



LEADERSHIP
LEARNING
academy

Family Handbook

Our Mission:

Our mission is to provide an educational experience that empowers individuals to become leaders who embody integrity, respect, and resilience and value community. Through our Flight Crews, we foster personal growth, challenge individuals to positively impact the world, and cultivate lifelong learning.

Our Vision:

At Leadership Learning Academy, we embrace The Flyer Creed, creating a thriving school community where everyone learns, grows, and serves with compassion and unity.

A Message from our Director

Dear Flyer Families,

Welcome to Leadership Learning Academy (LLA)! We're so excited to have you join our Flyer family. Choosing a school is a big decision, and we're honored that you've chosen LLA as the place where your child will learn, grow, and thrive.

At LLA, we believe that education is about more than academics—it's about building character too. Our mission is to help students become confident, compassionate leaders who live with integrity, show respect, and rise with resilience. Through our Flight Crews and daily learning experiences, we aim to spark personal growth and inspire a love of learning that lasts a lifetime.

Our school is grounded in the values of **The Flyer Creed**, which reminds us every day to be kind, work hard, and look out for one another. It's our way of building a strong, inclusive community where every student and family feels like they belong.

Community is everything here. We know that when families and schools work together, amazing things happen. Your involvement makes a real difference, and we welcome your voice, your ideas, and your support as partners in your child's learning journey. At LLA, we truly believe—we reach the top *together*!

Respect is something we model and teach every day. We encourage our Flyers to treat others with kindness, to listen with empathy, and to celebrate what makes each of us unique.

Integrity means doing what's right, even when no one is watching. That's a big part of who we are at LLA, and we guide our students to make choices they can be proud of.

Resilience helps our Flyers bounce back from challenges and keep moving forward. We embrace the idea that mistakes help us learn, and we build a growth mindset that helps our students stay strong and curious.

As the Director of LLA, I want you to know that our entire Crew is here to support your child every step of the way. We're committed to creating a safe, caring, and inspiring environment where students can reach their full potential—both in school and in life.

Thank you for trusting us with this important part of your child's journey. We're thrilled to be on this adventure with you.

Welcome aboard the LLA Flight Crew!

Warmly,
Mr. Squire
LLA Director

LLA Flyer Creed

Community:

We strongly believe in the power of community at LLA. Through our Flight Crews, students, parents, and educators come together as one united family. By nurturing meaningful connections and promoting teamwork, we create a strong sense of belonging, ensuring that every member of our Flyer community feels valued and empowered.

Respect:

Respect is at the heart of all our interactions at LLA. We teach our Flyers the importance of treating others with kindness, empathy, and appreciation. By embracing diverse perspectives, valuing differences, and practicing good manners, we foster an atmosphere of respect that nurtures positive relationships among students, parents, and staff.

Integrity:

Integrity is a core value that we uphold at LLA. We emphasize the significance of honesty, trustworthiness, and responsible decision-making. By teaching our Flyers to act ethically and honorably, we equip them with the tools to navigate challenges with integrity and make choices that align with their values.

Resilience:

At LLA, we actively cultivate resilience in our Flyers. We encourage them to view setbacks as opportunities for growth and to persevere through challenges. By fostering a growth mindset and nurturing resilience, we empower our Flyers to bounce back, adapt, and overcome obstacles, preparing them for success both academically and personally.

Our Board of Directors

Terry Capener	President	TCapener@LLACharter.org
Chuma Uzoh	Vice President	CUzoh@LLACharter.org
Jimmy Sunlight	Financial Coordinator	JSunlight@LLACharter.org
David Gray	Secretary	DGray@LLACharter.org
Deb Hansen	Member	DHansen@LLACharter.org

Our Leadership Team

Richard Squire	Lead Director	RSquire@LLACharter.org
Melissa Macchia	Layton Campus Principal	MMacchia@LLACharter.org
Sarah Nelson	Layton Assistant Principal	Sarah.Nelson@LLACharter.org
Kimberlee McClellan	Ogden Campus Principal	KMcClellan@LLACharter.org
Kristine Bowman	Ogden Assistant Principal	KBowman@LLACharter.org

LAYTON CAMPUS	OGDEN CAMPUS
<p>100 West 2675 North Layton, Utah 84041</p> <p>Office Hours: 8:00 am - 3:30 pm Phone Number: (801) 593-9552 Fax Number: (801) 784-5174 Website: www.LLACharter.org</p>	<p>1111 2nd Street Ogden, Utah 84404</p> <p>Office Hours: 8:00 am - 3:30 pm Phone Number: (801) 784-5170 Fax Number: (801) 393-3121 Website: www.LLACharter.org</p>

Table of Contents

Our Mission:	1
Our Vision:	1
A Message from our Director	2
LLA Flyer Creed	3
Our Board of Directors	4
Our Leadership Team	4
Daily Schedule	8
Flyer Rules and Expectations	9
<i>Always on Time</i>	9
<i>Arrival and Dismissal</i>	9
<i>Assembly Behavior</i>	9
<i>Attendance</i>	10
<i>Late Check In</i>	10
<i>Check Out</i>	10
<i>Excusing Absences</i>	10
<i>Truancies (sluffing)</i>	10
<i>Background Checks</i>	10
<i>Backpacks/Book Bags</i>	11
<i>Being Prepared for Class</i>	11
<i>Board of Directors</i>	11
<i>Books</i>	11
<i>Business Hours</i>	11
<i>Citizenship</i>	11
<i>Closed Campus</i>	11
<i>Communication/ Event Calendar</i>	12
<i>Computer Usage</i>	12
<i>Concussion and Head Injuries</i>	12
<i>Curriculum</i>	12
<i>Discipline</i>	12
<i>In School Suspension</i>	13
<i>Suspension</i>	13

<i>Expulsion</i>	14
<i>No Tolerance Issues</i>	14
Dress Code	14
Drop Off and Pick Up	15
<i>Before School</i>	15
<i>After School</i>	15
Electronic Devices	15
Emergency Lockdown Procedures	16
Extracurricular Activities	16
Field Trips	16
Fighting	16
Fire Alarms and Evacuations	16
Food in Class	16
Grades and Progress Reports	17
<i>Student Information System (ASPIRE)</i>	17
<i>Missing Assignments</i>	17
<i>Report Cards</i>	17
<i>Grading Scale K-6</i>	17
Gum	17
Hallway Behavior	17
Harassment, Hazing and Initiations	18
Honor Code	18
Images and Video	18
Immunizations	18
Labeling	18
Library	18
Lost and Found	19
Lottery for Enrollment	19
Lunch	19
Medication	19
Parents’ Organization – PTO	19
Parking Lot and Road Safety	19
Personal Conduct	20
Personal Property	20

Physical Education and Outdoor Recess..... 20
Professional Development Days 20
School Closing – Weather..... 20
School-wide Expectations 21
Search and Seizure 21
Snacks and Soda 21
Supplies 21
Substance Abuse..... 21
Theft, Extortion, Vandalism and Arson..... 21
Visitors..... 22
Volunteer Hours 22
Weapons 22

Daily Schedule

Monday – Thursday	Friday/Early Dismissal
1st – 6th Grades Begins: 8:30 am Ends: 3:00 pm	1st – 6th Grades Begins: 8:30 am Ends: 1:30 pm

Full Day Kindergarten	
Monday – Thursday	Friday/Early Dismissal
Begins: 8:30 am Ends: 3:00 pm	Begins: 8:30 am Ends: 1:30 pm

Half Day Kindergarten			
Monday - Thursday		Friday/Early Dismissal	
<i>Morning (AM)</i>	<i>Afternoon (PM)</i>	<i>Morning (AM)</i>	<i>Afternoon (PM)</i>
Begins: 8:30 am Ends: 11:30 am	Begins: 12:00 pm Ends: 3:00 pm	Begins: 8:30 am Ends: 10:30 am	Begins: 11:30 am Ends: 1:30 pm

Flyer Rules and Expectations

Always on Time

Students are expected to always be on time for class. Late students disrupt the teaching/learning environment for all.

Arrival and Dismissal

Arrival: Students will not be permitted in the school building prior to 8:00 AM.

Dismissal: Dismissal procedures are important for staff and students. Teachers are expected to prepare for the next school day. Students are ready to go home after an intensive, productive day of study. For these reasons, it is imperative to pick up your student in a timely manner at the end of the day. To ensure that all parents are aware of the expectations for dismissal, the following procedure will be followed.

Students must be picked up no later than 30 minutes after dismissal time.

DISMISSAL TIME

Layton Campus

Monday - Thursday		Friday	
AM Kindergarten	11:30 AM	AM Kindergarten	10:30 AM
PM Kindergarten	3:00 PM	PM Kindergarten	1:30 PM
1 ST – 6 TH Grades	3:00 PM	1 ST – 6 TH Grades	1:30 PM

Ogden Campus

Monday - Thursday		Friday	
K – 6 TH Grades	3:00 PM	K – 6 TH Grades	1:30 PM

A record will be kept of students left at school for more than 30 minutes after dismissal time.

After the **third occurrence**, an evaluation will be made regarding further action. The administration will then determine whether or not the Department of Child and Family Services will be contacted.

Assembly Behavior

Assemblies are planned for student learning and enjoyment. Students are expected to be orderly while entering the gymnasium and sit with their classes. Students who disrupt the assembly will be removed and referred for appropriate disciplinary action. This may include detention, suspension or the student forfeiting their opportunity to attend assemblies for the remainder of the year.

Attendance

Leadership Learning Academy follows Utah’s Compulsory Education Rule 53A-11-101.5. This rule requires LLA to notify the county or district attorney of compulsory education violations. Parents will receive a letter following ten (10) days of absences.

Parents/guardians are required by state law to see that their students attend school regularly. Students are expected to attend classes on time **every** school day. All students are expected to be in school with a 95% attendance rate. Please plan your vacation schedule around the students’ vacation time. Please access our website for the calendar.

Late Check In

Students are considered late after the tardy bell rings. Tardy students must enter the school through the main doors and check in at the office. Upon check-in students will be given a late slip to take to class. This late slip notifies the teacher that the student has checked in through the office.

Check Out

School personnel must make personal contact with the parent/guardian before the child can leave the school grounds before school is dismissed. A child will not be released from school to anyone but the legal guardian or designated adult which the parent/guardian has listed an emergency contact in ASPIRE. Parents should ensure that this information is current. It is required to show photo ID to check out students. Students may not be checked out during the last 30 minutes of the school day. This is to ensure that all students are accounted for at the end of the day and will help the carpool process.

Excusing Absences

For educational and safety reasons, parent/guardian notice is required for any absence. If your child is ill, or if there is an emergency, please call the office. If a pattern of absences is noted, a remediation plan will be initiated. We are held accountable for each student’s academic progress. Your student is required to attend school 95% of the school year. If a child is not in school, he/she will miss the academic instruction that is targeting acquisition of the Utah State Core. Attending school is one facet of teaching responsibility. Children need to learn and value being to “work” on time and prepared every day. Parents play a critical role in making this happen.

Truancies (sluffing)

Students are considered truant when they are out of class or school without an official excuse. The law requires parents to see that their students attend school regularly. Discipline for truancy will be handled by the administration. Teachers are not obligated to allow students to make-up assignments or tests that have been missed due to truancy. Parent conferences will be required if students are continually absent or truant. Parents are welcome to request assistance. If reasonable efforts and interventions do not remedy the problem sufficiently, students can be referred to Juvenile Court.

Background Checks

In accordance with State Law, volunteers who work with minors **without** direct supervision from school staff are subject to background checks. These checks along with fingerprinting of volunteers are performed by the police department. Volunteers who require a background check

must sign a waiver. All background checks are kept confidential. If you have questions regarding background checks please contact the school office or Academica West at (801) 444 - 3865.

Backpacks/Book Bags

Backpacks/book bags and purses must be left in cubbies, lockers or in the coat hook area during the school day.

Being Prepared for Class

Students must come to class prepared to learn. If you find your student having a problem in class, please ask their teacher for help or contact the school. An unprepared student can disrupt a whole classroom.

Board of Directors

Leadership Learning Academy is governed by a Board of Directors. The Board generally meets on a third Monday of the month at 5:30 PM. For the current year's board meeting schedule, please refer to the website. Meetings will generally be held at Leadership Learning Academy (100 West 2675 North, Layton). Meetings may also be held electronically or at different locations as specified by the Board of Directors. These meetings are open to the public. The agenda for all Board meetings is posted on the front door of the school 24 hours prior to the Board meeting and on the [Utah Public Notice Website](#). The LLA Board makes all policy decisions for LLA. Administration is required to enforce the policies. Information on individual Board members can be found on the school website.

Books

Library books are very expensive. Please talk with your student about taking good care of these books. The students are responsible for the condition of returned books and will pay monetary charges if damage is incurred.

Business Hours

Office hours are 8:00 am to 3:30 pm. Students are expected to leave the building no later than 30 minutes after dismissal unless under the supervision of teachers/advisors or parents. Conferences with teachers should be pre-arranged either before or after school. Our teachers are very busy with students during school hours, please be considerate of their time.

Citizenship

Students are representatives of this school and take pride in responsible behavior. Each child is accountable for their behavior. Teachers set examples for students and teach them through acknowledgement, praise, and role-modeling.

Closed Campus

LLA is a closed campus. No student is permitted to leave the school grounds at any time during regular school hours without appropriately checking out through the office. Students and visitors must enter and exit through the front doors of the building.

Communication/ Event Calendar

Email is the primary means of communication between LLA's administration and parents. It is important that each parent sign up for the parent listserv in order to stay abreast of school events. This is done through ASPIRE. Please check your email and the website frequently to assure you receive timely information.

LLA will also be using ParentSquare to simplify communications with our student's families. The ParentSquare mobile app, provides a simple and safe way for everyone to stay connected with activities and information.

Sometimes a paper document may be sent home, for example an order form for school pictures. Please check your children's backpacks for additional communication from the office. LLA also maintains a daily event calendar which identifies important events and activities throughout the school year. The calendar can be accessed via LLA's web page.

Computer Usage

Computers are available for student use in classrooms and portable computer labs (COWS). All students must sign the Student Acceptable Use of Electronic Resources Agreement form (found at the end of this handbook) before accessing the Internet. If this agreement is broken, disciplinary actions will be taken.

Concussion and Head Injuries

LLA Board of Directors has adopted an official policy, along with procedures, regarding concussions and head injuries. All parents will be required to sign the Concussion and Head Injury Policy and Procedures document prior to each school year. Parents will be notified of any head injury.

Curriculum

The Utah State Core Curriculum and the Common Core Curriculum which Utah has adopted will serve as the minimum basis for academic requirements for advancement and graduation. The school's curriculum and student expectations will exceed the standards of the Utah State Core Curriculum.

All LLA K-6 students will participate in DIBELS (basic literacy) testing, along with other Reading and Math assessments, both state mandated as well as School wide assessments based on current curriculum and Core Standards. This data will be used to help teachers meet the needs of their students and adjust instruction accordingly.

LLA students in grades 3 - 6 will participate in the state testing in the spring. The emphasis of this testing is proficiency in Language Arts, Math and Science. Throughout the year, teachers will assess proficiency in each of these subject areas and adjust instruction based on test results.

Discipline

Leadership Learning Academy will provide students a safe, challenging academic environment. To ensure this environment, a school wide discipline plan is implemented and carried out by all

staff members (please see School-wide Rules). Students enrolled at LLA agree to accept the rules and adhere to them in order to promote a positive, healthy school environment.

While working to maintain a productive learning environment in the classroom, LLA realizes there are incidents where discipline will be needed. Our forms of discipline are outlined below.

In School Suspension

In school suspension is used as a disciplinary tool and will be used to warn students their behavior is unacceptable. When teachers, administrators or staff feel a student has broken rules to the point that discipline is necessary, the student may be referred to serve ISS. The need for ISS is determined by administration. Parents/guardians will be contacted if a student must serve ISS. Students will serve in school suspension in an alternate location.

ISS will be served in the designated area. Administration determines how many in school suspensions a student must serve for the rule infraction. The number of in school suspensions required is based on many factors including the severity of the offense and the number of previous infractions a student has had.

Reasons for ISS include but are not limited to:

- Inappropriate language (cursing)
- Physical aggression (pushing, shoving)
- Defiance, disrespect, insubordination, non-compliance
- Lying, cheating
- Harassment, teasing, taunting (physical and/or verbal)
- Disruption, excessive talking
- Dress code violation
- Not prepared for class

Suspension

At all times, LLA's administrators have the authority to suspend a student. The length of suspension can be 1-10 days.

Reasons for suspension include but are not limited to:

- Abusive language (threat of physical harm, offensive racial/sexual comments)
- Fighting (defined as actions that require a visit to the nurse)
- Forgery, theft
- Property damage
- Skipping class
- Vandalism (irreversible destruction of school property)
- Violation of technology guidelines

If a student is suspended, parents will be called and expected to pick up their student immediately.

Students who have been suspended from school must not come on campus during the suspension period, not even for extracurricular activities. To be reinstated, students will return to school accompanied by a parent/guardian and check-in with an administrator.

Expulsion

If there are repeated problems with a student's behavior or there is a serious student conduct and discipline violation, expulsion from school will be considered. The director or principal will refer the matter to the Board of Directors. The Board of Directors, in executive session, will review the student's history and will make the final decision.

No Tolerance Issues

These are the items that fall under LLA's No Tolerance Policy which can result in immediate suspension and/or expulsion. Issues may include but are not limited to:

- Arson
- Bomb threat, false alarm
- Use, possession of alcohol
- Use, possession of prescription or non-prescription drugs
- Use, possession of tobacco
- Use, possession of weapons

Dress Code

Please refer to LLA's Dress Code Policy available on our website for a complete list of the appropriate uniform wear. The following list is just a summary of the policy.

Shirts

- **Solid** navy, light blue, or white.
- Collared blouse, polo, oxford, or dress shirt.

Pants

- Solid navy or tan.
- No denim, nylon, sweat, leather, or vinyl material will be used for uniform bottoms, including skirts.
- Shorts or skirts cannot be shorter than two inches above the knee.

Jackets and Sweaters

- Coats and jackets, including hoodies, must be solid navy, white, or light blue to be worn in the building.
- Sweaters or vests must be solid light blue, white, or navy and must be worn over the uniform shirt.

Shoes, Socks and Belts

- Shoes must have a closed heel and a closed toe.
- Socks must be worn.
- Socks must be solid white, navy, gray, or black only.
- Belts are optional and must be black or brown.

A student who is out of compliance with LLA's dress code may be required to phone home to have a parent or guardian bring the student the appropriate uniform item. If a parent is unable to bring

the appropriate item the student may be sent to the office to change into one of LLA's uniform items.

Drop Off and Pick Up

Before School

The front doors and the gates will open at 8:00 am. Leadership Learning Academy will form two carpool lanes for drop off. Due to safety and the desire for smooth traffic flow, students are NOT to be let out of vehicles until the lanes merge into one near the front doors of the school, and the adult supervisors at carpool signal for them to be let out. PLEASE do not stop in the carpool lanes to let students out of vehicles while there are two lanes of traffic and please do not get out of vehicles to stop the flow of traffic. If you need to go into the school, please find a parking spot. Students and adults may only cross at designated crossing areas.

The students will be sent into the gymnasium or classroom upon arrival. There will be an adult supervisor in the gym or classroom and they will line up in their designated area by their teacher's name. Teachers will come to get students around 8:30. If your child arrives past this time, he/she will need to check them in at the front office. The main school doors with access to the classrooms and gymnasium will lock at 8:30 each day.

After School

When the dismissal bell rings students must exit the school promptly with their class. No lingering in halls, classrooms or office areas.

All students must remain with their cluster until their ride has arrived to the designated pick up spot. Students will not be permitted to cross lanes of traffic or get into their cars unless directed by school personnel. Families are encouraged to stay in vehicles for the safety of everyone. If you need to enter the school at dismissal, please find a parking spot so our carpool lane does not get congested. Students will not be allowed to remain in the school, including the front vestibule, office or the gym, or out on the playground unless they are under the direct supervision of a parent, guardian, staff member or teacher. Students will be allowed back into the school to call home if their ride has not arrived 30 minutes after dismissal. We encourage everyone to use our drop off/pick-up procedures as your students will be supervised the entire time making them safe.

Electronic Devices

LLA's Electronic Device policy can be found on the school website. At no time can an electronic device be used to harass or intimidate another individual or be used to access inappropriate material. It is also important to note that LLA is NOT responsible for any lost or stolen electronic devices.

Below is a short summary of the policy:

Cell Phones may only be turned on and used before and after school hours. If a cell phone is heard or seen during school hours, it will be confiscated and sent to the administration. Exceptions may be made based on accommodations as part of a student's IEP or 504.

CD Players, MP3 Players & iPod devices CD and iPod-type electronic devices are not allowed during school hours unless the administrator or the immediate teacher has given approval for instructional purposes.

THE SCHOOL IS NOT RESPONSIBLE FOR LOSS, DAMAGE, OR THEFT OF ANY ELECTRONIC DEVICE.

Emergency Lockdown Procedures

A principal or administrative staff will activate the Emergency Lockdown Procedure when the safety and welfare of the students, faculty or staff are in danger. This can be because a breach of physical security or protocol has happened, or when notified by authorities of a dangerous situation in close proximity to the facility such as a fleeing or violent felon in the area or an act of terrorism.

Extracurricular Activities

Participation in student council, student clubs, ceremonies and other extracurricular activities is a privilege not a constitutionally protected civil right. Students given such privilege are representatives of LLA and are expected to exemplify LLA standards at all times. Students who are serving detention, are suspended or expelled will lose the privilege of participating in all extracurricular activities during the period of discipline.

Field Trips

Student participation in school field trips will be based upon the discretion of the teachers and their evaluation of the student's academic performance and behavior. If participation is not granted, 24 hour notice will be given to parents. Students **must** have a signed permission form from the student's parent or guardian in order for the student to participate in a field trip.

Fighting

Fighting will not be tolerated at school or at any school function or school-sponsored activity. Students who fight, threaten, or are audience to a fight will be disciplined and suffer appropriate legal consequences. People who promote, instigate, or encourage fighting will like-wise be held responsible.

Fire Alarms and Evacuations

All individuals in the school building including visitors and volunteers must exit the building immediately under adult supervision when the alarm sounds. Evacuation maps and procedures are posted in each classroom. If the alarm sounds at times other than during class, each student must assemble where her/his homeroom teacher has designated as their meeting area. In case of long-term evacuation, students will go with their classroom teachers.

Food in Class

Leadership Learning Academy's Wellness Policy prohibits a teacher from providing food, for incentive reasons, in the classroom unless the food is directly tied to a specific learning objective. No birthday treats are allowed.

Grades and Progress Reports

Because each student’s academic progress is extremely important, the school will communicate student progress in several ways:

Student Information System (ASPIRE)

Parents/guardians may request progress reports by accessing the ASPIRE. Each student will have his/her own account and password. Logins and passwords to ASPIRE will be issued at the beginning of the year. Contact the office staff if you do not have an ASPIRE login or password. Teachers will update ASPIRE at least twice monthly. Please contact your student’s teacher to determine which day he or she updates ASPIRE to assure you have the most current information available.

Missing Assignments

Parents can contact the student’s teacher if a student has missing assignments in a class. The teacher, parent, and student will work together to attempt to resolve the situation.

Report Cards

End of term report cards will be available through ASPIRE for parents to print. **Paper report cards will not be sent home.** Each term’s grades will appear on the student’s permanent record. If parents/students have questions concerning grades, they should contact the teacher(s) immediately.

Grading Scale K-6

Leadership Learning Academy uses a “Mastery” grading scale to indicate how closely a student has mastered the objectives of the subject area.

Indicator	Description	Percentage
4.0	Mastered	96% - 100%
3.7	Superior	92% - 95.9%
3.5	Excellent	88% - 91.9%
3.2	Great	84% - 87.9%
3.0	Proficient	80% – 79.9%
2.7	Fair	76% – 75.9%
1.0 – 2.6	Needs Improvement	52% – 75.9%
> 1.0	Not Yet	0% – 51.9%

Gum

Gum chewing is not allowed at Leadership Learning Academy unless allowed through a 504 and/or IEP.

Hallway Behavior

Students must use silent movement while in the hallways unless they are involved in a structured learning activity supervised by a teacher. Students who are not using silent movement may be required to return to the classroom.

Harassment, Hazing and Initiations

Harassment is defined as unwanted verbal or physical advances or threats. The difference between fun and harassment is how it makes the victim feel. Harassment of any type is not permitted in school or extracurricular activities. Students guilty of harassment of any type, threats, or intimidation may be suspended and/or referred to law enforcement for disciplinary action.

Honor Code

Honesty and respect for one another and for one's self are important traits to develop and maintain not only for a successful school year but for the experiences of life. Cheating takes on many forms from looking at another child's answers to copying or plagiarizing another individual's work. Because integrity is an individual's most important asset, LLA will not tolerate lying, cheating or stealing. Violations of the honor code may result in detention, suspension or expulsion.

Cheating violations, **including plagiarism** will result in a grade of 0 on the assignment or test and the possibility of detention. Continued violations may result in a letter grade of "0" for the quarter and suspension.

Students and parents agree to accept the responsibility of the honor code by the act of enrollment at Leadership Learning Academy.

Images and Video

Due to technological advancements, video and still images are easily taken, even using cell phones. Any use of a camera or imaging device in the school must be approved by the administration. Inappropriate use will be referred for disciplinary action; criminal use will be referred for legal action. Only approved videos may be shown in grades K-6 and then only in conjunction with a specific need in a lesson plan. Teachers should receive prior approval from the principal.

Immunizations

The State of Utah has legislated (HB27 and HB9) that no student may attend a public school unless a certificate of immunization is on file at the school or parents/guardians have shown sufficient evidence of exemption. Immunizations must be given by a licensed physician or representative of the County Health Department.

Labeling

Please label all clothing, lunchboxes, and backpacks. Clothing left in the Lost & Found will be donated to a charity or worthy cause.

Library

Library books and materials are provided for use by our students. Students are expected to return materials in a timely manner. Students who fail to return materials on time keep others from using them. Failure to return any library materials or returning them in poor condition may result in a fine being assessed and possible exclusion from library usage.

Lost and Found

Students who find items must turn them in to the office immediately. Unclaimed lost and found items will be donated to charitable organizations at the end of each month.

Lottery for Enrollment

According to state statutes, any vacancies in our school must be filled by lottery. The first lottery, following an open-enrollment period, fills all openings for the following year. This lottery is conducted the first week of February and periodically throughout the year if needed.

Lunch

We expect students to demonstrate good citizenship and proper manners in the cafeteria. Unsatisfactory behavior will not be tolerated. Students may bring lunch from home or purchase lunch in our lunchroom. Questions about the lunch program or free and reduced lunch applications should be directed to the lunch manager.

Each morning teachers will determine which students will eat school lunch or do not have a home lunch. Students will call home to determine if an adult can bring the student lunch. If lunch cannot be provided by a parent or guardian, the student will be given lunch from the cafeteria. Parents are responsible to pay for the lunch.

Medication

If it becomes necessary for a student to take any form of medication at school, prescribed or otherwise, the school must receive the appropriate forms from the child's doctor/parent. The necessary forms are available in the office. All medication will be kept in and dispensed through the office. Students may not carry medicine around or store it in their backpacks. Students with asthma may carry their inhaler with them provided the appropriate medical forms have been completed.

Parents' Organization – PTO

All families of students enrolled at Leadership Learning Academy are members of the Co-Pilots. The Co-Pilots are operated by a Council made up of parent members. For more information about the Parent Organization, see the school website. All fundraising efforts are completed through the Co-Pilots.

Parking Lot and Road Safety

Students must remain on the designated areas in front of the school during pick-up. Students are not allowed to leave the area without an adult escort. To reduce congestion, parents/guardians should avoid parking in driving areas. Parents are encouraged to park in designated parking areas.

Because LLA has nearly 600 students which are transported to and from school in private vehicles the parking lot will be congested. Carpooling is the best way to reduce congestion. Patience is absolutely necessary to assure the safety of students and families and to keep the traffic flowing smoothly.

The safety of our students is our highest priority; therefore, there is an enforced speed limit on our street. Please adhere to this law, especially during arrival and dismissal times. Our road is frequently monitored by law enforcement officials and any violators will be ticketed and fined.

***Violations:
Individuals conducting themselves or operating vehicles in an unsafe manner
will be referred to law enforcement.***

Personal Conduct

Students are expected to behave in a manner that is respectful of others at all times at school or during school related activities and adhere to the rules. Some examples include the following:

- Keep hands, feet and objects to yourself (No Touch Policy).
- Throwing snowballs and/or other items that may cause injury shall not be permitted.
- Skateboards and shoes that have wheels are not permitted.

Inappropriate Gestures/Language: Students are expected to show respect to others. Any indecent gesture, foul language, act of lewdness or indecent exposure is contrary to the ideals and standards of the school and will be promptly disciplined.

Personal Property

Students are responsible for any items that are brought to school. If any personal item is used, seen or heard during class without a teacher’s explicit permission, the item will be confiscated. If any personal item is used in a way which compromises the safety of the other students, it will be confiscated. Inappropriate behavior regarding such items may warrant disciplinary action at the discretion of administration.

Physical Education and Outdoor Recess

Children are expected to participate in outdoor and physical education activities with their class. Consideration will only be given to children who have a medical excuse with a doctor’s or parent’s note for not participating. Recess and PE will be conducted in a spirit of goodwill and sportsmanship. Students are expected to have best behavior at all times on the playgrounds. During inclement weather (a “feels like” temperature of less than 20° F or significant precipitation or wind) students will not be allowed outside and recess/PE will be held indoors.

Professional Development Days

There are occasional Professional Development days in which Teachers are required to be at the school but students are not.

School Closing – Weather

School will close at the discretion of the principal. Please listen to local radio stations and/or watch the local morning news for school closure announcements. If LLA’s network server is available an email will be sent to all parents subscribed to LLA’s listserv informing parents of the closure. We will also do our best to use various modes of communication, including OneCall.

School-wide Expectations

There are school wide expectations which all students must follow. These expectations will be taught in the classroom, rehearsed, and reinforced throughout the year.

- **Be Safe**
- **Be Respectful**
- **Be Responsible**

Search and Seizure

School officials have the authority to search a student's person or personal property while located on school property or at a school-sponsored activity, when they have reason to believe that the search will turn up evidence that the student has violated or is violating a particular law or school rule, as outlined in the Student Conduct & Discipline Policy.

Snacks and Soda

LLA's Wellness Policy does not allow teachers to provide snacks or treats in the classroom as an incentive. However, because of medical conditions many students require a snack throughout the day. If your student needs a snack during the day please provide the office with a letter explaining the reason for the snack and the time of day the snack should be provided. The letter does not need to be provided by a physician. You will also need to provide the office with the snacks. Notify your child's teacher that you have provided a snack to the office and when the child should be excused from class to consume their snack. All snacks must be consumed in the office, not in the classroom.

Students are **NOT** allowed to drink soda, or soda-like beverages at Leadership Learning Academy. Students breaking this rule are in violation of LLA's Wellness policy.

Supplies

A list of school supplies that the students will need for the upcoming school year is available on the school's website. **The items on this list will be used during the regular school day and will be shared amongst class members.** Teachers are more than happy to accept donations of any additional classroom supplies you would like to provide.

Substance Abuse

Any student who possesses, controls, uses, sells, or arranges the sale of real, look-alike or pretend illegal drugs or controlled substances, including alcohol and tobacco, may be suspended, tested for drugs, expelled, referred for police investigation and /or prosecuted.

Theft, Extortion, Vandalism and Arson

Any student involved in stealing, extortion, vandalism of school or personal property, or in causing fires of any nature may be suspended and referred to law enforcement. Students found in possession of any incendiary device such as matches, lighters are also in violation. Any student who destroys or defaces school or personal property will be responsible for restitution and may be referred to law enforcement.

Visitors

Parents and guardians are encouraged to visit the school frequently and take an active role in the education of their children. Arrangements to visit a classroom may be made by contacting the teacher to set up a convenient time. If your student forgot something at home and you are delivering it to the school, please leave it with the front office. We must respect the teaching time of the teacher and the students, so interruptions are minimized.

Teachers are unable to conduct private conferences with parents during instructional time unless a prior arrangement with the teacher has been made.

All non-employee adults must check in at the school office with photo ID and pick up a visitor's badge upon entering the building.

Volunteer Hours

Families of Leadership Learning Academy students are encouraged to volunteer 30 hours each school year per family. Volunteer opportunities can be obtained from the school website, contacting your student's teacher, or contacting a member of the PTO. Please leave small children at home if you plan on assisting in the classroom.

Weapons

Bringing any weapon (including look-a-likes) is a violation of school policy. Those who bring chains, knives, fire arms, or any type of weapon or any item that can be used as a weapon or any item that resembles a weapon to school will be disciplined. There will be exceptions, for example, when a student brings a weapon-like object with no intent to harm, i.e.: a kindergartener brings a plastic knife for lunch.

Items prohibited by law such as possession or use of drugs, alcohol, tobacco, firecrackers, including any item resembling the above mentioned items shall not be allowed on school property or at school sponsored events. Students caught with or using an unlawful substance or in possession of an unlawful item will be disciplined according to the policy.

A copy of Leadership Learning Academy's current Student Conduct & Discipline Policy is on the LLA website.