

**ELEMENTARY PARENT / STUDENT  
HANDBOOK – Grades K-5th**

**2021-2022**

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## ADMINISTRATION

Headmaster.....	<b>Rev. Russ Hodgins</b>
Principal.....	<b>Tracy Cossabone</b>
Assistant Principal.....	<b>Benjamin Flick</b>
Campus Security Officer.....	<b>Freddy Delgado</b>
Athletic Director.....	<b>Tammy Nowicki</b>
Director of Admissions.....	<b>Calvin Carthan</b>

## FACULTY

### Kindergarten

**Susan Cole**

The College of New Jersey, BS

### 1<sup>st</sup> Grade

**Vanessa Barnes**

Grand Canyon University, BS

### 2<sup>nd</sup> Grade

**Kim Gross**

The College of New Jersey, BA

### 3<sup>rd</sup> Grade

**Samantha Pickett**

University of Valley Forge, BS

### 4<sup>th</sup> Grade

**Kim Graban**

Southeastern College, BA

Nova University, MA

### 5<sup>th</sup> grade

**Mia Mastro**

Oral Roberts University, BA

### Elementary P.E.

**Ben Flick**

Eastern Nazarene College, BS

### Elementary Music

**Wendy Collazo** - Piano & Voice Lessons

### Art Department

**Laura Ceresini** – Art

Spanish

**Yarelis Foy**

Computer Technology

**Marie Goodman**

### **MISSION STATEMENT**

Life Center Academy is a Christian school committed to preparing students for life.

### **OUR VISION**

Life Center Academy prepares the next generation by practically applying Biblical Principles to life through:

- Academic excellence (**Mind**)
- Athletics and the Arts (**Body**)
- A strong faith-factor (**Spirit**)

### **OUR CORE VALUES**

- 1. Faith:** We live out our faith by practicing the ways of Jesus.
- 2. Community:** Building community within our walls and engaging the community outside our walls.
- 3. Servanthood:** Developing a lifestyle of service in our homes, communities, and the world.
- 4. Excellence:** Continually giving our best in everything we do.
- 5. Generosity:** Blessing others by giving of our time, resources, and talents.

### **STATEMENT OF FAITH**

We believe and teach that the Bible, both the Old and New Testaments, is the inspired, only infallible, authoritative, inerrant Word of God (2 Timothy 3:15; 2 Peter 1: 21).

We believe and teach that there is one God, eternally existent in three persons--Father, Son, and Holy Spirit--who created man by a direct immediate act (Genesis 1:1, 26-27; Matthew 28:19; John 10:30).

We believe and teach the deity of the Lord Jesus Christ (John 10:33); His virgin birth (Isaiah 7:14; Matthew 1:23; Luke 1:35); His sinless life (Hebrews 4:15; 7:26); His miracles (John 2:11); His vicarious and atoning death (1 Corinthians 15:3; Ephesians 1:7; Hebrews 2:9); His bodily resurrection (John 11:25; 1 Corinthians 15:4); His ascension to the right hand of the Father (Mark 16:19); His personal return in power and glory (Acts 1:11; Revelation 19:11).

We believe and teach the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace through faith alone we are saved (John 3:16-19; 5:24; Romans 3:23; 5:8-9; Ephesians 2:8-10; Titus 3:5).

We believe and teach the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation (John 5:28-29).

We believe and teach the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9; 1 Corinthians 12:12-13; Galatians 3:26-28).

We believe and teach the present ministry of the Holy Spirit by whose indwelling and infilling the Christian is enabled to live a godly life and witness to the saving grace of Christ (Acts 1:8; Romans 8:13-14; 1 Corinthians 3:16; 6:19-20; Ephesians 4:30; 5:18; Titus 2:11-14).

## **PHILOSOPHY OF CHRISTIAN EDUCATION**

Life Center Academy recognizes that the God-given responsibility for the education of children rests with the parents (Deuteronomy 6:6-9). The purpose of the Christian school is to be an extension of the Christian family and should assist and complement the parents in that responsibility. Therefore, the primary purpose of Life Center Academy is to provide a school for Christian children of Christian parents. LCA's definition of a Christian family is one where the mother, father and student are born again Christians, are active in a Bible believing church, and strive to live lives consistent with the Word of God.

The Bible is the foundation for the education of our children. From the Scriptures we understand that God desires certain principles, beliefs and values to be developed in our children. These include:

1. The view that all knowledge is to be interpreted from a Biblical perspective. All academic subjects are to be taught with an understanding of the absolute standards of truth that God has established. (2 Timothy 2:15)
2. Respect for authority (Romans 13:1; Hebrews 13:17). One's view of authority directly influences his/her concept of God.
3. The meaning of true success and how it is achieved (Joshua 1:8; Proverbs 22:6). The key is for each person to discover what God's will is for himself/herself, and then to do it through developing the traits that are good and correcting those that are not.
4. The personal acceptance of Jesus Christ as Lord and Savior (John 3:3). Salvation

- is essential for success in any area of Christian education.
5. Respect for the rights of others (Luke 6:31). Following the Golden Rule helps improve relationships.
  6. Personal integrity (Psalm 1:1, 2; Ephesians 4:29). Honesty and truth are to be upheld at all times.
  7. Productivity and the desire to always do one's best (Ecclesiastes 9:10; 2 Timothy 2:15). A healthy work ethic has application in so many areas of life.
  8. Personal conviction and Christian witness (James 4:17; Matthew 5:16; 28:19, 20). Being willing to take a stand for the cause of right and declare the Gospel of Jesus Christ in word and deed is much needed in today's world.
  9. Holding to the traditional family structure (Genesis 2: 24). God's plan for the family is still one man and one woman for one lifetime.
  10. Moral purity (1 Corinthians 3: 16, 17; 6:19, 20). Since our bodies belong to God, we must refrain from any act that would defile or degrade them, and maintain personal health and hygiene in order to strengthen them.
  11. Patriotism (Romans 13:6-8). Love and respect for America and those who have sacrificed to preserve our freedom is the duty of each one who lives in a nation so blessed of God. This attitude coupled with prayer for our country (2 Chronicles 7:14) is vital to keeping our nation strong.

## **EDUCATIONAL OBJECTIVES**

Luke 2:41-52 records the only written account of Christ as a young person. Verse fifty-two states that He grew in wisdom (mentally), stature (physically), and in favor with God (spiritually) and man (socially). The objectives of LCA are to provide means for the individual student to develop in these four areas.

### **1. Mentally the student will be:**

- a. Challenged by excellent academic standards.
- b. Encouraged to discover the joy of assimilating knowledge.
- c. Urged to develop self-control and discipline in thinking.
- d. Instructed to obtain appropriate skills for learning and functioning in the area of reading, comprehension, retention, oral and written communication, methods of inquiry, problem solving, and technological literacy.
- e. Encouraged to view education as a lifelong process.
- f. Invited to submit their minds to the authority of God's Word and develop the ability to mentally discriminate true ideas, philosophies and concepts from false ones.

## **2. Physically the student will be:**

- a. Encouraged to practice good health and eating habits and to use the body wisely as the temple of God.
- b. Taught to develop a proper self-concept and appreciation of physical appearance and abilities as the predetermined design of God.
- c. Cautioned to avoid alcohol, tobacco, drug abuse, immorality, and other behavior that destroys the body.
- d. Challenged to pursue interests such as athletics that give wholesome fulfillment to physical drives during adolescence.

## **3. Spiritually the student will be:**

- a. Invited to receive Jesus Christ as his/her personal Savior and Lord and follow Him as a disciple.
- b. Directed to believe the Scriptures as God's inspired, infallible Word.
- c. Instructed to discover and follow God's will as revealed in the Scriptures.
- d. Challenged to develop a daily personal devotional life consisting of Scripture meditation and prayer that produces daily practical applications of Biblical Truth.
- e. Encouraged to acquire values that have eternal significance.
- f. Promoted to become involved in the ministry of a local church and assume leadership roles, as they become available.

## **4. Socially the student will be:**

- a. Exposed to concepts of authority and self-discipline that acknowledges God as the ultimate authority.
- b. Urged to follow the directives of parents as God's special protectors of their future.
- c. Challenged to follow Biblical guidelines for dating and marriage.
- d. Guided to respect and show concern for others as objects of God's love.
- e. Cautioned to avoid harmful peer pressure, to develop proper friendships, and to make wise decisions regarding relationships.

### **STATEMENT OF NONDISCRIMINATION**

Life Center Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to



students at the school. Life Center Academy does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, financial aid, athletic and other school-administered programs.

## **CODE OF CONDUCT – SEXUAL ACTIVITY AND EXPRESSION POLICY**

It is the policy of LCA and FOLC to maintain a standard of behavior among its students, staff, and volunteers that is above reproach. In keeping with the ministry's statement of faith, immoral conduct, either on or off campus, will not be tolerated. The Bible strictly forbids such conduct, which includes immoral actions as well as advocating for such behavior. Any immoral acts or statements of immoral acts will not be tolerated in any form and will constitute grounds for termination of employment or enrollment. (Gen. 2:24; Gen. 19:5, 13; Gen. 26:8–9; Lev. 18:1–30; Rom. 1:26–29; 1 Cor. 5:1; 6:9; 1 Thess. 4:1–8; Heb. 13:4).

The term “immoral act” is defined as bodily contact, actively undertaken or passively permitted, between members of the opposite sex or members of the same sex for the purpose of satisfying sexual desires and any bodily contact that a reasonable person would understand to demonstrate a propensity or intent to engage in a sexually immoral act. This includes viewing pornographic material on or away from the school campus.

The term “statements of immoral acts” is one in which a student or employee does any of the following: engages in speech regarding sexual immorality; claims he or she is homosexual, bisexual, transgender, or otherwise identifies as being sexually immoral under biblical Christian standards; or uses words, language, or behavior, including by dress or other appearance, that, in the discretion of the school, would indicate an intention to convey the impression that the person engages in or advocates behavior or identity that is immoral under biblical Christian standards.

Homosexual or transgender conduct, defined as acts or identifying statements, is incompatible with enrollment or employment at the Ministry and is a basis for dismissal. All students and employees, however, must be treated with dignity and respect, free of threats or harassment.

**The determination of whether a *staff member/student's* actions constitute a violation of the code of conduct will be made by the Headmaster, Principal and Assistant Principal.**

## **INFORMATION**

### **ARRIVE SAFE IN THIS TIME OF COVID19**

**Student safety is extremely important. If your child is sick, please keep them home. No student may enter any building on campus without a MASK.**

## **ARRIVE SAFE PROCEDURES**

Parents need to be made aware if their child has not arrived at school. This is the reason for the Arrive Safe Procedure.

1. If your child is going to be absent or late, call (609-499-2100) or email ([attendance@lcmail.org](mailto:attendance@lcmail.org)) the school before 8:15am. State your child's name, grade, date of absence, and reason.
2. If no call or email is received by the school before 8:15am, you will be called at home and/or work. If you can't be reached at your phone numbers, then your emergency contacts will be called. If no one can be reached, the Assistant Principal will be notified.

## **ATHLETICS (5<sup>th</sup> grade only)**

Life Center Academy has fall, winter, and spring programs.

- Fall – soccer
- Winter – basketball
- Spring – baseball and softball

❖ **All athletes must be passing all classes to be eligible to play a sport.**

- ❖ Students must take all personal property with them to their practices. Bags, etc. are not to be left in the school hallways.
- ❖ Parents must promptly pick up athletes from school at the conclusion of all practices and games. Students may not be left unattended, or told to stay on campus until a later game or instructed to go over to the Life Center. For the student's safety, they must be supervised at all times while on school grounds.

## **ATTENDANCE**

Each student enrolled in LCA is required to attend school and classes regularly. State law provides that any student under age 16 who fails to attend regularly may be legally prosecuted by the State of New Jersey; the parents also may be prosecuted.

### **Student Absences**

The parent/guardian shall provide a signed and dated note the day following an absence explaining the reason for the absence. Failure to return the note will automatically result in the absence being marked unexcused.

#### **1. Excused absences include:**

- a. Student illness.
- b. Death in the immediate family
- c. Cases in which the Administration granted prior approval.

## 2. Unexcused absences include:

- a. No written excuse note from the parent/guardian.
  - b. Excuse provided is not valid per guidelines in the Student Handbook.
3. The faculty should discourage unexcused absences and report to the Headmaster any knowledge of a student considering an unexcused absence.
  4. If an absence is requested and excused then the teacher is asked to assign advance work to be completed by the student.
  5. Students must bring written excuses to the office the first day following an absence.
  6. Any faculty member who is responsible for a student missing all or part of a class period must provide a pass for that student and/or secure one from another faculty member.
  7. A teacher must immediately report any absent student who is not on the absentee list to the office.
  8. A student who has been absent from school is responsible to make up class work that has been missed. Upon returning to class, students are responsible for making up all tests, quizzes, homework, projects and laboratories as soon as possible or receive a zero.
  9. Any student missing **twenty-five (25)** days or more will not be promoted. (Students with serious medical problems, etc. may be excluded from this policy).
  10. Students returning to school after **three (3) consecutive days** of absence are to report to the school office and submit a **doctor's note** stating the reason for the absence.

### **Student Tardies**

1. All students **who do not** enter a class prior to the tardy bell at 8:15 a.m. will be considered tardy.
2. After 8:15 a.m. students **must** report directly to the school office/lobby at door #12 to receive a late pass.
3. A lateness will only be considered “excused” for *legitimate reasons*; i.e. doctor’s appointments, funerals, etc. A parental note must accompany the student.

Overslept, running late, stopped for breakfast, etc. are **NOT** considered excused absences.

4. A student must report to school by 11:30 a.m. to be considered present and/or to be eligible to participate in any athletic event that day.
5. Habitually late students will require a parent/guardian conference with the Assistant Principal or Principal. *Four unexcused tardies* will warrant an administrative detention to be served by the student *the next day* for grades 4 and up.

### **Removing Students from School during School Hours**

Any parent desiring to remove a student in the course of the day must inform the teacher in writing **at the very beginning of the school day.**

Students leaving early from school must be picked up at the school office. They must be signed out by an authorized person over the age of 18. Students are not to be picked up at the classroom.

For parents coming to pick up students for early dismissal come to door #12 and once in the foyer buzz the office.

No student shall be taken from school during school hours except:

1. By a parent or guardian when properly identified. In cases in which the parents have been divorced or separated, the child will be released only to the parent having legal custody.
2. By another person, upon written request, properly verified, by the parent or guardian. Photo ID required.
3. Prior to releasing students to anyone, their records will be double checked to verify whom the parents/legal guardians have authorized for release.

Students are not allowed to leave campus in their own vehicles or another person's vehicle for any reason during the school day. Rare exceptions can only be made by agreement between the Principal and the student's parent.

## **Special Excuses**

Any student requesting a partial or full day excused absence for medical or dental appointments, driver's test, college or career interviews, etc. must present a written request from the parents in advance. If not, the student gets an unexcused absence.

## **BEFORE AND AFTER SCHOOL PROGRAMS**

### **Before School** (no fee attached to this service)

All students are required to go to the Life Center Before School designated area if they arrive before 8:00 a.m. This program is available from 7:00 a.m. until 8:00 a.m. There they will be monitored by LCA staff personnel and allowed to go into the educational building no earlier than 8:00 a.m. All buses drop off students at the Life Center.

### **After School** (a fee is attached to this service)

Students enrolled in the After Care Program will be escorted to a designated area in the Life Center at the end of the school day. The After Care Program is only for students in grades K-6. The "After Care" Program closes at 6:00 p.m. All students must be picked up by that time. An additional fee will be assessed for students being picked up after this time.

K-6<sup>th</sup> students who have not been picked up after school by 3:00 p.m. will be automatically sent to the After Care program in the Life Center. There is a charge for this service in which the cost will be prorated by the 1/2 hour.

Please see the application and policy and procedures for the After Care program for more details or contact the Admissions Director, Calvin Carthan at [ccarthan@lcmail.org](mailto:ccarthan@lcmail.org)

## **CELL PHONE POLICY FOR ELEMENTARY STUDENTS**

- Students may NOT have a cell phone on their person during the school day. It must be kept on silent or be turned off and be out of sight in either a book bag or locker (6<sup>th</sup> only). This includes recess and lunch and **at dismissal**.
- Students will be permitted to take out and turn on their phones once they have exited the school building for the day.
- LCA teachers and administrators will confiscate student cell phones on sight in the school building.
- Parents / guardians, please note that students are not allowed to use their cell phones at all during the day so do not expect them to respond to a message you sent to them (text, voicemail, social media, etc.) during the school day and please do not tempt students to break this rule.
- In case of emergency, parents are to contact the school office or the teacher directly.

## **CONFLICT AND GRIEVANCE PROCEDURES**

Because Life Center Academy is a Christian school and the work wherein we are engaged involves the religious tenants of belief, is composed of spiritual activities over an educational function and is a sacred undertaking, we cannot authorize anything other than direct communication between believers for any kind of dispute. Communication in this manner is the only Biblical means that is acceptable for corrective purposes. I Corinthians 6:1-8 is very clear on this point.

The following procedure is intended to establish effective means of communications by which to channel issues.

When a conflict or grievance arises, relating to the student or parent and the school, everyone is expected to follow the guidelines outlined in Matthew 18:15-17 as follows:

1. Approach in the spirit of meekness only the person(s) involved. Share with them the specific details of the offense. Never share the offense with others before first approaching the person(s) directly involved.
2. If a resolution is not reached, take the matter to the next person in the chain of authority. The chain of authority, in ascending order, is:
  - a. Student or parent.
  - b. Teacher
  - c. Assistant Principal
  - d. Principal
  - e. Body of Administrators (Assistant Principal, Principal, and the Headmaster)

LCA strongly urges compliance to these guidelines from all students, parents, personnel and members of the administration.

## **COURSE OFFERINGS**

### ***Academic Subjects***

- Reading
- English
- Phonics
- Spelling
- Math
- Heritage Studies (History, Geography, Civics, etc.)
- Science
- Bible

## ***Special Subjects***

- Physical Education
- Music/Choir
- Computer Technology
- Art
- Foreign Language (Spanish)

### **CURRICULUM -Grades K-5**

LCA uses a variety of curricular materials as a starting point for teaching. Typical publishers are BJU Press, Summit Ministries and Zaner-Bloser. In addition, the teachers use a variety of creative activities, manipulatives and individualized techniques to instruct the child. The curriculum is guided by K-6 scope and sequence.

### **DINING HALL**

The Dining Hall is your place to eat and relax for a few moments with your friends. Your behavior is expected to further demonstrate the fact that the students at LCA will act as ladies and gentlemen at all times. Clear your table upon dismissal. No food or drink may be taken out of the Dining Hall.

### **DISCIPLINE**

#### **1. Submission of Students to Authority**

As a student of LCA, it is your responsibility to adhere to the school rules, follow the courses of study and submit to the authority of the school staff. LCA staff has the final authority while on school property. All faculty and staff members are to be given proper respect. The goal of the LCA staff is not to reform, but train students.

#### **2. Student Conduct and Discipline**

Discipline is training that leads to gradual consistent development of self-control, character, orderliness and efficiency. Discipline is guiding a child so that he learns to get along with his classmates, teachers, school staff and he learns to obey in an agreeable manner.

The result or final goal is self-discipline...the ability to control oneself in keeping with recognized standards, without the need to be prodded, pressured or otherwise externally forced.

Penalty or punishment for unacceptable behavior helps the child to learn and understand that he is experiencing or suffering unpleasant consequences as a result of his own

behavior. Denial of privileges, removal from a group, being required to pay for damaged property of others, withholding of an expected reward, verbal or written apologies for offenses to others, restriction of activities, and extra work are examples of actions which may be taken. Discipline or learning that is acquired through love, affection, mutual respect, frequent recognition, approval, and a desire to please will be of a more permanent nature.

Proper student behavior is expected to be demonstrated in the classroom.

- When a visitor enters a classroom, students should be quiet until the teacher is able to resume class.
- When a class is in session, students must raise their hand and wait to be recognized by the teacher before they speak or ask a question.
- Students must avoid slumping in their chairs/desks, or laying their heads down on their desks.
- Students should not get out of their seats unless they have specific permission to do so from their teacher.
- There should be no talking without the teacher's permission.
- All adults must be referred to with the proper title of Mr., Mrs. or Miss. Never are first names of an adult to be used.

Proper student behavior is expected to be demonstrated at all school activities (trips, clubs, athletic practices and games, etc.)

### **3. Student Code of Conduct**

a. Students who are not where their schedule permits or leave class without permission.

1. 1st offense – teacher detention issued
2. 2nd offense – parent/guardian called; administrative detention issued.
3. 3rd offense – parent called in on 3rd offense; suspension issued, or Saturday detention.

b. Students who leave LCA buildings and grounds without authorized permission in writing.

1. 1st offense – administrative detention.
2. 2nd offense – parent/guardian called; suspension issued.
3. 3rd offense – parent called in on 3rd offense; probable expulsion.

c. Students who curse at any time.

1. 1<sup>st</sup> offense – parent/guardian contacted, administrative detention.
2. 2<sup>nd</sup> offense – parent/guardian contacted; suspension issued.



3. 3<sup>rd</sup> offense – probable expulsion.

Cursing at a staff member will bring immediate suspension; probable expulsion.

- d. **Electronic devices** including, but not limited to: CD/players, iPods, MP3 players, earbuds/headphones radios, pagers/beepers, cellular phones and any and all listening/recording devices are not permitted to be used when entering the building in the a.m. or anytime while on the campus. Throughout the school day, they must be put away/out of sight. The only exception is for students in the before school program. They must abide by the stated guidelines at 8 a.m. before they leave their areas for their classrooms.

If the electronic device is seen by staff for any reason, it will be confiscated. Other electronic equipment, i.e. lasers, games, etc. which could cause interruptions in the learning environment are prohibited. (Students should leave all valuables at home. LCA is not responsible for lost/stolen items.) iPads and laptops may only be used in the classroom with explicit permission from the teacher.

1. 1st offense – electronic device confiscated/parent must pick up from office.
2. 2nd offense – penalty #1 AND an administrative detention.
3. 3rd offense – penalty #2 AND an administrative detention and discussion with parents; possible Saturday detention.

Students who call/text parents during school for any reason except a real school wide emergency will receive an automatic administrative detention. If you must make a phone call, go to the school office for permission. Parents are asked to not call/text their children during the school day. Should information need to be given to the students, or a family emergency arises, contact the school office at (609) 499-2100.

**E. Uniform infractions** (Students may not enter any classroom without proper uniform.)

- 1) Proper uniform consists of:
  - a) A clean, well-kept appearance, (not damaged, torn or altered in any way)
  - b) Shirt (no hoodies, sweaters, long sleeve shirts, etc. may be worn **under** the school shirt)
  - c) Pants, skirt (proper length; top of the knee)
  - d) Belt for boys (except Kindergarten & First grade)
  - e) Appropriate School approved Shoes (no boots, no sandals, etc.)
  - f) Socks (see Dress Code)

g) If you have an injury which requires special clothing, permission must be given from the Assistant Principal. The school uniform must still be worn on areas not affected by the injury.

h) SEE DRESS CODE FOR SPECIFICS

- 2) 1st offense – Uniform Notification sent home for parent signature.
- 3) 2nd offense – 2<sup>nd</sup> Notice Uniform Notification sent home for parent signature; and loss of next recess.
- 4) 3rd offense – sent to the office with a pass to call home for their uniform, parent conference and Administrative Detention.
- 5) 4<sup>th</sup> offense - sent to the office with a pass to call home for their uniform, parent conference and referral to Assistant Principal for further consequences.

## **F. Hair color/Style**

- A. Natural hair colors are acceptable.
- B. Obvious and extreme contrasts are not acceptable. (Purple, pink, turquoise, etc. are not acceptable.)
- C. Styles and applications to the hair which create an interruption in the school environment are not acceptable (i.e. no hair spiking, mohawks, etc.)
- D. Students desiring to wear their hair long must keep their hair pulled back or in a style that allows their face to be seen and eye contact maintained between teachers and students throughout the school day.
- E. Hats, scarves, bandanas, etc. of any style, type and size are not permitted to be worn in the school building for boys or girls. The ladies may wear solid color headbands of school colors (red, black or white) without logos or attachments (cat ears, big bows, etc.).
- F. Food and drinks are meant to be consumed in the Dining Hall. Students may carry a bottle of water with them each day as there are no water fountains upstairs.
  - a. 1st offense – administrative detention
  - b. 2nd offense –administrative detention, possible Saturday detention with Assistant Principal.

## **I. Detentions and Detention Schedule/Suspension** – for misconduct/misbehavior

- A teacher detention can be held on any school day, 2:30 p.m. to 3:00 p.m.
- A detention form will be delivered via student to their parent and must be returned signed to the teacher the next school day or a second detention will be issued.
- An administrative detention may be held on any school day, 2:30 p.m. to 3:30 p.m. including Saturdays from 8:00 a.m. to 9:00 a.m.; parent notification.
- Students will not be permitted to talk, socialize, or do personal work of any form during that time. There will be no sleeping or resting.

- Three (3) cumulative school detentions for misconduct, etc. will constitute an administrative detention, or issued suspension and probation notice; parent/guardian notified.
- No student may leave detention once it has begun. All students should go to the restroom prior to starting detention.
- Detention times are mandatory and cannot be rescheduled without permission of the Assistant Principal.
- Detention is supervised by faculty members.
- Detentions are not to be confused with an Administrative Detention run by the Assistant Principal.
- Any student who does not comply with the requirements of detention may be required to serve another detention or serve an Administrative Detention.

#### **J. Specific Elementary Detention Procedures K-5th**

- Any student who receives 2 Reds in any week or 1 Red for 4 consecutive weeks (creating a pattern of behavior) will be issued a detention with the classroom teacher.
- 2 Detentions with the classroom teacher in any week or for 4 consecutive weeks will result in a detention with the Assistant Principal.
- For students in grades K-5<sup>th</sup> -2 detentions with the Assistant Principal will be followed up with a parent meeting and an administrative detention with the Principal.

#### **K. Probation**

- Non-restrictive – All newly enrolled students will be considered to be on probation for their first year in Life Center Academy. Evaluations will be made on a quarterly basis.
- Restrictive – A student who is placed on probation will be issued a Student Contract of Behavior during their parent conference with the Assistant Principal.

Some of the causes for Restrictive Probation may be:

1. Continued deliberate disobedience.
2. A rebellious spirit which is unchanged after much effort by the teacher.
3. Insufficient academic progress because of failure to work to capacity.
4. Committing a serious breach of conduct inside or outside of school.
5. Obtaining three cumulative detentions for misconduct.

**NOTE:** Probation may include being restricted from participation in extra-curricular activities, during or after school. This includes, but not limited to, such activities as athletics, trips, sporting events and attending as a spectator. If a student fails to change after continual attempts at correction, the school could be left with no other recourse but expulsion.

## **L. Suspension**

Suspension is invoked when gross misconduct or repeated misconduct takes place, i.e. fighting, hazing, bullying (see M), willful destruction of school property or the property of another student or teacher, etc. Students fighting, regardless of who started it, will be sent home immediately. If an adult/staff verify that “A” student hit “B” student first, “B” student might not be suspended. This decision will be made at the discretion of the Assistant Principal and Principal. The student will receive a 0% for all work in each subject missed. Parents will be contacted. A notice explaining the reason(s) of the suspension must be read and signed by parent(s)/guardian(s), and returned to the school by the day the student returns. A meeting with the student and parent(s)/guardian(s) with a school administrator/representative may be required to take place by 8:00 a.m. the day the student returns.

While suspended, students may not be on school grounds for any reason. Suspended students are barred from all extra-curricular activities.

**M. Any sexual harassment or bullying**, etc. of a student will result in an immediate suspension and possible expulsion. This includes harassment or bullying on social media as well.

**N. Bringing tobacco, cigarettes, alcohol, or drugs**, etc. to school and/or use of any aspect of them on school property will lead to immediate suspension and possible expulsion.

### **O. Theft or possession of stolen property:**

- 1st Offense – 1 day suspension and warning; return or compensation of stolen property.
- 2nd Offense – 3 day suspension and possible expulsion

### **P. Defacing or destroying school property:**

- 1st Offense – 3 day suspension
- 2nd Offense – 5 day suspension and possible expulsion

**Q. Dangerous implements** – objects and any items which, by their nature, present a hazard to persons or property are not permitted. This includes, but not limited to: pointed objects, cutting instruments, explosives, and any type of firearms. The actual nature of the object could result in an immediate suspension of the student and possible contact with the local police.

**R. Pulling of fire alarm** (which automatically contacts the fire department) will result in immediate suspension and possible payment of fines issued by the community for false alarms.

**S. Insubordination** towards school staff or volunteer adults will result in an automatic 1-day suspension.

**T. Bus behavior** - All school rules apply to students while they are traveling on the bus to and from school. Students who violate the rules as determined by the bus driver and the School Administration will receive the appropriate level of discipline. This could include being excluded from the bus.

**U. Technology** - Students found tampering with school computers, hacking, etc. will face automatic 3 day suspension, even possible expulsion. This includes all security cameras on campus.

**V. Contact between students** - A display of affection or embracing between students is not permitted. There is a “no touch” rule at school and students are expected to exercise discretion at extra-curricular activities as well.

1st Offense – verbal warning by staff member.

2nd Offense – administrative detention with Assistant Principal; parent/guardian notified

3rd Offense – suspension; parent/guardian notified

**W.** The Assistant Principal (or Principal if Assistant Principal is unavailable) may be called in for advice or action at any level of these areas upon the request of the teacher or Administration.

### **Out of Class Referrals**

Should students be sent out of class for disciplinary reasons, they must first report to the Assistant Principal with a pass from the teacher. If the Assistant Principal is unavailable to deal with the situation in a timely manner, the Student will report directly to the main office. The student will be directed to take a seat outside of the office until the Assistant Principal or Principal is available. Keep in mind that this occurs when the teacher believes a serious school infraction has occurred. A discipline referral form must be turned in to the Assistant Principal as soon as possible and by the end of the school day. Discipline is not effective unless the Principal, or Assistant Principal know the reasons for the referral. Once reviewed, the appropriate actions will be taken in accordance with the discipline section of the Student Handbook. Based upon the infraction, consequences may range from verbal warnings up to and including expulsion.

### **DRESS/UNIFORM POLICY**

School uniforms are to be purchased through Flynn & O’Hara. You can go online to order uniforms at [www.flynnohara.com/school/NJ775](http://www.flynnohara.com/school/NJ775). Students must arrive at school fully dressed in their school uniform. If they are out of uniform, contact with the parents

will be made along with the appropriate consequences. Students will not be admitted to class without the proper uniform.

## **Boys**

From **Flynn & O'Hara**:

- Khaki Twill Pants; pants **cannot** be banded at the bottom.
- Solid black or brown belt as needed. (2<sup>nd</sup>-6<sup>th</sup> only)
- Short sleeve Polo Shirt with School Logo, in RED or BLACK
- Long Sleeve polo shirt with School Logo, in RED or BLACK (optional).
- Black Full Zip Hooded Sweatshirt with School Logo.
- Any solid color socks that match are permitted.
- Shoes: Solid Black or Khaki footwear (leather shoe) or sneakers of any color.
- **Boots, moccasins, sandals, Crocs, slippers, or high-top sneakers are not permitted.** Light up shoes, shoes that play music or with special technology will be permitted. In the event of inclement weather, boots may be worn ONLY if they have shoes listed above to change into when they arrive at school.
- In cooler weather, students will be permitted to wear the approved Black Full Zip hooded sweatshirt with LCA logo on it. It must be worn over the shirt.
- **No other hoodie or jacket is permitted to be worn during the school day unless it is official LCA gear.**
- No hats are permitted during the school day.
- Only white T-shirts (no colors; no T-shirts with words, designs, pictures, etc.) are authorized to be worn as an undershirt.
- No hoodies may be worn under the uniform shirt.
- Shoes and socks are to be worn at all times during school hours.

Boys are allowed a single piercing in the earlobe, with a small tasteful stud earring (no dangles). No other piercings of any kind are allowed.

## **Girls**

From **Flynn & O'Hara**:

- Khaki Twill Pants; pants **cannot** be banded at the bottom and stretch pants will not be permitted.
- Khaki kilt, pleated skirt, or skort reaching no shorter than 2 inches above the knee. (Optional)
- Short sleeve Polo Shirt with School Logo, in RED or BLACK
- Long Sleeve polo shirt with School Logo, in RED or BLACK (optional).
- Black Full Zip Hooded Sweatshirt with School Logo.
- Any solid color socks that match are permitted when wearing pants.
- If wearing a skirt or skort, black knee-high socks are required.

- In the winter months, solid black or khaki tights are permitted.
- Shoes: Solid Black or Khaki footwear (leather shoe) or sneakers of any color.
- **Boots, moccasins, sandals, Crocs, slippers, or high-top sneakers are not permitted.** Light up shoes, shoes that play music or with special technology will be permitted. In the event of inclement weather, boots may be worn ONLY if they have shoes listed above to change into when they arrive at school.
- In cooler weather, students will be permitted to wear the approved Black Full Zip hooded sweatshirt with LCA logo on it. It must be worn over the shirt.
- **No other hoodie or jacket is permitted to be worn during the school day unless it is approved LCA gear.**
- No scarves, bandannas, or hats are permitted during the school day.
- Plain headbands in the school colors (red, black, white), without logos, are permitted. No attachments or excessive embellishments will be permitted (cat ears, large bows, sequins, feathers, etc.)
- Only white T-shirts (no colors; no T-shirts with words, designs, pictures, etc.) are authorized to be worn as an undershirt.
- No hoodies may be worn under the uniform shirt.
- Shoes and socks are to be worn at all times during school hours.

At no time during the school day/activities is body piercing jewelry permitted; i.e., nose, etc. Earrings are appropriate. Ladies should wear a minimal amount of jewelry. Head coverings of any kind are not permitted.

**For boys and girls-** only the school uniform ***in its entirety*** is acceptable. Uniforms must be neat, clean and fitted properly. Rolled up pants or skirts are not acceptable. No jackets or coats are permitted to be worn during the school day. Even on dress down days, short shorts, low necklines, skinny jeans, short skirts, tank tops, etc. are not permitted.

### **Physical Education Uniform**

**The Physical Education gym uniform is to be purchased at Flynn & O'Hara.**

The gym uniform consists of:

- Red tee shirt w/logo
- Black **sweatpants** with approved logo. **No yoga pants, stretch pants, nylon pants, etc. Must be traditional sweatpants.**
- Black sweatshirt w/logo (pull over or black zip up hooded sweatshirt) – must be
- purchased at Flynn & O'Hara
- Solid black basketball shorts – (may be purchased at any store) Knee length required. No Logos. LCA logo shorts can be purchased at Flynn and

O'Hara. Shorts may only be worn on gym days for the months of September and May/June. Pants are required all other months.

- Sneakers – may be any color on gym days and should be appropriate for both indoor and outdoor physical activities. Student participation grades will be affected if student is unable to participate due to inappropriate footwear. Expect the shoes to get dirty and plan accordingly.
- **No light up shoes.**

**Casual Dress days or Theme Days** – variations to the uniform policy will only be permitted when scheduled or approved by the administration. Notifications will come home with the student in writing prior to the day or event.

### **SCHOOL DROP OFF PROCEDURES**

**7 a.m. to 8 a.m.** Drop your student off at the front doors to the Life Center building. Upon entering the Life Center **the Before School Program** is on the soccer field. All buses drop off students at the Life Center. Students will be escorted by staff to the LCA classroom building at 8 a.m.

**8 a.m. to 8:15 a.m.** Drop your student off at the carport which is located in the front parking lot area by the school's classroom section of the building; across from the Life Center. The carport is not staffed until 8:00 am. Please do everything that you can to ensure that your student arrives on time. Students must be in their homerooms by 8:15 a.m. to be considered on time to school.

**After 8:15 a.m.** Once your student is late for school, drive your student around to the office entrance of the school at door #12, and escort him/her into the building. Sign him/her in at the school office.

### **Picking up children at the carport area after school.**

- When you pick up your student after school at the carport area, please be sure to follow the established traffic pattern.
- Please do not pull out in traffic ahead of time.
- Stay in the car lane at all times.
- Do not create a separate car lane.
- PLEASE do not call your student from your spot in the car lane or from a parking spot to run over to your car.
- As the pick-up area is typically a crowded area, we want things to be as safe as possible for all children. Students are only to enter their cars when their drivers pull up to the portico area.
- Please use the yellow name sign provided by your child's teacher for identification in car line.



If a parent chooses to park the car, park in the Life Center parking lot so there will be no walking through the traffic flow. Students may not walk to their cars without being escorted by an adult. Whereas patience is a virtue, it is also a necessity for each driver to exhibit while picking up students at Life Center Academy!

### **EMERGENCY DRILLS**

**Due to the recent event in our country, a number of drills are practiced throughout the school year. These drills are to be taken seriously and should be talked about at home, for the safety of all, in the event of a true emergency. We welcome your prayers that we never need the information practiced in these drills.**

#### **Types of Drills Practiced at LCA:**

Active Shooter  
Bomb Threat  
Evacuation  
Fire Drill  
Lockdown  
Terror Threat  
Weather Threat

**FIRE:** When the fire alarm sounds, students are to exit the building accompanied by a faculty member. Such exiting is to take place in single file without talking. Students are to remain quietly outside the building until the signal to return is given. Fire drills are considered to be extremely important and may, in fact, save your life during a time of emergency.

**If a student is reported for misbehavior during a drill, they will receive an administrative detention.**

### **FINANCES AND EARLY WITHDRAWAL**

**Delinquent Accounts** - Families with delinquent accounts cannot re-enroll until all financial obligations have been met. Tuition accounts must remain current through the end of the year in order to maintain enrollment status. Any accounts more than 30 days past due are subject to suspension of enrollment. Transcripts, report cards, and diplomas of students with outstanding balances will be withheld until the balance due is paid in full.

**Withdrawn Students** - Students withdrawing from Life Center Academy must do so in writing indicating the last day of school attendance and submit to the Admissions Office. There will be a \$350 withdrawal fee.

## **GRADES**

Instructors will inform parents and guardians at “Back to School Night” of the evaluation system used for grading in each subject per grade level. All make-up work must be completed as soon as possible. A teacher’s syllabus for each course will specify his/her policy for make-up deadlines. However, school policy is that no make-up work for a marking period may be turned in after that marking period has ended. Yet in cases of extenuating circumstances, such as medical conditions covered by a medical doctor’s note stating that schoolwork and/or homework cannot be adequately completed, a reasonable amount of time will be given for make-up by the teacher.

## **GRADING SCALE**

Life Center Academy utilizes the following standard for determining grades:

Numerical Score	Letter Grade	
92 – 100	A	Excellent
84 – 91	B	Above Average
75 – 83	C	Average
70 – 74	D	Below Average
0 – 69	F	Unsatisfactory, no credit given

In addition to academic grades, writing, conduct and effort grades may also be given according to the following standard within the Kindergarten and Elementary grades:

E – Excellent  
G – Good  
S – Satisfactory  
N - Needs to Improve  
U – Unsatisfactory  
F – Failure

## **HALLWAY ETIQUETTE/PASSES**

Please stay to the right side of hallways. Always make sure those walking down the opposite side of the hallway will have plenty of room to pass, especially guests.

Please be sure to greet all guests with a friendly greeting.

During class periods, students must have a pass while moving through the hall.

1. Students should not leave the classroom to go to the restroom or get water unless it is an emergency.

2. All students should have the necessary supplies, texts and workbooks prior to entering the classroom and may only be allowed to return to their lockers once class has started at the rare discretion of the teacher.

## **HOMEROOM**

### **The Pledge and Salute to the U.S. and Christian Flags, and the Bible Salute.**

Each student has the responsibility to show respect to the United States and Christian flags. Every morning students will recite the pledges to the United States and Christian flags, and will participate in the Bible salute.

### **Pledges**



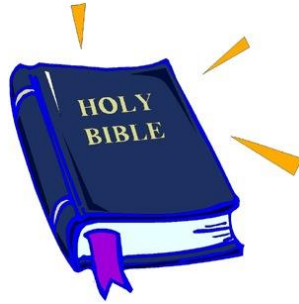
I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

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I pledge allegiance to the Christian flag and to the Savior for whose kingdom it stands. God the Father, our Creator. The Lord, our Savior and friend. The Holy Spirit, our comfort and guide.

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I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet, a light unto my path, and I will hide its words in my heart that I might not sin against God.

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### **HOMEWORK**

For elementary grades generally, homework will not exceed 60 minutes per night. Note: It is understood, however, that each student works at varying rates; therefore, some may need more time while others will need less time to complete assignments. No homework will be given on Wednesday nights except with advance notice in order that families may attend their mid-week church service.

HOMEWORK is an integral part of the school program; each teacher is at liberty to give homework to aid the students to advance in their studies.

### **Failure to complete homework will affect the student's daily grade.**

For the **Elementary grades**, 100% credit will be given for homework turned in on time. 90% credit will be given for homework turned in 1 day late. 80% credit will be given for homework turned in 2 days late. 70% credit will be given for homework turned 3 day late. 50% credit will be given for homework turned in 4-7 days late. No credit (0%) will be given for any homework turned in after 1 week.

Homework is given for several reasons:

1. For reinforcement: We believe that most students require adequate review to master material essential to their educational process.
2. For practice: Following classroom explanation, illustration and review of new work, homework is given so that the material will be mastered.

3. For remedial activity: As instruction progresses, various weak points in a student's grasp of a subject may become evident. Homework following instruction is given to overcome such difficulties.
  
4. For special projects: Book reports, compositions, special research assignments and projects are some of the activities that are frequently used as homework assignments in certain areas of study. Those having specific due dates may be turned in early; however, those turned in late are subject to penalties for tardiness.

### **Policy for Make-up Work**

- Make-up work related to an absence will be provided upon the students return to school. The student will have the number of days absent to complete the missed work. Unless advance notice of the absence is given (at least 2 days prior), it should NOT be expected that a teacher can send home make-up work on the day of the absence. If the make-up work misses the deadline assigned based on the absence, the lateness policy listed in “Homework” will apply.
- School policy states that no make-up work for a marking period may be turned in after that marking period has ended. In cases of extenuating circumstances, such as medical conditions covered by a medical doctor’s note stating that schoolwork and/or homework cannot be adequately completed, a reasonable amount of time will be given for make-up by the teacher.
- Any student who does not make up his/her work because of his/her negligence or because he/she chooses not to do his/her work receives will receive an “F” for the missing assignments, tests, etc.
- School Policy requires teachers to strictly adhere to the Student Handbook requirements for making up missed work. When this is done then most of the problems involved with incomplete grades and work will be avoided.

### **LOCKERS**

Lockers are assigned to 5<sup>th</sup> grade students at the beginning of each new school year. They remain school property, and as such, LCA reserves the right to inspect the contents thereof and to remove anything contrary to school philosophy. Please do not store food (other than your daily lunch) in the lockers. This will help avoid extermination costs. Also, we ask that students do not place stickers of a permanent nature on the lockers. Locker usage during the school day is at student arrival, before and after lunch, before and after Math class and dismissal. Students will be expected to plan accordingly and **have all supplies needed for the segment of classes they are about to attend.** Students

will **NOT** be permitted to go to lockers during class time and assignments left in lockers will be considered late.

### **LUNCH SCHEDULE**

10:50 to 11:20 **Kindergarten to 2<sup>nd</sup>**

11:20 to 11:50 **3<sup>rd</sup> to 5<sup>th</sup> grades**

11:51 to 1:10 **Upper School (6<sup>th</sup> – 12<sup>th</sup>)**

### **MEDICATION/SCHOOL NURSE/CONCUSSIONS**

#### **Medications**

- All medication must be brought to the School Office. No pills or medication of any kind are to be retained by the student. These precautions will be strictly enforced.
- This includes all cough and cold medicines, etc. If possible, all medication should be administered before or after school unless there is an emergency.

Medications may only be given if the school has received all three of the following:

- a. Written order from a medical doctor
- b. Pharmacy prescription labeled bottle which matches what the medical doctor ordered
- c. Written permission signed by parent/guardian which matches the medical doctor's written order.
- d. The school may not provide Advil, Tylenol, cough drops, etc.

Medical permission forms, for your use, may be obtained at the Nurse's Office.

Parents/Guardians are required to notify the school nurse of any and all special medical conditions/needs of your child, including but are not limited to allergies, asthma, seizures, etc.

#### **Nurse's Office**

Students are not permitted to remain in the nurse's office any longer than 15 minutes unless the nurse has decided to send them home.

Students **may not** call their parents to tell them they do not feel well. All interactions should happen THROUGH the Nurse's office.

#### **Students with Concussions**

Procedures which are to be put in place for students with concussions.

- a) The individual may not resume the role of student until the physician has cleared the child in question.
- b) Each individual reacts differently to a concussion. There is no time frame that can be listed as a reasonable period of rest. It might take twice as long for some individuals. The physician is the one who determines when a student may return to the task of completing school work. The decision of the physician might be for a minimal assumption of the assignments facing this student. After reviewing how the student can handle this, the physician might increase or decrease the amount of work allowed.
- c) The student is not exempt from missed work, rather, once we have the directive of the physician, we need to be flexible in creating a workable completion date for assignments; homework, projects, tests, etc.
- d) If the school year runs out, the teacher and the Administration will evaluate which direction to take towards giving the student the appropriate grade.

### **NO PASS NO PLAY POLICY FOR THOSE IN EXTRA-CURRICULARS**

It is the desire of Life Center Academy to see each student succeed in their endeavors at our school. In this quest, we have established an accountability policy of **No Pass No Play** for all students in grades 5 – 12. To be a member in good standing of any club or sport at LCA, a student must be passing all of their classes. “Participants” include members, athletes, cheerleaders, managers, and score keepers.

From day one of the school year, grades will be monitored weekly by the Assistant Principal. Teachers are expected to keep their online gradebook up to date and assist the Assistant Principal with failure notices and missed assignments. The Guidance Counselor will be working in conjunction with the AP. Teacher communications need to include both of these individuals in all correspondence.

The Evaluation or E list will be submitted to the Principal, school office, athletic director, club sponsors and coaches by 2:45pm each Monday. Students who have a cumulative grade between 70% and 74% will be listed in the category of Danger of Failing. Students who have a cumulative grade of 69% or below will automatically be ineligible to be involved in their club activities or to play in their sport the next week.

Once again, from that Monday afternoon until the next Monday afternoon, students in the 69% or below category may not participate in any event, scrimmages or games nor travel with their club or team regardless of any prescheduled event, tournament, or consequential forfeiture of a game. **Athletes may not practice with their teams.** Club Leaders and Coaches will be responsible to inform their players of their names being listed on the E list and any ineligibility status.

The E list will not be altered nor the E list status of any student be updated for any reason until the next evaluation one week following the submission of the original E list. Upon the release of the next round of E lists the absence of a student's name from the E list qualifies them to be eligible to participate in their extra-curricular activities.

Students who failed a class during the previous school year or the last marking period of that year will automatically be categorized as ineligible to participate the first week of school. The results of the first E list will clarify if they are eligible to begin participating or not. Students must participate in homework help sessions and/or approved private tutoring.

**School Suspension** - Any student suspended from school will be denied participation from any activity with their club or sport during the suspension.

### **PLAGIARISM/CHEATING**

Taking another person's ideas, writings, etc. and passing them off as one's own is not acceptable work or behavior and will receive a reprimand to include a minimum of a zero for work presented, possible restrictive probation, and parents/guardians being notified. Taking photos of tests is expressly forbidden.

### **SCHOOL CLOSINGS**

An email and/or automated text message will be sent to notify you of school closings for inclement weather, etc. We do not close the school early in inclement weather unless it is an emergency (loss of power, etc.). However, parents are permitted to pick their children up before dismissal if necessary. Aftercare program parents may be called to pick up their children by 3 p.m. Please make sure you update your contact information at the beginning of every school year so that you will receive the emergency email and text notifications. LCA is not responsible for notifications if we do not have the information to contact you.

### **SPIRITUAL EMPHASIS**

LCA exists to educate students with a Christian worldview. Christian Spiritual Emphasis is an integral part of the day-to-day school setting. It is something which is intertwined with our perspectives, the curriculum, school events and activities throughout the school year.

### **Chapel**

LCA believes the spiritual enrichment of each student is vitally important. The school provides a weekly chapel service for all students. Chapel will be conducted every Thursday for 60 minutes for K-5<sup>th</sup> grades from 1:30-2:30 pm. All staff members are available to counsel and pray with students who are seeking growth in their relationship with God. The entire school atmosphere is geared to developing Christian character and



an understanding of Christian concepts, principles, and a personal relationship with Jesus Christ. Parents are allowed to attend chapel services if they sign in at the main office.

## **School Motto 2021-2022**

### **Growing Like Jesus: Mentally, Physically, Spiritually, Socially**

**Based upon Luke 2:52-** “Jesus grew in wisdom and in stature and in favor with God and all the people.”

#### **SUMMER SCHOOL AND RETENTION**

Students with a final grade of 69 or below in more than one subject will be retained in the same grade unless arrangements are made with the administration (due to extenuating circumstances) to make up the work. However, the school reserves the right to make the final decision as to whether a student is eligible for promotion or not. LCA does not operate a summer school.

#### **TAKING TESTS**

Tests are a major factor in determining your grades.

- Take tests seriously, as they help greatly in determining grades, which ultimately are placed in your permanent school records.
- Establish regular periods of study time while at home.
- Get proper rest prior to taking a test.
- Pray.
- Automatically clear your desk of all materials except two pencils and an eraser.
- Place materials in or under your desk, and not in the aisle.
- Avoid cheating. Cheating is wrong. Wrong = Sin.
  1. Keep your answers covered.
  2. Do not look around the room, because this appears that you are cheating.
  3. All your answers are to come from you. If they do not, this is stealing. It is better to earn a “D” grade honestly than an “A” dishonestly. Proverbs 16:8 says, “Better is a little with righteousness than great revenues without right.”
- Do not begin until you have been told to do so.
- If you have any questions, raise your hands.
- Check your papers twice before handing them in to the teacher.

- Once you have finished your test, sit quietly at your desk, doing whatever the teacher allows. Being considerate gives your classmates the opportunity to take their tests without being distracted.

### **TEXTBOOKS**

- No mishandling of textbooks.
- Students are not to write in their textbooks unless told to do so.
- If a textbook is damaged or lost, the student is responsible to pay for its replacement.
- Textbooks taken home **MUST** be protected in a gallon size Ziploc bag or plastic reusable pouch.

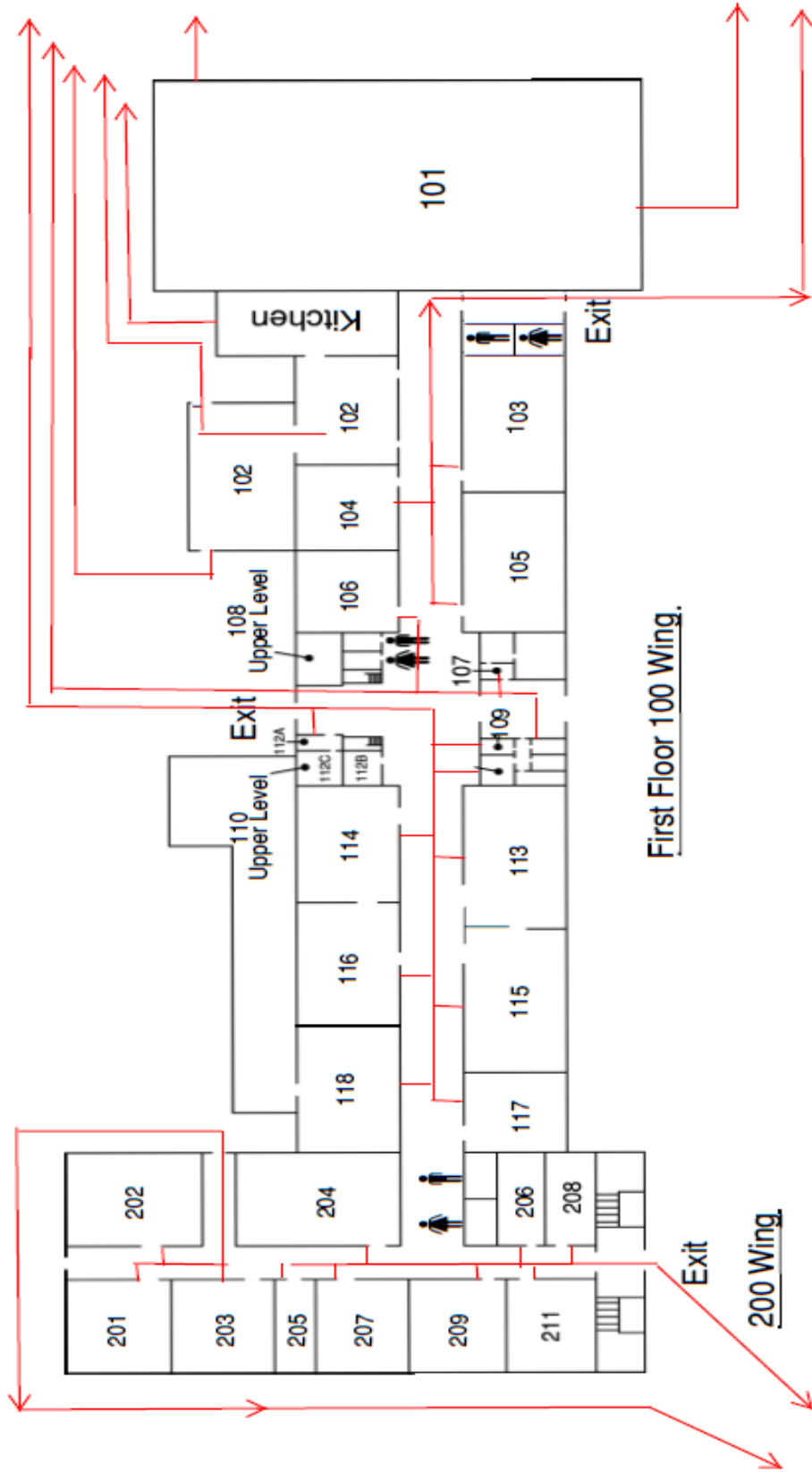
### **VISITORS**

Visitors may not enter the building without providing a valid reason for doing so. The school office will issue a pass to those visitors deemed legitimate. LCA parents are encouraged to visit any time. However, prior arrangements **must** be made through the school office and in cooperation of the teacher if they intend to observe in any classroom.

Whenever an adult or stranger approaches a school door, **students are forbidden to open the door for them**. Instead, students must use motions to direct the visitor to make their way around the building to the school office. Even if they are at the office door, the office staff must buzz them in to the building. The school office will determine if admittance to Life Center Academy is appropriate for this individual.

Life Center Academy  
(Lower Level)

Fire/Emergency Exit Procedure



First Floor 100 Wing.

Exit  
200 Wing.

Life Center Academy  
(Upper Level)  
Fire/Emergency Exit Procedure

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