



2026-2027

Layton Christian Academy

Residential Student Handbook

Discover a 30-year-strong institution that opens doors to better futures for students from all around the world. We believe in creating an environment where our residential students feel cherished, supported, and inspired. This handbook is your guide to life within our close-knit residential community, a place where you will find not only exceptional education but also lifelong friendships and a true sense of belonging. Together, we embark on an unforgettable journey of growth, learning, and unforgettable memories.



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GREETINGS FROM LCA

Dear Students and Families,

Welcome to the 2026–2027 academic year at Layton Christian Academy! We are excited to welcome both new and returning students into our residential community. Whether this is your first time living away from home or you’re returning to familiar faces and routines, we are honored to be part of your journey.

Our residential program is more than a place to live—it is a home. It’s where friendships are formed, cultures are shared, faith is strengthened, and students learn what it means to live with purpose, accountability, and respect for others. Our goal is to provide a safe, supportive, and structured environment where every student can grow academically, emotionally, socially, and spiritually.

This Residential Student Handbook is designed to help set clear expectations and provide guidance for daily life in our houses. It outlines policies, procedures, and standards that help ensure a healthy, respectful, and welcoming community for everyone. Please take time to read it carefully and refer back to it throughout the year—it is an important resource for understanding both your responsibilities and the support available to you.

This year, we continue to emphasize community, responsibility, and respect. Every student plays a role in shaping the culture of our homes. Your choices matter. Be intentional about how you treat your roommates and house parents. Participate fully in house life. Communicate openly, take ownership when mistakes are made, and lean into the challenge—and growth—that comes from living alongside others.

Our residential team and house parents are deeply committed to your well-being. Whether you are adjusting to a new culture, feeling homesick, navigating friendships, celebrating milestones, or simply need someone to talk to, you are never alone. We are here to support you, guide you, and walk with you every step of the way.

We are excited for all that this year will bring—the growth, the memories, the challenges, and the victories. Let’s work together to make this a meaningful and successful year for everyone.

Blessings,

Jenn Malone | Director of Housing & Flights



PACKING CHECKLIST

Basics

- Water Bottle
- Towel and Washcloth
- Medicine & Vitamins
- Schoolbag
- Bedding for Single-size Bed, or \$50 to purchase on campus

Important

- Passport & Visa
- Travel Documents
- Wallet
- Credit Card & Cash

Electronics

- Laptop Computer (REQUIRED)
- Charger & Adapter
- Camera
- Personal phone with data plan (REQUIRED)
- Headphones (all audio equipment must have personal headphones for quiet time)

Clothes

- LCA Dress Code Clothes, available for purchase on campus
- Athletic Clothes
- Pants & Shorts
- Shirts & Pullovers
- Cold Weather Jacket
- Swimwear
- Underwear & Socks
- Pajamas - house clothes
- Formal wear for school dances

Toiletries

- Toothbrush & Toothpaste
- Deodorant
- Shampoo & Conditioner
- Conditioner
- Bodywash
- Facewash
- Sunscreen
- Body Lotion
- Hair Tools
- Feminine Hygiene

Shoes

- Close-toed Shoes
- Athletic Shoes
- Waterproof boots or shoes for snow

Accessories

- Sunglasses
- Belts
- Cold weather gloves & hats

NOT Permitted

Hot pot, hot plate, coffee maker, Instapot, or other cooking equipment

Air Conditioner

Tobacco, tobacco products, matches, lighters

Pornographic materials, printed, video, audio or any material stored on student's hard drive

Iron

Television

Alcohol and non-prescribed drugs

Motorcycle, Mopeds or Scooter

Pirated music and movies

Electric blanket

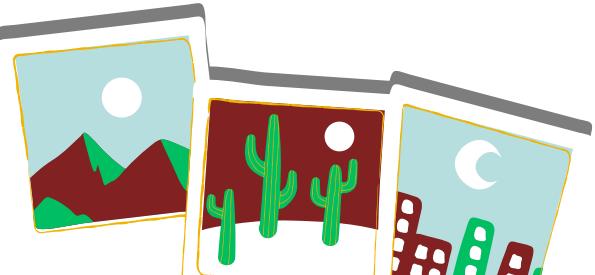
Personal Refrigerator

Weapons

Candles

Provided by LCA

Pillow, laundry basket, kitchen appliances





ARRIVAL

To ensure your smooth arrival, LCA will begin airport pick-up services on the Sunday before the first day of each semester. Please email your flight plans to help@lcaeagle.org as soon as possible. This will help us coordinate your pick-up and ensure a warm welcome upon arrival.

We've organized structured airport shuttle pick-up times for the entire first week of each semester to accommodate your travel schedule. Rest assured; our team will be there to greet you with enthusiasm and eagerness to begin this exciting chapter of your journey with us.

For those eager to join any athletics that begins before the semester and requires you to move into the Residential House early, kindly request permission by emailing help@lcaeagle.org.

Please note that while we are eager to welcome your guests on campus, we regret that we cannot provide transportation for them. Guests visiting students will need to arrange their own transportation and lodging arrangements. Please remember that overnight guests are not allowed to stay in the Residential houses.

Salt Lake City International Airport

The new Salt Lake City International Airport is a marvel of modern aviation, designed to offer a seamless, comfortable travel experience. From its state-of-the-art facilities to its stunning architecture, you'll be impressed by its efficiency and beauty. We can't wait for you to experience it firsthand!

Ms. Jenn will text you on WhatsApp with important instructions for your airport pick-up.





DRESS CODE IN RESIDENCES

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, ethnicity, 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 or short and/or will not be worn extremely low. No undergarments should show. Girls, no short skirts or shorts, and revealing tops or dresses.
- All dress should be modest. Houseparents will advise students regarding this guideline.
- 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.





CELL PHONES

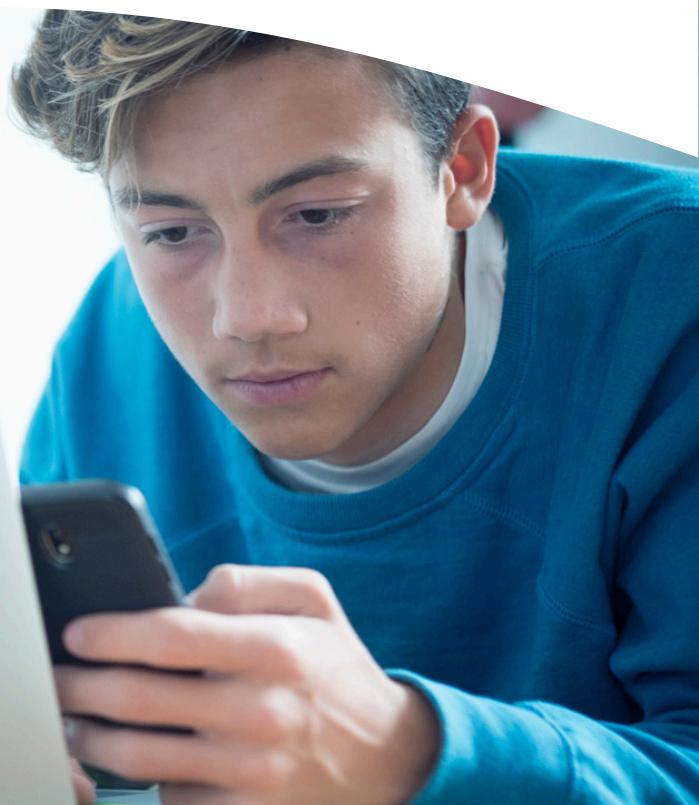
Cell phones with a working data plan are required. LCA will utilize a communication system that requires a cell phone. All international students must have an American phone number and a phone plan that ensures they can download and use the Life360 app. This requirement enables houseparents to maintain proper contact with students at all times.

All students must have the Life360 app installed on their phone and location services enabled at all times. This helps us maintain your safety and whereabouts. If you are found turning the app off at any time, there will be consequences.

If there is reasonable suspicion (for example, sleeping in class or being late to school in the morning) that a student has been using a cell phone late at night, they may be required to turn over their cell phone to the houseparent at night.

Cell phones are not permitted during class hours. Students should turn ringtones to vibrate or silence during these times.

We recommend that students and parents schedule a convenient time for the student to call home rather than have the parents try to contact them. LCA is in the Mountain Time Zone. The phone number for LCA is +1 (801) 771-7141 ext. 540 if you need to leave a message for your student. Please do not plan to call your student's cell phone during school hours unless it is an emergency.





PARENTAL SUPPORT

Unified for the Betterment of the Student

In order to serve the students entrusted to our care, it is crucial that we be able to count on parental support of LCA'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 LCA 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 LCA calendar and their children's school obligations. For example, parents are expected to cooperate to ensure 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 significantly reduce LCA'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 LCA. 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 TEAM

The Resident Life Team care for those placed with them in the residential houses. They act as parents, guardians, teachers, mentors, and mediators. 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 houseparents.

Name	Position	Contact
Lori Henderson	Chief Operations Officer	lori@lcaeagle.org
Jenn Malone	Director of Housing	jenn@lcaeagle.org



RESIDENTIAL HOUSE LIFE

Overview

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

- Parents of students are not allowed inside LCA rented or owned homes. This is for the safety of all of the people living inside the home including the house parents and other students. If they accompany their student to Utah, they are required to bring them to the school where they will meet the house parent and then the student will go with the house parent to the home.
- International residential students are not allowed to have a car, park it at the house or on school property. Also, they cannot operate the vehicle with other LCA International students in the car.
- Because LCA 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 LCA, even when they are not directly under LCA'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. When any property is damaged, the responsible party may be billed for the repair or replacement.
- English is expected to be spoken at all times when in common areas, this includes kitchens, living rooms, vans, etc.

Example Weekly Schedule

Monday - Friday

6:30 am Wake-up | Clean room | Take a shower
7:15-7:45 am Driving house, leave for Breakfast at school
7:30-8:15 am Breakfast at school | Doors close at 8:15 am
8:00 am All students must be out of residential walking houses
8:30 am School begins
3:30 pm Activities | Athletics | Study Hall
4:30-6:00 pm Dinner at Cafe Soar
Students may return home, as arranged by House Parent
7:30 – 10:00 pm Study Time | Relax | Showers | Prep for next day
10:00 pm Curfew, unless sport or school activity-related

Saturday/Sunday/School Breaks/Holidays

Meals are not provided by the school



RESIDENTIAL HOUSE LIFE

Vehicles

International residential students are not allowed to have a car, park it at the house, or drive it on school property. They can also not operate the vehicle with other LCA International students in it.

Going Out

Your houseparents need to know where you are **at all times**. Before going anywhere, you must get permission in person or by cell phone. You must notify the houseparents if your plans change while you are away. This is one of the most critical 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 knowing where the student is at any given time. You will need to install and keep the LIFE360 app active on your phone at all times. **This is required and must not be turned off.**

Rules for Rooms and Roommates

An essential goal of the resident student experience 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 essential to be sensitive, cooperative, and flexible in resolving differences. LCA recognizes that sharing a room may be a new experience for some students, so we want to do everything possible to help foster strong relationships. In general, we have found that students who are patient and understanding work out their 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.

- Be mindful of the number of belongings you bring. You are sharing a space and room with others, so please ensure that your personal items do not overcrowd the shared living area.
- Residential homes are considered private homes for the household families. Students may not return to the residential house during LCA day, just as day students cannot return to their homes during the day.
- Guests must obtain houseparent permission for both visits, and a houseparent must be present at home. Guests may not stay overnight.
- There shall be no residential boys at any residential girls' houses or residential girls at any residential boys' houses.
- Privacy is to be respected, and no student should enter another room without permission from all its inhabitants.
- 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 for keeping 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; the room must be generally neat. The beds must be made every morning before the student goes to class. Music, computers, and lights must 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 LCA. 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, or anti-social behavior, or 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 are not permitted. Candles, incense, or other combustibles are not allowed in rooms at any time.
- Money, jewelry, passports, and other valuables should be secured for security reasons. Neither LCA nor LCA's insurance company will assume responsibility for the loss, damage, or security of money, personal belongings, or other valuables.
- No pets are allowed on campus by students. This includes fish and birds.



RESIDENTIAL HOUSE LIFE

Rules for Rooms and Roommates (Continued)

- 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. You may cook something in the microwave, griddle, rice cooker, or in an air fryer, but **NO COOKING ON THE STOVE OR OVEN**.
- Tobacco, tobacco products, vape products, matches, and lighters are not allowed on LCA property. The presence 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 or home may bear a percentage of the cost of repairs. (Wall damage, broken beds, door damage, etc.) Screens are not to be moved out of the windows for any reason. A \$100 fine will incur.

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 one's room.
- The Right to sleep without undue disturbance by noise, guests of a 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 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.

Guests

Due to limited space, there can be no overnight guests in the Residential Houses. People visiting students from out of town will need to stay in a nearby hotel. LCA does pick up students but cannot pick up guests. Guests visiting students will need to arrange their own transportation.

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. House parents will also conduct weekly room checks for cleanliness and appropriateness.

Photos & Videos

Video recording or the use of cameras and cell phone cameras must respect the privacy of others. The resident life staff must permit video recording or photography inside the residential home. Failure to adhere to this policy will mean confiscation and possible disciplinary action.



RESIDENTIAL HOUSE LIFE



Laundry

It is the student's responsibility to ensure that their laundry is done at least once a week. School laundry facilities (free of charge) may be used at the time designated for the student by the resident staff. Students are required to supply their own laundry detergent to wash their clothes. Students are responsible for their own clothes. The residential staff will provide further instructions for the laundry service. You must wash your sheets and pillowcases at least once a month.

Residential House Responsibilities

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 and weekly cleaning of bathrooms and bedrooms. And helping as needed with common household responsibilities, such as taking out the garbage, shoveling snow, etc.



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 the mirror, wiping down the counter, sweeping and mopping the floor, scrubbing down the shower, and cleaning the outside and inside of the toilet. You may also have a rotation to clean common areas. Detentions and fines will be given if areas are not kept clean and/or chores are not completed.

The Housing Department will conduct routine house inspections to ensure the cleanliness and maintenance of the home by students. If it is found that the student has not participated in helping to keep the house/student area clean, disciplinary actions may be taken.

Meals

- When meals are served, students are expected to be on time.
- Meals are available only during school days and include breakfast, lunch, and dinner.
- Students will be sharing a refrigerator and food storage. Please do not over-purchase and be mindful of the available space.

Students who wish to use the residential house's small kitchen appliances may do so, with permission, but are expected to clean up when done. The student will provide their food for snacks outside of scheduled meal times. All items in the refrigerators must have the student's name and the date the item was placed there. Residential house parents will set times for kitchen use. If the student fails to adhere to the rules, they will be reported to the Dean of Students for disciplinary action.

Breakfast, lunch, and supper are provided on school days. If you want snacks or additional food beyond what is provided with meals, you will need to purchase it separately. Depending on the sports schedule, all eating and cleanup should be completed by 10:00 p.m. All food and drinks must remain in the kitchen. Water may be taken to the standard rooms or your bedroom. However, please refrain from placing glasses/cups on shelves, tables, desks, etc.

After eating, please wash, dry, and put away all the items you used in their designated places. Wipe off the counter of any spills. Also, when using the microwave, please cover food with a paper towel to avoid splattering. If a student spills something in the microwave, he/she must clean up the mess. A refrigerator is available for student use. Do not eat or drink other students' or the house family's items without permission.



ACADEMIC STUDIES

Study Time and Expectations

Study time is scheduled from Sunday through Thursday. It is essential to note that although a designated study time period is in place, students may also study outside of the allotted time. In some cases, it is necessary to study outside the specified 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 expected to be silent.

Curfew and Lights Out

School Nights (Sunday-Thursday):

- Curfew: 10:00 PM
- Lights Out: 11:00 PM

16+ Weekends and Non-School Days (Friday-Saturday or holidays):

- Curfew: 12:00 AM
- Lights Out: 12:30 AM

Youth Age 15 and Under (Friday-Saturday or holidays):

- Curfew: 11:00 PM
- Lights Out: 12:30 AM

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. The late research is a privilege and is at the sole discretion of the residential house staff on duty. You must prepare for bed before the late study begins. The late research 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 their best to assist students; however, if this assistance is insufficient, parents may arrange for private tutors at their own expense. Students are encouraged to seek help from their teachers after class and during after-school hours.

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) and look under the Resources section. When you click the FACTS Management, Family Portal/Parents Web page, you will see instructions for use and a link to our grading program. Your student will be given a password that you can also use to access the grades.





TECHNOLOGY & INTERNET

Wireless Internet

Wi-Fi access at home is an incredible asset and a powerful tool for research, academic success, and communication. Please do not abuse this resource. Each residential home will have Wi-Fi access available to the students within that home.

Sharing, which includes any BitTorrent sites or file-sharing sites that contain media not paid for at the time of download, is typically illegal and will be strongly discouraged. Students may be removed from WiFi in their homes if they participate in any illegal use of the internet.

Personal Computers

Laptops are required for all students in order to attend LCA. Students must always be ready to allow a residential life staff member to view their screen. Students may log on to only one computer at a time. Students must not share their usernames or passwords with other students. Both the student who shares and the student who utilizes someone else's password and username will receive consequences. Students should not share their personal computers with other students. Computer games and movies are a privilege. 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.

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 LCA's Christian philosophy, standards of conduct, and statement of faith exists.





HEALTH & SAFETY

Illness & Medication

Attendance and Health Protocols

If a student falls ill, they must inform their house parent, who will collaborate with the Housing Director to evaluate their condition. Should the student neglect to report to either their house parent or the Housing Director, miss any part of the school day, or be discovered oversleeping in their room, they will be deemed truant and may face consequences. The nurse and/or Housing Director will decide the appropriate course of action based on the student's symptoms. If the student is unwell, they will still be encouraged to attend class. For low-grade fever, medication will be provided, allowing them to return to class. However, if they are experiencing vomiting, diarrhea, or other significant symptoms, they must report to the sick area and will not be allowed to attend class. Students are not permitted to stay home on LCA days without explicit permission from both their house parent and the Housing Director.

According to the Davis County District, which oversees LCA, students are required to attend school as long as their fever does not surpass 100.4°F. Students may only remain home with authorization from both their school and house parent if they have vomited more than twice or if their diarrhea deviates from their usual pattern. Cold medicine, Tylenol, and ibuprofen will be provided as needed.

Medication and Health Insurance

Enrolling your child in school grants house parents the authority to administer common remedies, including Tylenol, Advil, cold tablets, cough syrup, antacids, allergy medications, and other over-the-counter drugs. It is the student's responsibility to procure these over-the-counter medications. Please inform the resident staff of any medication allergies your child may have. Foreign medications must include an English translation.

All non-emergency doctor or physical therapy appointments should be scheduled through the nurse, trainer, or Housing Director. Whenever possible, parents or guardians will be notified in advance regarding any non-emergency medical visits. In the event of an emergency, treatment will be sought at the nearest medical facility, and parents or guardians will be notified as soon as possible.

Health Insurance Requirements

All students must maintain active health insurance that provides coverage while in the United States. You will be automatically enrolled in LCA's student insurance plan, which is widely accepted at healthcare facilities across Utah. Our staff is knowledgeable about the plan's policies and procedures, enabling us to provide timely, effective support during illness or injury.

The staff is committed to ensuring that students receive the necessary medical care. This does not necessarily mean a visit to the doctor or hospital; they will be taken to medical facilities only when needed and appropriate. For students covered by LCA-purchased insurance, there is a \$50 copay, a \$100 deductible per doctor visit, and a \$500 deductible for emergency room visits. Students are responsible for this copay. If they do not have the fee with them and the LCA covers the cost, the fee will be charged to the student's school account. However, families are responsible for all medical bills that are not covered by insurance.



HOUSE SET-UP

Fire Regulations

The danger of fire requires the following residential house policies, which have been developed by LCA:

- Using combustible materials (including candles and incense) and/or cooking utensils is strictly prohibited. Posters, flags, cloth items, or drapes will be hung on vertical surfaces and not cover a light fixture, wall outlet, or sprinkler.
- Electrical extension cords are not allowed. If one is necessary, it must be a fused multiple-plug power strip or surge suppressor.
- Adapters: Do not purchase adapters before arriving in the United States. The school will guide you on what is approved for housing.

The Residential Houses at LCA are precisely that: houses. They are part of the LCA campus extended, but they are also the full-time residence of Houseparents. Our boarding facility is designed to provide students with a more home-like experience than they would have in a large dorm setting. Considering that this is the host parents' full-time residence, consider the following:

- **Music/Videos/TV:** Music, videos, or TV shows containing inappropriate words, degrading messages, or explicit content should not be played in the house.
- **After-School Activities:** All residential students are expected to participate in an after-school sport or activity. This helps them interact with others and learn new things. Students may not leave the campus after school until after dinner or when the house parents are available for transportation. This will usually be after 4:30; however, each house parent decides this based on their availability and schedule.
- **Furniture/Household Items:** Before moving furniture or other household items, please obtain permission from the house parents. Students should not use consumable household items, such as batteries, ibuprofen, or vitamins, without prior consent from the houseparent. You may not eat any of the houseparent's or other students' food. **NO BALLS ARE ALLOWED IN THE HOUSE.** If found, they will be confiscated. **Furniture and Kitchen Items:** Do not bring additional bedroom furniture or kitchen items. The school will provide the necessary items to accommodate the house and the students' needs. If you have any questions, please get in touch with the housing director.
- **Temperature Control:** The houses have central air conditioning and heating. Do not adjust the thermostat or open the windows without permission. Additionally, students are not allowed to use portable heaters or coolers. If there is a problem with the temperature, please contact the house parents. Basements are consistently colder, so if needed, please wear extra layers of clothing.





ACTIVITIES

Off, or on, campus and extracurricular

Domestic and International Students

To take advantage of the opportunity to make friends among students from other countries, resident students are encouraged to make friends among domestic students and to plan events with them both on and off campus. Friendships among members of these countries break down barriers among nations, so do not hesitate to say yes when invited to a domestic student's home.

General Rules for Off-Campus Activities

All overnight visits must be granted permission by the international agent, the natural parents, the house parents, and the Housing Director. If you are leaving for the weekend, you must return by 10 pm Sunday (or on the last day before school resumes if it is a long weekend), and your houseparent must have all contact information for the person you are staying with. Checkouts for Thanksgiving, Christmas, Easter, and the end of the year follow similar processes to checking out for the weekend. Please communicate your intentions to your house parent and email the Housing Director at help@lcaeagle.org

Campus Privilege (not overnight)

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

Weekend Off-Campus Privilege (overnight)

Permission to leave campus for any reason is a privilege subject to the 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 if a school obligation (an athletic or performing arts event) or disciplinary action requires the student to remain on campus for a specified time, most likely a weekend.

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





RESIDENTIAL HOUSING DISCIPLINE

To maintain a respectful, safe, and responsible living environment, all international residents are required to follow the housing policies outlined below. Violations will be addressed progressively, with repeated infractions leading to increased penalties or possible expulsion. Policy Adjustments: LCA reserves the right to add to this list at any time as deemed necessary for the well-being of students.

These items are considered major infractions; all housing rules must be adhered to, and penalties will be imposed for violations.

1. Cleanliness and Personal Space

Residents are expected to maintain the cleanliness and orderliness of their assigned areas, including shared cleaning responsibilities.

- 1st Violation: Verbal warning and mandatory meeting with the Housing Director
- 2nd Violation: \$50 fine
- 3rd and Subsequent Violations: \$100 fine per incident

2. Curfew Violation

Curfew times must be observed. Being more than 1 hour late will incur an immediate fine.

- 1st Violation: Verbal warning and meeting with the Housing Director (plus \$50 fine if more than 1 hour late)
- 2nd Violation: \$50 fine
- 3rd and Subsequent Violations: \$75 fine per incident

3. Leaving Home After Curfew

Residents are not permitted to leave the residence after curfew hours.

- 1st Violation: \$100 fine
- 2nd Violation: \$150 fine
- 3rd Violation: Referred to the Expulsion Committee

4. Life360 Location Tracking

Life360 must remain on at all times for safety and accountability.

- 1st Violation (turning off location): \$100 fine
- 2nd Violation: \$150 fine
- 3rd Violation: Referred to the Expulsion Committee

5. Prohibited Items and Substances

Possession of or being under the influence of drugs, alcohol, tobacco, vapes, or sexual paraphernalia is strictly forbidden.

- 1st Violation: \$100 fine
- 2nd Violation: \$150 fine
- 3rd Violation: Referred to the Expulsion Committee

Final Notes:

- All fines must be paid within 30 days of issuance.
- The housing board will review any student referred to the Expulsion Committee and may permanently remove them from the housing program.
- The Housing Director reserves the right to escalate consequences in cases of severe or repeated misconduct.





DISCIPLINE

LCA's educational process is based on students' personal integrity and willingness to practice self-control. Friendships at our school must include the willingness to confront each other in love and thus encourage each other's growth. A discipline system stresses that the resident is responsible toward himself/herself and others. LCA students are expected to manifest self-discipline and self-direction. Discipline in the resident program fosters respect for the person, feelings, and property of self and others. Maturity, character, and Christian values are encouraged and developed by accepting the consequences of inappropriate behavior. The principal manner of accomplishing these goals is to hold each student accountable for his/her actions 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 houseparents.

LCA also assumes that as long as a student is officially connected with LCA 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 LCA. Most infractions are handled by the Resident Life Staff, who witnesses the behavior. However, when a student's behavior warrants a residential house referral to the Director of Residential Life, it is made for further consideration of the behavior. If the behavior is more extreme, the Director of Residential Life may call the LCA Administrator.

Disciplinary action will be determined based on the circumstances of the case. We do not treat each misbehavior case the same way. Because we tailor our discipline based on the needs of the student and on the philosophy of LCA, students may perceive that they are 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 treat one student differently. 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 those who violate it. 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.

LCA and the houses will operate on the same Behavioral Education Plan, where we will strive for discipline through education. The houses are an extension of LCA, so the rules and consequences are the same. Disciplinary incidents within residential houses will be handled according to the same guidelines and procedures as on-campus disciplinary actions. Any infractions within the houses will be documented and added to the student's disciplinary records.

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 change his/her behavior.



DISCIPLINE

continued



Warnings and referrals result when a student does not follow the standard of conduct outlined in LCA's 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 the consequences result:

- Residential grounding means not being allowed to leave the residential house for a specified time or until certain conditions are met. This includes being unable to go on weekend trips or other residential house weekend activities. If the student is participating in sports or performing arts activities on the weekend, they may be allowed to attend only with permission from the administration.
- Grounding means not being able to leave school property, which includes the residential home.
- Confiscation usually refers to contraband, such as a hot pot or rice cooker, but it can also mean a computer, cell phone, or stereo if removed as a consequence of behavior related to misuse of these items.
- Suspension/Probation/Dismissal may result from the Administration, including the Disciplinary Council. Students who are dismissed from school must leave campus. Suspended students may be required to perform community service at an on- or off-site location. Suspension and dismissal are under the authority of the LCA Administration.

Possible Infractions

Warnings, detentions, parental notification, or suspensions:

- Unacceptable attire
- Contraband
- Disrespect
- Room inspection failure
- Late for curfew
- Missing class
- Dishonesty
- Lying
- Dress code violation
- Late for school
- Failure to check-in or sign out of the residential house
- Dishonesty
- Cheating
- Fighting (2-sided)
- Uncontrolled temper
- Pornography
- Vandalism of any type

Parents and guardians notified, – might result in suspension or expulsion:

- Bodily harm
- Fire-related behavior
- Hazing
- Physical Fighting
- Harassment
- Leaving campus without permission
- Stealing
- Vandalism
- Smoking of any type

Expulsion:

- Alcohol
- Drugs
- Physical threats against staff members, other students, or the school at large
- Other severe infractions.

This list contains examples and is in no way complete.



DISCIPLINE

Continued

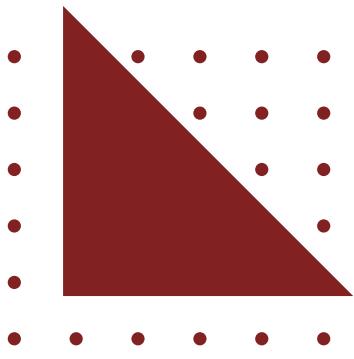
Harassment

LCA is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect and are 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, including termination or expulsion.

Unauthorized Areas

Certain areas of the campus are off-limits at different times for students' safety and for ease of supervision.

- Residential houses are off-limits during the school day, and students are not allowed to go home during school lunch hours.
- Girls' homes are off-limits to boys; Boys' homes are off-limits to girls.
- Permission must be obtained to go anywhere outside of school and residential houses.





GOING HOME

for family issues, vacation, or end of year

Holiday Travel Arrangements

Vacations begin and end at the time and 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. Remember that LCA is at least a $\frac{1}{2}$ -hour drive from Salt Lake City International Airport (SLC) when booking a flight. For academic reasons, students shouldn't leave school early for any vacation or long weekend except for reasons of paramount importance (for example, sickness and death are legitimate reasons, but the convenience of travel and appointments are not valid reasons). The Administrator must sign off on the student's early departure. Returning to school on the assigned day and time is also essential. Students going on vacation must follow the same procedure as checking out overnight. Any subsequent follow-up for students who have left campus for vacation periods will be based on the information on these forms. Do Not Book a Trip without prior approval. If leaving early, It Is the student's responsibility to stay current on all schoolwork.

PLEASE REFER TO THE LCA STUDENT/PARENT HANDBOOK REGARDING TRAVEL AND HOW IT MIGHT IMPACT YOUR SCHOOLING

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. The second is to prepare to leave for the summer. Exams take precedence naturally. However, it does not help students if they leave their packing and room cleaning until the last minute and rush to the airport, leaving their bags half-packed and their rooms a mess of lost or misplaced valuables. Students may not leave their rooms in disarray.

All students must leave the residential houses by Saturday following the end of their enrolled semester. The school will provide transportation to the airport for summer vacation at predetermined times. The student must check out with the Housing Director before leaving for the summer. The Housing Director will ensure the student has fulfilled their responsibility to return their room to proper condition. A \$100 cleaning fee will be assessed if the room is not clean and in good condition, and records will not be released until the fee is paid.

RESIDENTIAL STUDENT AGREEMENT

After reading and understanding all the commitments and responsibilities of a residential student please use the following QR code to sign the agreement.





HERE'S TO A GREAT YEAR!

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