items or drapes are to be hung on vertical surfaces and in such a way as to not cover a light fixture, wall outlet or sprinkler.

- No electrical extension cords are allowed. If an extension cord is necessary, the cord must be a fused multiple-plug power strip or surge suppressor.

## House Set-Up

The Residential Houses at LCA are exactly that, houses. The Residential Houses are part of the LCA campus extended and are staffed by LCA staff members, but they are also the full-time residence of House-Parents. Our boarding facility is set up this way to provide boarding for the students with a more home-like experience for the students than they would experience in a large dorm setting. Keeping in mind that this is the full-time residence of the host parents, consider the following.

### *Music/Videos/TV*

Music, videos, or TV shows with inappropriate words, degrading messages, or inappropriate content should not be played in the house.

### *Food*

Breakfast, lunch and supper are provided and will be served at the school. If you want snacks or more food than what is provided for meals, you will need to purchase this on your own. All eating and cleanup should be done by 9:30 pm. All food and drinks need to stay in the kitchen. Water may be taken to the common rooms or your bedroom. However, please do not place glasses/cups on the shelves, tables, desks, etc. After eating please rinse off your plate and silverware and then place in the dishwasher. If the dishwasher is full or running, please wash your own dishes and return them to their proper place. Wipe off the counter from any spills. Also, when using the microwave please cover food with a paper towel to avoid splatters. If a student does spill in the microwave, he/she is to clean up the mess. A refrigerator is available for student use. Do not eat or drink other students' items without permission. Items in the main refrigerator and cupboards should not be consumed without permission.

### *Chores*

Each week you will need to clean your room. This includes: taking out trash, vacuuming, and dusting. Towels from daily showers need to be hung up on a towel rack. You will also need to clean your bathroom each week. This includes: cleaning mirror, wiping down counter, sweeping and mopping the floor, scrubbing down the shower, cleaning the outside and inside of the toilet.

### *Going Out*

*Your house-parents need to know where you are at all times.* Before going anywhere, you need to get permission, either in person or by cell phone. If your plans change while you are away, you need to notify the house-parents. This is one of the most important issues for students. The Residential Life staff's primary concern is the safety and security of the student; it is difficult to attend to this without knowledge of where the student is at any given time.

### *After School Activities*

All residential students are expected to be involved in some type of afterschool sport or activity. This helps them interact with others and learn new things. Students may not go home afterschool until the house-parents are there, this will usually be around 6pm.

### *Furniture/Household Items*

Prior to moving furniture, or other household items, seek the permission of the house-parents. Consumable household items such as batteries, ibuprofen, vitamins, etc. should not be used by the students without prior permission.

### *Temperature Control*

The houses have central air and heat. Do not adjust the thermostat without permission. *Do not open the windows.* Students are not allowed to use portable heaters or coolers without permission. Students should not open windows without permission. Should there be a problem with the temperature, please see the house-parents.

## Activities (off or on campus and extracurricular)

### **Domestic Students and Resident Students together**

In order to take advantage of the opportunity to make friends among the students of other countries, resident students are encouraged to make friends among the domestic students and to plan events with them both on and off campus. Barriers among nations are broken down by friendships among members of these countries so do not hesitate to say yes when you are invited to a domestic student's home.

### **General Rules for Off-Campus Activities**

- If you are leaving for the weekend, you must return by 9:00 pm Sunday (or on the last day before school resumes if it is a long weekend)
- Check-outs for Thanksgiving, Christmas and Easter and the end of the year require similar forms as for checking out for the weekend.
- A student must present him/herself for check-out and check-in personally with the driver.

### **Off-Campus Privilege (not overnight)**

- Permission to leave campus for any reason is a privilege subject to the control of the resident staff. The student's conduct, academic performance and fulfillment of school obligations will be considered before permission is granted.
- A resident who wants to leave campus must ask permission of the house-parent and must check in with the house-parent immediately upon return.
- Going somewhere other than the destination stated and/or leaving campus without permission will result in consequences.

### Weekend Off-Campus Privilege (overnight)

• Permission to leave campus for any reason is a privilege subject to control of the resident staff. The students conduct, academic performance and fulfillment of school obligations will be considered before permission is granted. We ask parents and guardians to support this in the event a school obligation (most likely an athletic or performing art event) or disciplinary action requires the student to remain on campus for a specified length of time, most likely a weekend.

• Falsification of an overnight or weekend permission may result in suspension or dismissal.

• If a student leaves campus without signing out or checking-out with the residential house staff, we will call the natural parents at ANY hour to attempt to verify the location of a student.

### Weekend Trips and Activities

Weekend trips and activities will be determined by the Resident Life Staff. Students may suggest trips they would like to take, but interest must be high enough to make the trip a residential house trip. Though off-campus trips do not always include direct supervision at the destination of the trip, at least one resident staff will accompany the students on all residential house sponsored activities. Students are expected to check in with staff at predetermined check-in times. For instance, students may dine at their own pace without direct supervision. LCA students are expected to monitor their own behavior to meet community and school expectations.

### Required Attendance Events

Part of living in community means sharing activities as a total community. There are certain events during the course of the year that are required attendance events for all members of the resident community.

### LCRL (Layton Christian Residential Life) Family Program

The LCRL Family program is designed to encourage interactions between residential house and domestic students and their families and enhance the sense of community here at LCA. An LCRL family might invite your student to their home for a meal, take a hike in the mountains together, talk on the phone, remember birthdays and other special occasions or attend LCA events together. We encourage LCRL families to find a level of involvement that feels comfortable to them. The time commitment does not need to be great, yet the rewards can be tremendous. There are many intrinsic rewards that come from cross-cultural relationships. This program is designed to encourage the formation not only of new friends, but also expanded knowledge of different cultures and perspectives.

## Discipline

Any discussion of discipline must begin with self-discipline. The teachings of *Paul*, found in *Galatians 5*, regarding the Spirit-controlled life, and the teaching in *James 3* regarding how we speak and the importance of self-control, guide our actions. The school's educational process is based upon the personal integrity of students and their willingness to practice self-control. It is crucial that friendships at our school include the willingness to confront each other in love, and thus be encouragers of each other's growth in this way. A system of discipline stresses the

responsibility each resident has toward him/herself and others. LCA students are expected to manifest self-discipline and self-direction. Discipline in the resident program is designed to foster respect for the person, feelings, and property of self and others. Maturity, character, and Christian values are encouraged and developed by accepting the consequence of inappropriate behavior. The principal manner of accomplishing these goals is to hold each student accountable for his/her actions, and by enforcing a well-established and published code of acceptable behavior. Supervision of the resident students, after school and on weekends, is the immediate responsibility of the Director of Residential Life and the residential life staff. Conduct issues during the school day and at school-sponsored events is the responsibility of the High School Principal.

The school also assumes that as long as a student is officially connected with the school during a school sponsored event or school related activity, he/she is an “ambassador” of LCA, and therefore, may be subject to sanctions, including expulsion, if her/his behavior is deemed contrary to the spirit and expectations of what it means to be a responsible representative for the school. Most infractions are handled by the Resident Life Staff who witnesses the behavior. However, when a student’s behavior warrants it, a residential house referral to the Director of Residential Life is made for further consideration of the behavior. If the behavior is more extreme, the Director of Residential Life may call the School Administrator. Disciplinary action will be determined based on the circumstances of the case. We do not treat each case of misbehavior in exactly the same way. Because we tailor our discipline based on the needs of the student and on the philosophy of the school, students may perceive that s/he is being treated unfairly because others have received different treatment. We do not discuss cases with students not directly involved, so it may only appear that we are treating one student differently than another. Students in the same room or group where rules are being violated, who could remove themselves share the same responsibility for the act and its consequences as the students who actually violate the rule. Students often become needlessly concerned that they are about to be dismissed. While measures are designed to help a student understand that his/her behavior has consequences, it is not healthy to live in fear. Therefore, here is the general progression from least to worst consequences:

- Warning
- Referral – may lead to loss of privileges, extra chores in the residential house.
- Saturday Detention-the student will be on supervised work detail on a Saturday morning. Saturday detentions are accompanied by a financial fine to the student.
- Grounding – students may be restricted to campus, residential house (residential grounding or room (rooming) depending on the rule violation
- Probation – at the discretion of the Administration
- Suspension - at the discretion of the Administration
- Expulsion - at the discretion of the Administration

It is rare for a student’s behavior to warrant an immediate consequence such as suspension or expulsion. The point of this list is to show the natural progression of a student’s consequences for

behavior and to show that unless an extreme form of behavior is exhibited, the student will receive plenty of counseling and warnings before his/her behavior leads to expulsion. The primary purpose of discipline is to help a student grow and to change his/her behavior.

**Types of Consequences for Rule Violations** Warnings and referrals result when a student does not follow the standard of conduct as outlined in the Resident Life Handbook and the LCA Parent/Student Handbook. These serve as reminders to the students to change his/her behavior. As a student receives referrals, the number and type of referrals are examined and consequences result. For instance, someone who continues to break the same rule is not the same as someone who breaks different rules periodically. As referrals add up, parents or guardian will be notified. Each week the Director of Residential Life reviews a student's behavior and make a decision about how to help the student change his/her behavior.

- Residential grounding means not being allowed to leave the residential house for a specified amount of time or until certain conditions are met. This includes not being able to go on trips for the weekend or other residential house weekend activities. If the student is in sports or performing arts activities on the weekend, they may be allowed to attend only with the permission of the Director of Residential Life.
- Rooming means not being allowed to leave one's room for a specified amount of time or until certain conditions are met, such as cleaning one's room. Obviously, a student may leave for meals and the restroom. In addition, the student may not have any guests, nor may his/her roommate have any guests. Furthermore, his/her computer and any other electronic equipment will be removed for the period of rooming.
- Grounding means not being able to leave school property.
- Confiscation usually refers to contraband, such as a hot pot or rice cooker, but can also mean a computer, cell phone or stereo, for example, if removed as a consequence of behavior related to misuse of these items.
- The School Administration may become involved when a Resident Life Staff considers the situation serious enough to ask for assistance.
- Suspension/Probation/Dismissal may be a result from the Administration. This is always done in consultation with the Head of School. Students who are dismissed from the school must leave campus. Suspended students may be required to serve community service at an on or off-site location. All work missed as a result of suspension will be graded as a zero and no credit will be earned. Suspensions and dismissal are under the authority of the LCA Administration.

### **Possible Infractions**

#### *Warnings, detentions, parental notification, or suspensions:*

Unacceptable attire  
Contraband  
Disrespect  
Not using English in common areas  
Room inspection failure



Study time violation  
 Late for lights out  
 Cutting class  
 Dishonesty  
 Lying  
 Dress code violation  
 Late for school  
 Failure to check in or sign out of residential house  
 Cutting/skipping church  
 Dishonesty  
 Cheating  
 Fighting (2 sided)  
 Out of room or residential house after lights out  
 Uncontrolled temper  
 Riding in a day student's car (without permission)  
 Pornography  
 Vandalism

*Parents and guardian notified, Referral to School Administration – may result in suspension or expulsion):*

Bodily harm,  
 Fire-related behavior  
 Hazing,  
 Physical Fighting  
 Harassment,  
 Leaving campus without permission,  
 Stealing  
 Vandalism

*Expulsion (at the discretion of the School Administration):*

Alcohol,  
 Drugs,  
 Physical threats against staff members  
 Other severe infractions.

This list contains examples and is in no way complete. Due to the fact that the residential houses are separated by gender, each residential house may have specific rules pertaining to procedure set forth by the Director and Assistant Director of Resident Life.

**Harassment** 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. The 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.

**Unauthorized Areas of Campus** For the safety of students and for ease of supervision, certain areas of the campus are off-limits at different times.

- Residential houses are off-limits during the school day and until 6:00 pm.
- Girls' rooms are off-limits to boys; Boys' rooms are off-limits to girls.
- Permission must be obtained to go anywhere outside of school and residential house.

## Going Home (for vacation and at the end of the year)

### Holiday Travel Arrangements

Vacations begin and end at the time and on the date indicated on the academic calendar. Parents and/or guardians are responsible for arranging transportation of their students to and from school for vacations and weekends. When booking a flight keep in mind that LCA is a minimum ½ hour drive from Salt Lake City International Airport (SLC). For academic reasons, students are not allowed to leave school early for any vacation or long weekend except for reasons of paramount importance (for example, sickness and death are legitimate reasons but convenience of travel and appointments are not valid reasons). The High School Principal must sign off on the student leaving early. It is also important to return to school on the assigned day and time. Students leaving for vacation must follow the same procedure as checking out for overnight. The need for any subsequent follow-up on students who have left campus for vacation periods will be based on the information on these forms. LCA will provide transportation to SLC for Thanksgiving, Christmas and Easter. In addition, we will provide pick-up service from SLC at the end of Thanksgiving, Christmas and Easter vacations.

### Schedule for Departure for Summer Vacation

During the final week of school, students have two tasks. The first is to study for their final exams. Second is to prepare to leave for the summer. Exams take precedence naturally. However, it does not help the students if they leave their packing and room cleaning until the last minute and must rush to the airport to go home with bags half-packed and their rooms a mess of lost or misplaced items of value to them. Students may not leave their rooms in disarray. The last day of school is Friday, May 23rd. Students may remain on campus until Wednesday, May 28th. All students must be out of the residential houses by Wednesday, May 28th. For seniors the last day of school is Wednesday, May 14th with graduation exercises on Thursday, May 15th at 7:00 pm. Seniors can remain in the dorms until Tuesday, May 20th. The school will provide transportation to the airport for summer vacation. The student must check out with the Resident Life Staff before leaving for the summer. The Resident Life Staff will check to make sure the student has fulfilled their responsibility of returning their room to the proper condition.

*These written policies do not constitute all of the regulations and customs governing the residential houses. Other policies may be put into effect from time to time for the safety and well-being of students and staff. Furthermore, even though a rule might not be defined in this handbook, if common sense dictates that a behavior is deemed disruptive, a consequence may result. "Common sense" is defined by the resident life staff and the administration of Layton Christian Academy. Other rules and regulations applying to students can be found in the Parent-Student Handbook for the school. This Residential Life Handbook is subject to change.*

For a list of school day expectations, policies and information please refer to the LCA

Parent/Student Handbook.

*Student Commitment and Agreement*

I have seen the Residential Life Handbook, either in hard copy or online, and agree to abide by the contents of the handbook, whether I agree with them or not.

Student Name \_\_\_\_\_

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

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

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

Date \_\_\_\_\_

### **Layton Christian Academy Resident Life Cell Phone Registration Form**

All cell phones must be registered with the Resident Life Office as soon as the owner arrives on campus. In the event a phone is purchased after the start of school, the phone must be registered as soon as it is purchased. Your signature at the bottom of this form indicates your compliance with the Cell Phone Policy in the Residential Life Handbook. Student

Name: \_\_\_\_\_

Cell Phone Number ( ) \_\_\_\_\_

Cell Phone Company: \_\_\_\_\_

Brief description of appearance of phone: \_\_\_\_\_

My signature indicates my willingness to comply with the policy outlined. Any violation of this policy will result in the phone being confiscated for a period of time.

Student Signature \_\_\_\_\_

Date \_\_\_\_\_