



PARENT / STUDENT HANDBOOK

2023-2024

“God’s Guidance = Perfect Peace”

Isaiah 54:13 NIV

All your children will be taught by the Lord, and great will be their peace.

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Mission, Vision, and Values

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

Faith: We live out our faith by practicing the ways of Jesus.

Community: Building community within our walls and engaging the community outside our walls.

Servanthood: Developing a lifestyle of service in our homes, communities, and the world.

Excellence: Continually giving our best in everything we do.

Generosity: Blessing others by giving of our time, resources, and talents.

STATEMENT OF FAITH

* All school policies and decisions are subject to our statement of faith. Enrollment at LCA is a privilege that may be revoked at any time at the sole discretion of the school administration.

We believe and teach that the Bible, both the Old and New Testaments, is the inspired, the 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); and 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).

We believe and teach that the term “marriage” has only one, legitimate meaning, and that is marriage sanctioned by God, which joins one man and one woman in a single, covenantal union, as delineated by Scripture. Marriage ceremonies performed in any facility or space owned, leased, or rented by this organization will be only those ceremonies sanctioned by God, joining one man with one woman as their genders were determined at birth. Whenever there is a conflict between the organization’s position and any new legal standard for marriage, the organization’s statement of faith, doctrines, and biblical positions will govern. (Gen. 2:24; Eph. 5:22-23; Mark 10:6-9; I Cor. 7:1-9)

We believe and teach that God has commanded that no intimate sexual activity be engaged in outside of marriage as defined above. We believe that any other type of sexual activity, identity or expression that lies outside of this definition of marriage, including those that are becoming more accepted in the culture and the courts, are contradictory to God’s natural design and purpose for sexual activity. (Gen. 2:24; Gen. 19:5; Lev. 18:1-30; Rom. 1: 26-29; 1 Cor. 5:1; 6:9-10; 1 Thess. 4:1-8; Heb. 13:4)

We believe and teach that God creates each person as male or female. These two distinct, unchangeable genders together reflect the image and nature of God, and the

rejection of one's biological gender is a rejection of the image of God within that person. (Genesis 1:26-27)

We believe and teach that God disapproves of and forbids divorce except in cases of adultery and abuse. Although divorced and remarried persons or divorced persons may hold positions of service in the church and be greatly used of God for Christian service, they may not be considered for the offices of pastor or council member. (Mal. 2:14-17; Matt. 19:3-12; Mark 10:11-12; Rom. 7:1-3; I Tim. 3:2, 12; Titus 1:6; I Cor. 7:10-16)

We believe and teach that human life begins at conception and that the unborn child is a living human being. Abortion is, therefore, murder and constitutes the unjustified, unexcused taking of unborn human life. (Job 3:16; Ps. 51:5; 139:13-16; Isa. 44:24; 49:1, 5; Jer. 1:5; 20:15-18; Luke 1:36, 44)

We believe and teach that an intentional act or omission that facilitates premature death, is assuming a decision that is to be reserved for God. We do not believe that discontinuing medical procedures that are extraordinary or disproportionate to the expected outcome is euthanasia. (Ex. 20:13; 23:7; Matt. 5:21; Acts 17:28)

Love: We believe and teach that we should demonstrate love for others, not only toward fellow believers, but also toward those who are not believers, those who oppose us, and those who engage in sinful actions. We are to deal graciously, humbly, gently, and patiently with those who oppose us. God forbids the stirring up of strife, the taking of revenge, or the threat or use of violence as a means of resolving personal conflict or obtaining personal justice. Although God commands us to abhor sinful actions, we are to love and pray for any person who engages in such actions. (Lev. 19:18; Matt. 5:44-48; Luke 6:31; John 13:34-35; Rom. 12:9-10; 17-21; 13:8-10; Phil. 2:2-4; 2 Tim. 2:24-26; Titus 3:2; I Peter 3:8-9; 1 John 3:17-18)

Lawsuits within the Church. We believe that Christians are discouraged from bringing civil lawsuits within the church. We do believe, however, that a Christian may seek compensation for injuries from another Christian's insurance company as long as the claim is pursued without malice or slander. (1 Cor. 6:1-8; Eph. 4:31-32)

Protection of Children. We believe that children are from the Lord and must be absolutely protected within the church from any form of abuse or molestation. The church has zero tolerance for any person, whether paid staff, volunteer, member, or visitor, who abuses or molests a child. (Ps. 127:3-5; Matt. 18:6, 19:14; Mark 10:14)

We believe that in the Bible, God entrusts parents with responsibility for their children, and church activities and Christian schools, by design, operate on behalf of the parents. These responsibilities include decisions regarding church attendance, education, healthcare, discipline, and a variety of other life choices. God instructs parents to train their children consistent with their faith. (Exodus 20:12; Deut. 4:6, 6: 6-9; Ps. 127:3-5; Eph. 6:4 Prov. 4:20-23, 19:18, 22:6.)

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, to evangelize the lost, and equip students for success for life. 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 and all policies, procedures, philosophies, curriculum, and goals are subject to and are intended to align with our statement of faith, which is based on the Bible. 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)

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.

The personal acceptance of Jesus Christ as Lord and Savior (John 3:3). Salvation is essential for success in any area of Christian education.

Respect for the rights of others (Luke 6:31). Following the Golden Rule helps

improve relationships.

Personal integrity (Psalm 1:1, 2; Ephesians 4:29). Honesty and truth are to be upheld at all times.

Productivity and the desire to always do one's best (Ecclesiastes 9:10; 2 Timothy 2:15). A healthy work ethic has application in many other areas of life.

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.

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.

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.

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. According to verse 52, Jesus 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.

Mentally the student will be:

Challenged by excellent academic standards.

Encouraged to discover the joy of assimilating knowledge.

Urged to develop self-control and discipline in thinking.

Instructed to obtain appropriate skills for learning and functioning in the area of reading, comprehension, knowledge retention, oral and written communication, methods of inquiry, problem solving, and technological literacy.

Encouraged to view education as a lifelong process.

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.

Physically the student will be:

Encouraged to practice good health and eating habits and to use the body wisely as the temple of God.

Taught to develop a proper self-concept and appreciation of physical appearance and abilities as the predetermined design of God.

Cautioned to avoid alcohol, tobacco, drug abuse, immorality, and other behavior that destroys the body.

Challenged to pursue interests such as athletics that give wholesome fulfillment to physical drives during adolescence.

Spiritually the student will be:

Invited to receive Jesus Christ as his/her personal Savior and Lord and follow Him as a disciple.

Directed to believe the Scriptures as God's inspired, infallible Word.

Instructed to discover and follow God's will as revealed in the Scriptures.

Challenged to develop a daily personal devotional life consisting of Scripture meditation and prayer that produces daily practical applications of Biblical Truth.

Encouraged to acquire values that have eternal significance.

Inspired to become involved in the ministry of a local church and assume leadership roles, as they become available.

Socially the student will be:

Exposed to concepts of authority and self-discipline that acknowledges God as the ultimate authority.

Urged to follow the directives of parents as God's special protectors of their future.

Challenged to follow Biblical guidelines for dating and marriage.

Guided to respect and show concern for others as objects of God's love.

Cautioned to avoid harmful peer pressure, to develop proper friendships, and to make wise decisions regarding relationships.

ADMINISTRATION AND FACULTY

The History of LCA:

Life Center Academy was started in 1975 as a ministry of Burlington Assembly of God (now known as Fountain of Life Center) under the direction of the first principal and founding Pastor, Rev. Paul and Evelyn Graban. From the beginning, the goal of LCA was to provide church families with an academic experience for their children within a Christ-centered Biblical worldview, compatible with their own beliefs. The goal of educating children within a Biblical, Christ-centered worldview still continues to this day.

Relationship between LCA and Fountain of Life Center: Life Center Academy is a ministry of the Fountain of Life Center. The school administration submits reports to the church's Council concerning the activities and submits to the Council's authority in the overall governance of the school.

Headmaster: Pastor Matthew Boudwin is the official Headmaster of Life Center Academy. He presides over the budget and is the direct link between FLC and LCA.

Principal: The Principal, Mrs. Cossabone, are responsible for the full-time running of the school. Mrs. Cossabone has the primary authority for all day-to-day decisions, and those decisions are final in all matters except those where the headmaster must take action.

Additional Administration

Admissions and Accreditation Director	Mrs. Velez
Athletic Director/ Academic Preparedness	Ms. Nowicki
School Climate and Culture Director	Mr. Rodriguez
Main Office Admin. Assistant	Ms. McCabe
Admin. Assistant to the Principal	Mrs. Benson

Elementary Department

Kindergarten	Mrs. Barbero
Kindergarten Assistant	Mrs. Cole
First Grade	Miss Barnes
Second Grade	Mrs. Green
Third Grade	Mrs. Pickett
Fourth Grade	Ms. Graban
Fifth Grade	Mrs. Akers
Music	Dr. Dean
Phys Ed	TBD

Middle and High School Department

English

Mrs. Kaye

Mrs. Thorpe

Math

Mrs. Dougherty

Mrs. Hoyt

Mrs. Bunting

History

Mrs. Schaegele

Mrs. Needs

Science

Dr. Kota

Mr. Clinton

Foreign Language

Mrs. Benson (French/ Latin)

Mr. Schmitt

Humanities Department

Mrs. Ceresini (Art)

Mrs. Benson (Humanities)

Computer Technology

Mr. Maldonado

Physical Education

TBD

Admissions Policy

Details on our admissions process and all forms needed are found on our website at

<https://lcanj.org/admissions-process>

Notice of Nondiscrimination Policy as to Students

Students of any race, color, sex, national origin, and ethnic origin are admitted to all the rights, privileges, programs, and activities generally accorded or made available to students at Life Center Academy. While LCA does not discriminate on the basis of race, sex, color, nationality, or ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs, as a religious institution LCA reserves the right to deny admission or to terminate the enrollment of persons whose lifestyle, words, actions, or otherwise do not align with LCA's statement of faith, code of conduct, or other policies of this school.

Tuition/Fees/Withdrawal Policies

For additional information on Tuition, fees, and financial policies, please see your promissory note.

Withdrawing Students

In the Event that you need to break your Promissory note and leave LCA prior to the end of the school year, you will be assessed a \$500 withdraw fee which must be paid prior to any records being released.

ATHLETICS

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

- Fall – soccer, girls' volleyball
- Winter – basketball
- Spring – baseball, softball

Please see our website or contact the Athletic Director for a current list of sports and coaches.

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. Therefore, our late pick-up policy will go into effect for any student who is not picked up within 30 minutes of the completion of the event (practice, game, etc.) See "Late Pickup Policy" on pg. 15

Attendance Policies:

Safety Protocols and Student Illness

Student safety is extremely important. If your child is sick, please keep them home. Students exhibiting obvious signs of illness such as throwing up or fever will be sent home immediately.

Arrival and Dismissal:

- The school office is open from 7:30 am to 4 pm.
- Students being dropped off before 8:00 am must be brought to the Gym/ Carport entrance for Before Care. **Before Care is available free of charge from 7:30 am to 8:00 am daily.**
- Students arriving to school between 7:30 am and 8:00 am are to be dropped at the carport area. (See Transportation section below for procedures)
- The school day starts PROMPTLY at 8:15 am. Students arriving after 8:15 am will be considered tardy.
- The school day ends at 2:30 p.m. for Elementary students and 2:45 p.m. for Middle School and High School Students. Our late pick-up policy begins at 3 p.m. for elementary and 3:15 p.m. for secondary (See Late Pickup Policy on pg. 16)
- For liability and safety reasons, students are not permitted to roam at will on the school grounds or in campus facilities. They must be supervised at all times.
- After Care is available for an additional fee (see Tuition and Fees above for rates) for grades K-6, from the end of the school day until 6 p.m.

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) the school ***before*** 8:00am. State your child's name, grade, date of absence, and reason.
2. If no call or email is received by the school before 8:00am, 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 School Climate and Culture Director will be notified.

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. *In accordance with New Jersey state law a student is considered truant if they have 10 or more cumulative unexcused absences. Parents and students that exceed this policy will be reported for truancy.*

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. (See #4 below)
 - b. Death in the immediate family
 - c. Cases in which the Administration granted prior approval.
2. Unexcused absences include:
 - a. All other reasons not covered in Section 1.
3. The faculty should discourage unexcused absences and report to the Principal any knowledge of a student considering an unexcused absence.
4. Students must bring written excuses to the office on the first day following an absence. 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.
5. 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.
6. 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 in a time equal to their absence or receive a zero. (i.e. 2 days absent = 2 days to make up the work)
7. Any student missing eighteen (18) days or more **will not be promoted to the next grade or permitted to graduate.** (Administrative exceptions may be granted for a documented medical condition).

Student Lateness

1. At 8:15 a.m., the entry door at carport will be locked so that the teacher on duty can report to class. Please drive students around to the school office lobby door so that they can receive a late pass and be admitted to class.
2. A tardy will only be considered “excused” for legitimate reasons; i.e. doctor’s appointments, funerals, etc. A parent or parental note must accompany the student. Overslept, traffic, stopped for breakfast, etc. are not reasons for an excused lateness.
3. 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.
4. Jr./Sr. high school students who are consistently late to School will warrant the following consequences:
 - 3 unexcused tardies will result in an administrative detention (written). Administrative detentions will continue for each additional tardy until the 6th tardy is reached.
 - The 5th tardy will result in an in-school suspension *the following day*and a parent/teacher conference with the School Climate and Culture Director.
 - Each additional unexcused tardy will result in an in-school suspension day and a parent/teacher conference with the School Climate and Culture Director.
 - Each additional unexcused tardy following an ISS day (after 5 total tardies) will be reviewed by the Administrative team. Possible outcomes could be, but are not limited to, tardies being converted to unexcused absences (3 = 1 unexcused absence), additional in-school suspensions, taking zeros for work missed when late, denying registration for the following school year, etc.
 - It should be noted that 20+ unexcused absences will result in a review by the Administration for possible retention.

Late Pick-up policy

- Students who remain at Life Center Academy 30 minutes after Lower school dismissal without proper permission from Life Center Academy school administrator and are not registered for the aftercare or a bus student will be sent to the main office.
- A school faculty member will contact each student's parent/ guardian (or emergency contact if school cannot get in contact with either parent or guardian) and notify them that their student(s) must be picked up immediately.
- Student in grades K-6th will be sent to afterschool program at 3:30pm if the parent will not be able to pick the student up before 4 p.m.
- School faculty must give aftercare program a copy of each student's emergency contact form.
- If student is picked up at the aftercare program, caregiver must show aftercare staff proper identification and sign them out.
- Late fees of \$20 per student every 15 minutes is charged for any student(s) who are not picked up from school 30 minutes after dismissal without proper permission from Life Center Academy school administrator.
- The director of the aftercare program is responsible for billing parent and informing business office of any changes.
- Late pick up policy applies for students receiving tutoring starting at the completion of the tutoring session.
- Before a student is able to stay after school for tutoring the teacher and the student's caregiver must mutually agree on a pick-up time.

Removing Students from School during School Hours

Any parent desiring to remove a student in the course of the day must inform the school office prior to the start of the school day. Email should be sent to attendance@lcmail.org or call 609-499-2100. If the school office has not been informed in advance, please expect to wait while your child is located and sent to the office for dismissal. For elementary students, it is also helpful to let the teacher know as soon as possible, so that students can be ready to go when you arrive.

Repeated early dismissals, without proper documentation/excuse will be subject to the same consequences as late arrivals.

For parents coming to pick up students for early dismissal, come to door #12. Once in the foyer, buzz the office. You must come into the office to sign your student out of school.

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 is required.
3. Prior to releasing students to anyone, their records will be double checked to verify whom the parents/legal guardians have authorized 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 Before School designated area if they arrive before 8:00 a.m. This program is available from 7:30 a.m. until 8:00 a.m. They will be monitored by LCA staff and will be escorted to the educational building at 7:55 a.m.

After School

Currently the after-school program is available for grades K-6 only. There is no after-school program available for students in grades 7th – 12th. The After-school program runs from school dismissal until 6 p.m. Late pick-up fees will be assessed for any student not picked up by 6 p.m.

No students, for any reason, are allowed to remain after school in the Life Center, school building, or school grounds unsupervised by a staff member after school. If 7th – 12th graders' parents anticipate that pick-up time for their children could be challenging for them due to their work schedule, we recommend that you encourage your children to become involved in our athletic activities or after school clubs. If a student is reported to be unsupervised, the parent will be notified and an administrative detention will be served by the student the next day. Late pick-up fees

will be assessed for any student on campus past 3 p.m. not engaged in an after-school activity. (See “Late Pickup” on pg. 16)

BELL SCHEDULE

Students will have 3 minutes to change classes. Students are expected to be seated in their desks by the second/late bell. If they are late to class without a pass they will receive consequences from their teachers.

See the Bell Schedule addendum at the end of the Handbook for times.

CELL PHONE/ELECTRONICS POLICY FOR STUDENTS

Electronic devices including, but not limited to: gaming devices, music devices, cell phones, earphones/air pods and smart watches, 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 during the educational day.

- Students may NOT have cell phones on their person during the school day. They must be stored in their lockers turned off or on silent OR they must be deposited in the pockets hanging in each classroom during the course of the class. Cell phones seen on a student or heard ringing or in use will be confiscated. (See below for consequences.)
- LCA teachers and administrators will confiscate student cell phones and Air Pods/headphones **on sight**. Cell phones are NOT permitted in the halls, bathrooms or locker rooms.
- **Students must hand over their cell phones or electronic device to any teacher or administrator upon request.**
- If a cell phone is going to be needed in class for an educational purpose, the teacher will notify the Administration of the day and class period that the phones will be needed. Students will need to return their phones to their lockers at the conclusion of the class.
- No listening to music or other media during the school day. **This includes the use of ear phones or ear buds and Smart Watches.** Exceptions to this must be requested by a teacher for a specific reason and approved by the administration. If teachers desire to have background music play in their

classrooms, it must be under the control of the teacher and appropriate to the values of a believer.

- If there is a documented and diagnosed medical need for a cell phone or smart watch for monitoring a medical condition, permission will be granted with the proper documentation from a medical professional. Student will be accountable to use the device for medical purposes only (e.g. checking blood sugar levels) and not for calls, texts or entertainment purposes.
- 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. Please do not tempt students to break this rule.
- Students caught reaching out to a parent or responding to a parent during the school day via cell phone will receive an administrative detention for the first offense. Subsequent offenses will require a parent conference with the School Climate and Culture Director.
- Students needing to reach out to a parent during the course of the school day must do so through the main office only.
- If there is a communication that needs to reach the student BEFORE dismissal or a family emergency arises, please contact the school office at 609-499-2100 and we will promptly relay that message to your student. This includes but is not limited to: transportation changes, early dismissals, etc.
- 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.
- Consequences for violating the cell phone policy will be as follows:

1. **1st offense** – electronic device confiscated/ student must pick up from office after dismissal.

2. **2nd offense** – electronic device confiscated, parent must pick up the phone from the office AND an administrative detention.

3. **3rd offense** – penalty #2 and discussion with parents; and in-school suspension.

REMINDER: If you must call your parent or guardian, go to the school office for permission to make the call.

CELL PHONES AND SOCIAL MEDIA

We recognize the value most Americans place on using social media in our society today. However, posting pictures and videos of people at Life Center Academy, regardless of where an event is taking place, may be considered an invasion of privacy of the subjects you are filming. This invasion of privacy may be caused even if posted on our own personal social media. You may be held civilly liable for these postings by a court of law.

Anything you post about others on social media which contradicts the values and morals of Life Center Academy will hold you accountable with consequences by LCA. The Administration has the discretion to monitor students' public social media activity. A student's online activities at and away from school must adhere to the LCA code of conduct and statement of faith and students may be disciplined, up to and including expulsion, for online activity that is disruptive to the spiritual or educational environment of the school or in any other way violates the letter or spirit of LCA's policies or statement of faith. Any online activities, including social media posts, blog entries or comments, emails, chats, or otherwise, that the administration becomes aware of that potentially constitutes or involves past or potential criminal activity will be reported to appropriate law enforcement.

There will be times when students and teachers need to communicate outside of the classroom or even the school building about grades or assignments. When this happens, we will abide by a rule of 3. That means that no teacher and student will communicate privately without a 3rd party on the communication. The third party can be a parent, another teacher or administrator, or a whole class communication (when appropriate). Google Classroom may be used for communication since it is designed for schools and keeps a record of all interactions.

When it comes to social media, staff will not be permitted to accept any invites from students enrolled at LCA or from any members of their family. Students are prohibited from initiating these requests and if they receive a request from a staff member, please report it to the administration.

CONFLICT AND GRIEVANCE PROCEDURES

Life Center Academy is a Christian school and the work we are engaged in involves religious tenets of faith and is composed of spiritual activities as well as educational

function. Therefore, disputes will not be resolved by anything other than direct, restorative communication between the parties, along with a mediator if necessary. Communication in this manner is the only Biblical means that is acceptable for corrective purposes. 1 Corinthians 6:1-8 is very clear on this point.

The following procedure is intended to establish effective means of communication through which to funnel issues. When a conflict or grievance arises, whether 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 only the person(s) involved, in a spirit of meekness. 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. School Climate and Culture Director
 - d. Principal
 - e. Body of Administrators (Principal, School Climate and Culture Director, and the Headmaster)

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

As a condition of enrollment, parents and students are prohibited from making demands, threatening to sue, or actually litigating any matter whatsoever relating to or resulting from the student's enrollment at the school. Making demands, threatening to sue, or litigating a matter against the school violates Biblical teaching and practice and will constitute sufficient grounds for immediate suspension or expulsion of student's enrollment. Parents and students are required to resolve all potential claims, disputes, or causes of action through binding Christian arbitration using the procedures outlined in the school's arbitration procedures. Binding arbitration shall be the sole remedy for any and all controversies or claims arising out of the student's enrollment relationship or the enrollment agreement. Upon enrollment, parents and students waive any rights to file a lawsuit against the school or its agents in any civil court for such disputes, except to enforce a legally binding arbitration decision.

COURSE OFFERINGS

Elementary

Language Arts

(Reading, phonics, spelling, writing, grammar, handwriting)

Math

Science

History

Bible

Music

Art

Computers

Spanish

Physical Education

Middle and High School

Computer Education

Microsoft office Suite, Typing, Yearbook and Digital Media/Video/Photography

English *high school students must take four years*

6th Grade English

7th Grade English

8th Grade English

CP or Honors 9th Grade English

CP or Honors 9th Grade English

CP or Honors American Literature

CP or Honors English Literature

AP Literature

AP Writing and Composition

Public Speaking

Foreign Language *high school students must take two years*

Spanish I

Spanish II

Spanish III

Spanish IV

Latin

General Electives
Child Development
Office Aide
Online College Courses

Humanities

Art 7th
Art 8th
Art I
Art II
Humanities

Mathematics *high school students must take four years*

6th Grade Math
7th Grade Math
Pre-Algebra
Algebra I
Geometry
Algebra II
Algebra III
Statistics
Pre-Calculus
CP Calculus

Natural Science *high school students must take four years*

6th Grade Science Survey
7th Grade Life Science
8th Grade Earth Science
9th Grade Physical Science
CP or Honors Biology
CP or Honors Chemistry
Anatomy and Physiology
Environmental Science
Psychology (12th Grade only)
Physics

Physical Education & Health

Required for every year of enrollment

Social Studies *high school students must take four years*

6th Grade History – Ancient World H1story 1

7th Grade: Ancient World History 2

8th Grade: American History

World History

United States History I

United States History II

Cultural Geography

Economics/Personal Finance

Study of Religion *high school students must take four years*

6th Grade: The Christian Worldview

7th Grade: Competing Worldviews

8th Grade: Christianity in Action

9th Grade – 12th Grade:

Understanding the Faith

Understanding the Times

Understanding the Culture

CLUBS

The International Thespian Society and the National Honor Society will be in operation this school year, as well as the addition of several clubs including but not limited to: Chess Club, Debate Club, Spanish Club, and many more. Clubs will be announced and scheduled on a rotating basis at the discretion of the Administration, and subject to student interest and staff availability.

CURRICULUM

LCA uses primarily BJU Press for its core curriculum. This curriculum provides strong academics with a Biblical World View in every subject. Other possible publishers for supplemental materials are: Zaner-Bloser, Summit Ministries, Sadlier Publishing, D.C. Heath, McGraw Hill, Prentice-Hall, and Goodhart Wilcox. LCA offers a college preparatory track course of study in academics. Junior and senior students are encouraged to begin their college studies through a program called Dual Enrollment at online schools such as Rowan College at Burlington County, Liberty University, University of Valley Forge, etc.

DINING HALL

LCA WILL be opening our kitchen for the 23-24 school year beginning October 1, 2023. We will provide an informational packet in September prior to lunches beginning that will offer menu options and billing/payment procedures. Stay tuned!

- Microwaves will still be available in the cafeteria for those that need them. Please remember that this is supposed to be a warm up. The students have 25 minutes to sit and eat lunch. If 10 of that is taken up at the microwave, they will have little time to eat.
- Cupcakes or special treats for a birthday will need to be eaten at lunch. If you are planning to provide a treat for your child's birthday for the class, please bring it to the school office when you drop off your child for school. Check with your child's teacher to see if there are any students with allergies.
- If your student has a food allergy, please inform your child's homeroom teacher at the beginning of the school year. Please also indicate if it is an ingestion allergy or airborne, so that we can make the necessary seating arrangements in the cafeteria.
- **Food, drink (other than water), gum, candy, etc. is prohibited outside of the cafeteria. All food must be properly put away or thrown away prior to leaving the cafeteria. (except when otherwise approved by a teacher for a party, a special class assignment, etc.)**
- Each individual table is required to clean up after themselves when leaving the cafeteria. The table top should be wiped and the floor kept free of trash.
- Mishandling of food or misconduct in the cafeteria will result in disciplinary consequences. (See Discipline.)

Please remember that this 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 responsibly at all times.

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 to train students.

2. Prohibited Conduct

In addition to the policies set forth in this handbook, and specifically the section on discipline and the code of conduct, attitudes, actions, and behaviors deemed by the administration to be disruptive in nature to the academic and/or spiritual environment of the school will not be tolerated and will be disciplined, up to and including termination of enrollment, at the discretion of the administration.

- The administration and staff reserve the right to contact law enforcement if they determine that students' actions warrant it. Furthermore, in the state of NJ, teachers, school nurse, and administrators are mandatory reporters of physical and sexual abuse. LCA has a zero-tolerance policy toward such abuse and will report any reasonable suspicions of abuse as required by law.
- Parents are required to inform the school if a child attending LCA has been arrested by law enforcement. The school reserves the right to assess the situation and assign consequences independent of any finding by law enforcement or formal legal adjudication.

3. Discipline

Discipline is training that leads to gradual consistent development of self-control, character, orderliness and efficiency.

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.

We believe that 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.

Proverbs 10:17 - Whoever heeds discipline shows the way to life, but whoever ignores correction leads others astray.

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.
- Students must avoid slumping/slouching in their chairs/desks, or laying their heads down on their desks. Students will not get out of their seats unless they have specific permission to do so from their teacher.

- There will be no talking without the teacher's permission. Talking during a test may result in the student receiving a zero for their grade.
- 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 outside of the classroom as well (trips, clubs, athletic practices and games, etc.)

4. Student Code of Conduct

The school's code of conduct is based on the Ministry's statement of faith, which has its authority in the Bible, as well as policies determined by the administration designed to facilitate and foster a Bible-based educational environment. A student may be disciplined, up to and including expulsion, or asked not to return the following year if he/she is out of harmony with the ministry's code of conduct or other policies of the school, whether on or off the property, as determined in the sole discretion of the administration. Re-admission considerations following dismissal will be determined on a case-by-case basis.

The following discipline procedures are general guidelines and not intended to be absolutes in every circumstance. They are used at the sole discretion of the staff and administration. In no way do they alter the fact that enrollment is a privilege and not a right. The administration retains the right to discipline in any manner it sees fit and to bypass the following discipline procedures.

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.

B. Students who leave LCA buildings without authorized permission in writing.

1. 1st offense – administrative detention
2. 2nd offense – parent/guardian called; in-school suspension, possible suspension issued.
3. 3rd offense – parent called in on 3rd offense; suspension issued.

C. Students who leave LCA grounds without authorized permission.

1. 1st offense – parents/guardians called; suspension issued; if a student driver is involved, this will constitute a one-month loss of driving privileges.

2. 2nd offense – same as above; suspension issued; student drivers will incur a loss of driving privileges for the remainder of the school year.
3. 3rd offense – Expelled.

D. Students who curse at any time.

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

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

E. *Electronics/Cell Phone infraction*

See Cell Phone/Electronics policy on page 20

F. Uniform infractions

See Uniform Policy on page 33

1. 1st offense – sent to the office with a pass to call home for their uniform.
2. 2nd offense – same as above and an administrative detention the next day.
3. 3rd offense – sent to the office with a pass to call home for their uniform, parent conference and in-school suspension.

G. Hair color/Style

1. Natural hair colors are acceptable. (No Pink, orange, purple, blue, etc.)
2. Obvious and extreme contrasts are not acceptable.
3. Styles and applications to the hair which creates an interruption in the school environment is not acceptable (i.e. no hair spiking, mohawks, hair hanging over eyes, etc.)
4. Male students must be clean shaven or neatly groomed with hair cut at a short length; top of a shirt collar OR must have hair pulled neatly back so that your face and eyes are visible at all times. Long loose hanging hair and bangs will not be permitted. Face and eyes should be visible at all times.

H. Hats, scarves, bandanas, head coverings, 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, without logos, to hold their hair back. Face and eyes should be visible at all times.

I. Students may carry a 20 oz. bottle of water with them each day. Students may want to place extra bottles of water in their lockers. Other open beverages are prohibited in the classrooms and hallways. (Coffees, sports drinks, soda, etc.)

J. Detentions and Detention Schedule/Suspension – for misconduct/misbehavior

- A teacher detention can be held on any school day, 3 p.m. to 4 p.m.
- A detention form will be delivered via student to their parent and must be returned to the teacher the next school day.
- An administrative detention may be held at any time; parent will be notified to arrange transportation.
- 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 will be notified.
- No student may leave a teacher detention once it has begun. All students should go to the restroom prior to starting detention.
- Detention times cannot be rescheduled without permission of School Climate and Culture Director
- Detention is supervised by faculty members.
- Teacher detentions are not to be confused with an Administrative Detention which is run by the School Climate and Culture Director.
- Any student who does not comply with the requirements of detention may be required to serve another teacher detention or serve an Administrative Detention.

K. Probation

Non-restrictive – All new students will be considered to be on probation for their first year in Life Center Academy. Evaluations will be made on a quarterly basis, or sooner if warranted.

Restrictive – A student who is placed on probation will be issued a Student Contract of behavior during their parent conference with the School Climate and Culture Director.

Some of the causes for Restrictive Probation may be:

1. Continued deliberate disobedience, etc.
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. Suspensions

Suspension is invoked when gross misconduct or repeated misconduct takes place, i.e. fighting, hazing, bullying, willful destruction of school property or the property of another student or staff member or volunteer, 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 School Climate and Culture Director. 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 following day.

In-School Suspensions:

Student will report to school and sit in the main office area under supervision of the School Climate and Culture Director. Student will be required to be in uniform and have all necessary materials to complete academic assignments while serving the suspension.

Out-of-School Suspensions:

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. Suspended students may not be on school grounds for any reason. Suspended students are barred from all extra-curricular activities during their suspension. Students will be required to make up any missed assignments in the same number of days they were suspended. (2 days of suspension = 2 days to make up the assignments or they are considered late.)

***If a teacher is hit or injured by a student while trying to bring order to a situation of fighting, that student faces the potential of being expelled and prosecution by law.**

M. Any verbal or 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. Bullying is defined as “to seek to harm, intimidate, or coerce (someone perceived as vulnerable).”

Verbal bullying can be name calling, spreading rumors, sending inappropriate – violent, sexual, malicious – notes, pictures, texts, etc.; physical bullying can be shoving,

hitting, spitting, damaging or stealing property, etc.; psychological can be acts intended to create a sense of fear or anxiety.

Cyberbullying is the use of electronic information and communication devices, whether personal or school-owned, to willfully and repeatedly harm a person(s) through electronic mediums, create a hostile environment for the victim, or materially or substantially disrupt the educational process or orderly operation of the school, as determined by the administration. Examples of this behavior include but are not limited to:

- sending false, cruel, vicious messages, including name-calling messages, or spreading rumors electronically
- sending inappropriate (violent or suggested violence, sexually explicit, harassing, etc.) messages, pictures, or texts
- creating websites that have stories, cartoons, pictures, and jokes ridiculing others
- breaking into an email account and sending vicious or embarrassing materials to others
- engaging someone in electronic communication, tricking that person into revealing sensitive personal information, and providing that information to others
- Posting student pictures without their permission.

The online activities and technologies governed by this policy include but are not limited to social networking sites, chat rooms and discussion groups, instant messages, text messages, computers, tablets, cell phones and other personal digital devices, digital cameras, cell phone cameras, and web cams. As new technologies emerge, they too may be included with the above forms of electronic communication. Violations of these standards are determined solely at the discretion of the (principal/school board, etc.)

N. Bringing tobacco, cigarettes, vaping products, alcohol, or drugs, etc. to school and/or use of any aspect of them on school property will lead to immediate suspension or possible expulsion, and possible contact with the local police.

O. Theft or possession of stolen property:

- 1st Offense – 2-day suspension and warning; return or compensation of stolen property.
- 2nd Offense – 5-day suspension and possible expulsion

P. Defacing or destroying school property, etc.:

- 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 or a disrespectful attitude towards school staff or volunteer adults will result in an automatic suspension, up to 3 days, even possible expulsion.

T. Bus behavior -- All school rules apply to all 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 which includes embracing or kissing between students is not permitted. There is a “no touch” rule on the school campus which includes the Life Center complex. Students are expected to exercise discretion at extra-curricular activities as well.

1st Offense – parents contacted, administrative detention

2nd Offense – administrative detention or suspension

3rd Offense – 1 to 5-day suspension; parent/guardian notified

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 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 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 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 School Climate and Culture Director.

W. Off Limits

Areas deemed to be off limits are those areas which are not designated in the student’s schedule.

1st Offense – automatic in-school suspension

X. School Climate and Culture Director may be called in for advice or action at any level of these areas upon the request of the teacher or Administration.

Y. Any senior suspended from school in the course of the school year due to events on campus or off campus may be subject to an administrative hearing with parents and be excluded from the Junior/Senior banquet and even his/her graduation ceremony.

Office Referrals

Students sent out of class to the office for disciplinary reasons, must report with a pass from the teacher to the office and then take a seat outside of the office until the School Climate and Culture Director or Principal is available. Keep in mind that this occurs when the teacher believes a serious school infraction has occurred preventing class from continuing. A discipline referral must be turned in to the School Climate and Culture Director as soon as possible. Discipline is not effective unless the Principal or School Climate and Culture Director know the reasons for the referral. Once there, the appropriate actions will be taken in accordance within the discipline section of the Student Handbook. Based upon the infraction, consequences may be from verbal warnings up to and including expulsion.

Discipline and Code of Conduct Summary Statement:

- Students are expected to live a biblically based life at (and away from) school because the Christian life is not a game with one set of rules for church and school and another for everyday life. It is important, however, for us to distinguish between “school polices” (such as not chewing gum on campus) that would only apply on campus and “biblical mandates” (such as the school’s sexual conduct and expression policy) that would apply both at and away from school. For the latter types of activities, regardless of whether the proscribed activity takes place at or away from school, the student is equally subject to discipline for those actions 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 or visit their stores in **Northeast Philadelphia or Cherry Hill**. Students must arrive at school fully dressed in their school uniform. Students may not change at school upon arrival. If a student is out of uniform, he or she will be sent to the office to call home for the proper clothes. Students will not be admitted to class without the proper uniform.

*If you have an injury which requires special clothing, permission must be granted from the School Climate and Culture Director. The uniform must still be worn on areas not affected by the injury. *

Boys

- (From Flynn & O'Hara) Khaki Twill Pants; pants cannot be banded at the bottom. (The exact color of the Flynn & O'Hara pants is the only color of pants allowed.)

- Black short sleeve Polo Shirt with School Logo AND/OR Red Short Sleeve Polo Shirt with School Logo; (you may also purchase the Long Sleeve polo shirt with School Logo, but this is optional). Only white T-shirts (no colors) are authorized to be worn as an undershirt. **Sleeves of t-shirts under the school shirt may not be any longer than the sleeve of the school shirt.**
- If the students feel cold, they will be permitted to wear the approved Cardigan Sweater (pullover or button-up) with LCA logo on it. It must be worn over the shirt, not under. The long sleeve polo is also acceptable.
- Team warm-up or championship gear may be worn ONLY if it has Life Center Academy printed on it and only on designated days. No other hoodie or jacket is permitted.
- Any solid color socks that match are permitted; solid black or tan footwear (leather shoe) or sneakers of any color will be allowed. Foam style footwear, slippers, sandals, and moccasins are not permitted. **Black or tan boots may be worn in inclement weather.** Shoes and socks are to be worn at all times during school hours and shoes with laces must be tied.
- Not hats or head coverings of any kind are to be worn inside during the school day.
- At no time during the school day/activities are students permitted to wear any body piercing jewelry, face piercing, tongue piercing, etc. A single ear piercing with a simple stud earring will be permitted. No spacers or large holes permitted. No NEW tattoo ink should be added during the school year. The care involved is something that should be handled at home, NOT at LCA.

Girls

- (From Flynn & O'Hara) Khaki Girls slacks OR Khaki kilt or pleated skirt. **(The exact color of the Flynn & O'Hara slacks is the only color of slacks or skirt allowed.)** Pants must be of the appropriate size and fit of traditional khaki pants. Stretch khakis from a different retail outlet are not permitted.
- Black short sleeve Polo Shirt with School Logo AND/OR Red Short Sleeve Polo Shirt with School Logo; (you may also purchase the Long Sleeve polo shirt with School Logo, but this is optional). Only white T-shirts (no colors) are authorized to be worn as an undershirt. **Sleeves of t-shirts worn under the school shirt may not be any longer than the sleeve of the school shirt.**
- If the students feel cold, they will be permitted to wear the approved Cardigan Sweater (pullover or button-up) with LCA logo on it. It must be worn over the shirt.

- Team warm-up or championship gear may be worn only if it has Life Center Academy printed on it and on designated days. No other hoodie or jacket is permitted.
- If you are wearing a skirt or skort, black or red knee-high socks are the only socks permitted. Black stockings will also be permitted. Under pants, any solid color socks that match will be permitted.
- Solid black or tan footwear (leather shoe) or sneakers of any color will be allowed. Foam style footwear, slippers, sandals, moccasins, and high heel shoes are not permitted. **Black or tan boots may be worn in inclement weather.** Shoes and socks/stockings are to be worn at all times during school hours and shoes with laces must be tied.
- Head coverings of any kind are not permitted; such as scarves, bandanas or hats. Solid color headbands without logos are permitted.
- At no time during the school day/activities is body piercing jewelry permitted; i.e., nose piercings, tongue piercings, etc. One or two earrings per ear are appropriate. Ladies should wear a minimal amount of jewelry. No NEW tattoo ink should be added during the school year. The care involved is something that should be handled at home, NOT at LCA.

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. Sagging pants are also not acceptable. Skirts are to be worn at or below the top of the knee; nothing higher will be acceptable. No jackets or coats are permitted to be worn during the school day.

Casual Dress days or Theme Days - variations to the uniform policy will only be permitted when scheduled or approved by the administration. Even on these days, short shorts, low necklines, skinny jeans, ripped jeans, short skirts, tank tops, mid-drift tops, leggings, 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 - must be purchased at Flynn & O'Hara
- Black **sweatpants** (these may be purchased at any store but must be banded at bottom.) **No yoga pants, stretch pants, nylon pants, etc. Must be traditional, loose fitting sweatpants.**
- Black sweatshirt w/logo (pull over or black zip up hooded sweatshirt) - must be purchased at Flynn & O'Hara

- Solid black basketball shorts (for K-12th grade) – (may be purchased at any store). For Elementary students only - may only be worn in Sept, Oct, May, and June.

-Sneakers can be any color, but must tie. **No light up shoes.**

If students are out of uniform they will be sent to the office to call home for the proper clothes. Students will not be admitted to class without the proper uniform.

Junior-Senior Prom Policy

- Junior-Senior Prom – LCA 11th & 12th grade students and guests 20 years of age and under
- Any student who is not in good standing at the time of either event, is not eligible to attend.
- All LCA students and guests must be registered in the Main office by the deadline set by the school.
- Anyone attending the dance must arrive within one hour of the start of the dance and remain until one hour before the scheduled end of the dance. Any student who leaves the dance early is subject to school discipline.
- Anyone leaving the dance will not be permitted to return.
- No backpacks or bags are permitted inside the dance.

Prom Dress Code Requirements

Strapless Dress

- Must be stable and stay in place at all times.
- Student must be able to touch both their collar bone and the top of the dress with open hand closed fingers

Back of Dress

- Dress may not be lower than middle of the back.

Dress Length

- Dresses may not be shorter than mid-thigh when standing or in motion.
- Dresses that are extremely fitted and rise easily must also be worn with spandex shorts underneath. No undergarments showing
- Exceptions: Bra straps may show only with spaghetti strap dresses but they must match the color of the dress strap or be clear.
- Tops, Shirts, & Blouses, Scoop neck or v-neck cut tops cannot be more than 5" from the collar bone
- No tube tops, backless bib tops, or bra like or corset like tops
- Straps must be at least 1/2" in width and must cover bra straps.
Exceptions: one- strap tops are allowed

Shoes

- Must be clean and dance appropriate
- Tennis shoes are not permitted at formal dances

No low-cut dresses or excessive cleavage

No dresses with side cut-outs

Hemline and/or slits on dresses must be below the mid-thigh

SCHOOL DROP OFF/PICK-UP PROCEDURES

7:30 a.m. to 8:00 a.m. Drop your student off to carport doors at the gym area which is located in the parking lot area at the front of the building closest to the road. **Please follow the new traffic patterns outline by the cones. ** You will still make a full loop, one way in and one way out. The carport is not staffed until 7:30 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 to the foyer of the school building by the 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.

- An identification card will be provided for your window/dashboard during the first 2 weeks of school. Please have it on display so that we can identify your vehicle quickly.
- Any vehicle not displaying the school issued identification card may be subject to a request for identification in order to proceed with student pick-up.
- 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 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.
- Students may NOT walk down the driveway and get into a car at any other location than the carport line or the parking area directly between the life Center building and the carport area.

- Students will be required to wait in a staff supervised location until you arrive at a designated area for pick-up. This is for their safety.

If a parent chooses to park the car, they should park in the Life Center parking lot between the Life Center and the carport area. The student will then be able to walk behind the coned off area to get to the car and will not be walking through the traffic flow. Whereas patience is a virtue, it is also a necessity for each driver to exhibit while picking up students at Life Center Academy!

EMERGENCY DRILL SUMMARY

LCA will conduct the following drills periodically and in accordance with legal requirements:

Drill

Active Shooter

Bomb Threat

Evacuation

Fire Drill

Lockdown

Medical Emergency

Terror Threat

Weather Threat

FIRE/Bomb Threat/Evacuation: When the fire alarm sounds or appropriate signal is given, students are to exit the building accompanied by a faculty member. Such exiting is to take place in single file without talking. Students will report to the designated locations depending on the type of drill. Students are to remain quietly outside the building until the signal to return is given.

Active Shooter/Lockdown/Terror Threat/Weather Threat/Medical Emergency: When the appropriate signal is given, students will proceed to the proper locations within the school building. They will remain silent and receive direction from the faculty and staff until and “all clear” signal is called.

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

EXTRACURRICULAR ACTIVITIES

When considering if an activity is appropriate for your child, please keep in mind that it is imperative that you have transportation promptly available for your child at the end of their activity time.

FINANCES, FEES, AND EARLY WITHDRAWAL

Billing – Tuition invoices will be generated monthly. Tuition is due by the 1st of the month.

Late Pick Up Fees – All families will be charged, as per the late pick up policy. Failure to pay these fees by the monthly tuition deadline, will result in the following payment terms below.

Late Pickup Fees – All students must be picked up at the carport no later than 3:00 p.m. unless they are involved in an approved after-school activity or school-sponsored sport. Any student being picked up after 3:00 p.m. will need to be picked up at the main office. Additionally, any student picked up 30 minutes past dismissal will be subject to late pick-up fees as outlined in the late pick-up policy on page 16. This fee will be added to your tuition account.

Payment Terms – A late fee of \$40.00 will automatically be applied, if payment is not received by the 6th of the month.

- Each month's tuition must be paid in full by the end of the current month, in order for your student to continue to attend school.
- Students may be considered withdrawn from Life Center Academy when the outstanding balance extends to the 5th day of the following month. These students would need to re-enroll in order to return and pay a \$50 re-enrollment fee.

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. 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 during the course of the school year must do so in writing indicating the last day of school attendance and submit it to the Admissions Office. There will be a \$500 withdrawal fee.

FIELD TRIPS

Teachers will notify the parents and students about their field trips prior to the scheduled trip. They may also be noted in the classroom teacher's syllabus. Any parent wishing to chaperone a field trip must be background-checked and approved before the field trip at least 2 weeks in advance. Please see your child's homeroom teacher for an "Approved Worker" **link** as soon as possible. You must also submit a copy of your driver's license. Please also let your child's teacher know if you would be interested in volunteering to drive a van if the need should arise. 30 days' notice to be added to the insurance is required. Note: once a background check is approved, it will need to be renewed after two (2) years.

GRADES

Instructors will inform parents and guardians at "Back to School Night" of the evaluation system used for grading in each course. A teacher's syllabus for each course will specify his/her policy for make-up deadlines. Grades for make-up work turned in after the appropriate deadline are typically subject to a penalty for lateness. 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 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.

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

HALLWAY ETIQUETTE/PASSES

*Due to the need for all students and staff to social distance, everyone **MUST** stay to the right side of hallways. Those walking down the opposite side of the hallway must have plenty of room to walk, 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.**

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 stand and recite the pledges to the United States and Christian flags, and will participate in the Bible salute. Students who fail to do so will be sent to the School Climate and Culture Director.

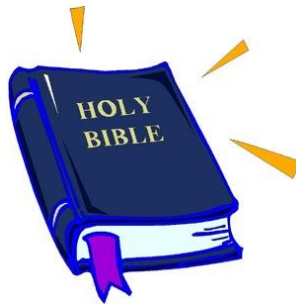
Pledges



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.



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.



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.

HOMEWORK

For Middle and Secondary school students, grades 6 through 12, a suitable amount of homework will be assigned every day. As each student works at varying rates, some may need more time while others will need less time to complete assignments. No homework will be given on Wednesday nights and tests will not be scheduled on a Thursday whenever possible. Teachers will give students advance notice in order that students may study ahead of time so 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.

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.

HONOR SOCIETIES

LCA has established chapters of the International Thespian Society and the National Honor Society. The following qualifications apply to requirements for acceptance into those honor societies:

International Thespian Society

1. Must be in the 9th – 12th grades.
2. Membership is not determined by election into the Thespian society. Membership is granted for the performance of meritorious work in theatre arts that meets the Society's general guidelines.
3. Induction points are earned for theatre-related work done both in the school's theatre program, and outside the school's theatre program. One/half induction point may be earned for reviewing non-school performances. A required 10 points is necessary for consideration towards membership in the Thespian Society.

National Honor Society

1. Must be in the 10th -12th grades.
2. Must have been enrolled in LCA a minimum of one semester.
3. Must have a cumulative grade point average of at least 3.4 since the 1st semester of the 9th grade.
4. All candidates will be evaluated on their leadership, service, citizenship and character once the minimum scholastic average is met.
5. The Faculty Council will vote on each candidate based on evaluation of his/her outstanding performance in scholarship, leadership, service, citizenship and character. A majority vote of the Faculty Council is required for election to membership.

LOCKERS

Lockers are assigned to 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. ***Weekly clean your locker of all trash and garbage, etc.**
- Also, we ask that students do not place stickers of a permanent nature on the lockers.
- Students are asked to limit their use of back packs. They crowd the aisles in the classrooms.
- Because of the need to be socially distanced students will be limited to locker use during the following times: arrival to school, break time, before and after lunch, and at dismissal.

LUNCH SCHEDULE

10:50 to 11:20 **Kindergarten to 2nd**

11:20 to 11:50 **3rd to 5th grades**

11:50 to 12:15 **Secondary Lunch A**

12:35 to 1:00 **Secondary Lunch B**

Good weather permitting seniors may go outside to the picnic tables or sit on a beach towel to eat their lunches. Electronic devices may be used as a senior privilege.

Students may NOT order out for lunch, have lunch delivered or leave campus to purchase lunch. Please plan accordingly and bring the necessary food for lunch.

MEDICATION/SCHOOL NURSE/CONCUSSIONS

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. Failure to do so could result in consequences from the School Climate and Culture Director.

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. This includes, but is 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 calls of this nature MUST be made by the nurse.** If the nurse is not in, the school office staff is authorized to place that call home for the student.

If a student is sent down to the nurse's office and it is determined that the student has a temperature of 100 F or above, the student will be immediately sent home.

Students with Concussions

1. If your child has a concussion, please let the school office, and your child's teachers, know as soon as possible. When your child is able to return to school

(or before), please provide a doctor's note, and any recommendations for treatment / accommodations that have been prescribed by the doctor.

2. In the event of a concussion, the student will not be excused completely from any missing work. However, the teachers will be flexible in creating workable completion dates for missing assignments, projects, tests, homework, etc. based on the instructions from the doctor.
3. Communicate, communicate, communicate! If there are any issues or problems with your child's ability to complete any work assigned, or if there are any revisions in your physician's treatment plan during his / her recovery, please communicate with your child's teachers. Our teachers want to provide a caring, supportive atmosphere for your child in addition to an excellent academic environment.

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, not just for those who have decided to participate in extra-curricular activities during the school year. In order to be a participant in good standing of any club or sport at LCA, a student must be passing all of his or her classes. Participants include club members, athletes, cheerleaders, managers, and score keepers.

From day one of the school year, grades will be monitored weekly by the School Climate and Culture Director and Principal. Teachers will be keeping their gradebooks up to date and communicating with the School Climate and Culture Director and Principal regarding failure notices and missed assignments.

The Academic 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 practice with their teams. Club Leaders and Coaches will be responsible for informing their players of their names being listed on the Academic list and any ineligibility status after school hours. Students must participate in homework help sessions and/or approved private tutoring.

The Academic list will not be altered nor the Academic list status of any student be updated for any reason until the next evaluation one week following the submission of the original Academic list. Upon the release of the next round of Academic lists the absence of a student's name from the Academic 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 Academic list will clarify if they are eligible to begin participating or not.

School Suspension

Any student suspended from school will be denied participation from any activity with their club or sport during the suspension and upon return to school the number of days of their suspension.

PHYSICAL EDUCATION PROTOCOL

1. Participation in all activities in the P.E. class is a requirement.
2. No food or drink can be consumed in the gym, indoor soccer field, or basketball courts.

PLAGIARISM/CHEATING

Taking another person's ideas, writings, etc. and passing them off as one's own is called plagiarism. It is illegal not to give credit to an author for their work. If a student is caught plagiarizing, or cheating in any way, the assignment will automatically receive a score of "0". In addition, there will be other administrative consequences, such as detention, or in extreme or repetitive cases, suspension. This also applies to copying another student's work, taking photos of tests, and cheating on tests in any way.

SCHOOL CLOSINGS

An automated text will be generated from the school whenever school is closed due to inclement weather, etc. We do not close the school early in inclement weather except in cases of extreme emergency. However, parents are permitted to pick their children up before dismissal if necessary. After school program parents may be called to pick up their children by 3 p.m.

WARRIORS IN ACTION (Service hours)

Seniors have been required to complete a certain number of hours of community service their final year of high school. Credit for this was incorporated into the requirements of

their Study of Religion class. Freshman through Junior students were also involved in Warriors in Action at a level appropriate with their age group.

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. A designated “Spiritual Emphasis Week” will occur in the Fall and Spring of 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-12th grades. 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.

School Motto 2023-2024

“God’s Guidance = Perfect Peace”

Isaiah 54:13 NIV

All your children will be taught by the Lord, and great will be their peace.

SUMMER SCHOOL AND RETENTION

Students with a final grade of 69 or below in more than one course 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 pens, pencils and a cover sheet.
 - 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 hand.
 - 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

Textbooks are the property of Life Center Academy. If a textbook is lost, stolen, damaged or defaced, the appropriate cost will be billed to the student account for the textbook. Proper care and treatment of all school property, including textbooks, is expected and required.

VISITORS

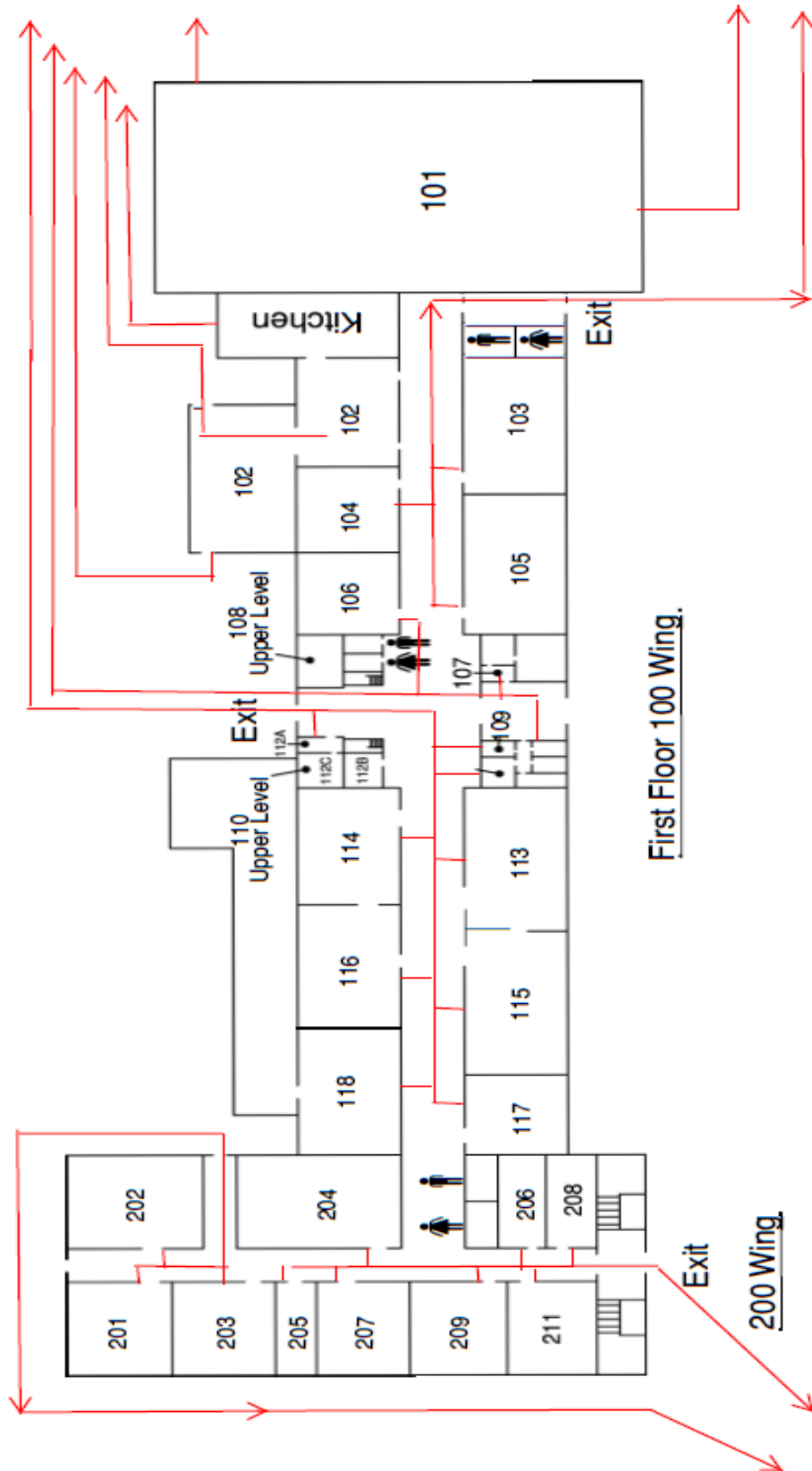
Visitors may not enter the building without providing a valid reason for doing so and may ONLY enter through the main office doors. The school office will issue identification to be worn by those visitors deemed legitimate. Parents may not just "drop in" to see their child's teacher at any time in the day. All visits must be arranged through the school office. All visitors entering the building will need to be issued a visitor's pass and must keep it on their person for the duration of their visit.

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. Students who open outside doors for any reason will be subject to administrative consequences.

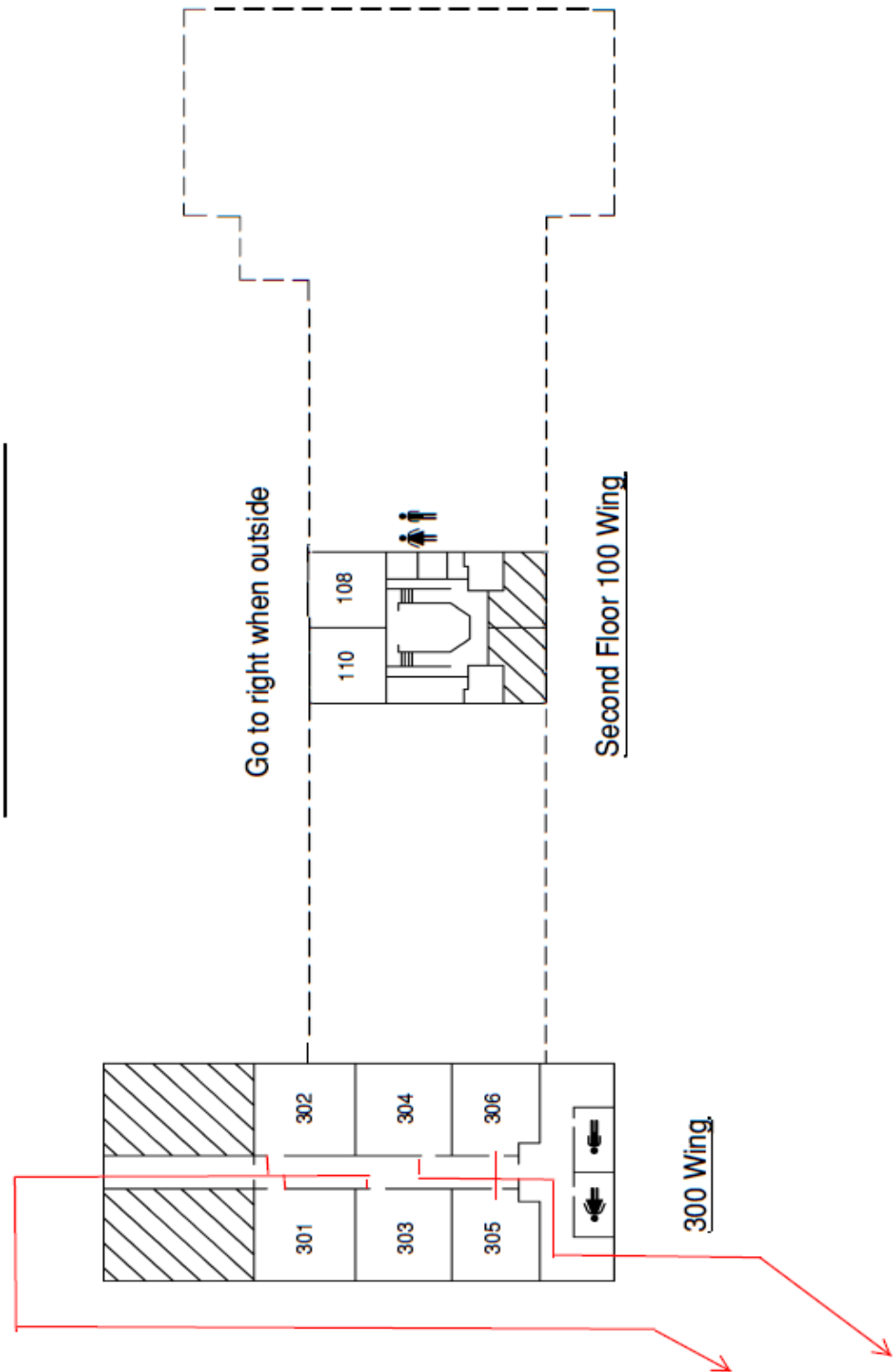
Life Center Academy

(Lower Level)

Fire/Emergency Exit Procedure



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



**TRAFFIC PATTERN MAP
FOR DROP OFF AND PICK UP**

Parent and Student Acknowledgement and Acceptance of Handbook

I have received a copy of the student handbook and a copy of Life Center Academy's statement of faith. I understand that it is my responsibility to read and understand these documents and to explain them to my child. I agree to abide by the provisions in the handbook applicable to parents and that my child and I will be held accountable for the policies and procedures contained therein, including the parental support statement, binding arbitration, and the code of conduct, all of which are based on the statement of faith. I agree that if, at any time during or away from school, my child violates any provisions of the code of conduct or any other provisions of the handbook, he or she will be subject to the discipline described in the handbook, up to and including suspension or expulsion from school. However, I also understand that enrollment in the school is a privilege and not a right and that my child's enrollment may be terminated at any time if, in the sole discretion of the administration, my child's actions or attitudes are not compatible with the ministry's objectives, policies, philosophies, or otherwise. I understand that I am responsible for making all tuition payments and that my child's school records and transcript may be withheld until such payments are complete.

Parent Signature

Date

I have received a copy of the student handbook and a copy of Life Center Academy's statement of faith. I understand that it is my responsibility to read and understand these documents. I agree to abide by the provisions in the handbook and to be held accountable for the policies and procedures therein, including the code of conduct, all of which are based on the statement of faith. I understand that if, at any time during or away from school, I violate any provisions of the code of conduct, any other provisions of the handbook, or any other school policies, I will be subject to the discipline described in the handbook, up to and including suspension or expulsion from school. However, I also understand that enrollment in the school is a privilege and not a right and that my enrollment may be terminated at any time if, in the sole discretion of the administration, my actions or attitudes are not compatible with the ministry's objectives, policies, philosophies, or otherwise.

Student Signature

Date



Life Center Academy Athletic Handbook for Students and Parents

- I. Philosophy and Mission of Athletics
- II. Statement of Purpose
- III. Teams and Team Levels
- IV. Guidelines
- V. Eligibility Requirements & Expectations for Student Athletes
- VI. Awards
- VII. Physical Exams and Permission Slips
- VIII. Uniforms and Equipment
- IX. Transportation

*Athlete Participation and Release

I. Philosophy and Mission of Athletics

The mission of Life Center Academy athletics is to foster the development of a Christ-like character through teamwork, sportsmanship, integrity, honesty, and respect. Athletics is an important part of the school program but it needs to be in accord with the school's mission, vision, and core values. Life Center Academy believes that all that is done in life should be pleasing to God, including athletics. The athletes, coaches, and teams are striving to do their best in all areas of life. Playing with actions pleasing to Christ is of the utmost importance. Performance at one's best for the benefit of the team is primary, while winning is secondary. The coach's mission is to teach the athlete how to deal with both winning and losing, as well as with the pressures in the athletic world, in a manner that is pleasing to God.

We believe the team is more important than one individual. Team unity is vital, while individual achievements are also recognized. The following scriptures are guiding principles to our mission.

I Cor. 10:31 – “Whatever you eat or drink or whatever you do, you must do all for the glory of God”.

Col. 3:23 – “Work hard and cheerfully at whatever you do, as though you were working for the Lord rather than for people”.

II. Statement of Purpose

1. Our athletic program will strive to develop a Christ like character in our athletes. This goal will be incorporated into all practices and competition events.
2. LCA will seek out and utilize coaches who view athletics as a vehicle for ministry in the lives of young people. The development of the spirit and the body is to be biblically balanced.
3. Our approach and delivery will encourage parents to see sports as a valid extensions of Life Center Academy's (Christian) educational program.

III. Teams and Team Levels

A. Team Levels

Since there are different skill levels of the players within our athletic teams, it is important to emphasize different goals at each team level. Therefore, our goals are:

1. Junior High Team:
 - a. To learn basic fundamentals of the sport(s) and the individual skills of the game.
 - b. To learn team concepts
 - c. To emphasize individual participation/playing time rather than team success.
2. Junior Varsity Team:
 - a. To build individual skills.
 - b. To further develop team concepts, strategy and tactics.
 - c. To achieve a balance of individual participation/playing time and team success.
3. Varsity Team:
 - a. To refine individual skills and team play. Team achievement and success is more important than individual achievement.
 - b. To apply the learned team concepts, strategy and tactics.
 - c. To strive for team success.

B. Team Size

Student athletes that wish to compete must realize that often a “try-out” is necessary in order for the coaches to determine who is best prepared to compete. Unmanageable numbers can cause discouragement and unsafe conditions for all involved. The maximum number of team members will be as follows:

Soccer – 18

Basketball – 12 (if no JV, 15 player max.)

Junior Varsity Basketball - 12

Baseball/Softball – 15

Volleyball – 12

Track - TBD

Team sizes may exceed the maximum at the discretion of the Administration, Athletic Director, and coaches.

When a try-out is necessary, selection of a candidate may be based on athletic performance, attitude, conduct, cooperation, and the desire to represent both Christ and the student body in a manner that compliments the school.

Students in grades 9 – 12 are eligible to participate at the Varsity level. The decision to allow 8th graders to participate on a Varsity team will be made by the Athletic Director, Coach and the Administration. However, if the 8th grader is allowed to play on a varsity team his/her parent(s) must sign a waiver that states they understand the implications that may arise if they transfer their athlete to another school that has 4-year eligibility rules.

Any student who turns 19 prior to July 1 will be ineligible for any Penn Jersey Athletic Association contests per the league By-Laws/Constitution.

Students in grade 12 are not eligible for Junior Varsity level teams unless consent has been given by the Athletic Director and school administration.

It is not possible to state how much playing time each team member will have because coaching decisions are based on many factors.

IV. Guidelines

It is a privilege, not a right, for a student to participate in interscholastic athletics. The school may revoke this privilege when the athlete does not conduct himself or herself in an acceptable manner.

The participant must maintain acceptable levels of academics, Christian character, citizenship and sportsmanship.

A. Practices and Games

All athletes must be prompt and are expected to attend all practice sessions as well as games. Practices generally begin at 3:00 pm every day except Wednesday. All Junior High practices finish at 4:30pm and Varsity practices finish at 5:00pm. The only exception to these times would be basketball and track. Practices vary due to gym and track availability.

Excused absences from school are also excused absences from practice and games.

It is the responsibility of the athlete to notify the coach in advance of any practice or game that he/she will miss; otherwise the practice or game that is missed is considered unexcused. If an athlete missed practice or a game that is unexcused, disciplinary action may result from the coach. This includes not starting, mandatory bench time, etc. It is at the coach's discretion to dismiss a player from a team due to numerous unexcused absences.

In order to participate in any athletic practice or game on a given day, the athlete must attend school on that same day and must be at school by 11:30 a.m.

Quitting a team is discouraged! It is a practice that is detrimental to both the athlete and the team. Once an athlete has made it to the final roster a commitment is established between the team and the athlete. When frustration, injury or disagreement begins to cause the athlete to consider quitting, the athlete is urged to go directly to the coach to resolve the issue. If an athlete plans to quit the team the coach may set up a meeting with the parents and player to try to further resolve the issue. The coach will encourage, counsel and pray with the athlete. Athletes that quite will exclude themselves from any awards or honors. Athletes that have quit a sport in one season

and want to return the next will be asked to sit down with the athletic director to examine the commitment that they are about to make.

V. Eligibility Requirements & Expectations of Student-Athletes

A. Requirements for Participation

In order to participate on an athletic team at LCA, the following must be done:

1. Submit a completed sports physical to school nurse. (Form is on the LCA website)
2. Submit Registration form and Commitment contract (a new form must be filled out for each season and can also be found on the athletic website)
3. Submit signed Sudden Cardiac Death Information form

B. Behavioral Eligibility

Proper behavior must be demonstrated whether in school or during competition. The consequences of improper behavior may be temporary or permanent suspension from a team as determined by administration.

It is the expectation that as a student athlete of Life Center Academy, you will represent your school in the best possible manner. Life Center Academy respects the rights of its students to use social media. However, it is important for all students to understand the need to exercise care in setting appropriate boundaries between their personal and public online behavior and to understand that what may seem private in the digital world can often become public, even without knowledge or consent. Social Networking Guidelines include: avoiding posting illegal activities, avoiding bullying/threats of violence, and avoiding lying, cheating, and plagiarizing. Failure to adhere to the social networking policy will result in disciplinary action: administrative detention or suspension.

Profanity will not be tolerated at any time; this will result in an automatic suspension.

C. Academic Eligibility

Athletes must maintain passing grades in all subjects while their sport is in season. Every week during the season an academic eligibility list will be generated by the Assistant Athletic Director. If an athlete's grade in one or more subject drops to an "F" (below 69%) they will be placed on the ineligibility list.

They will remain ineligible for one week regardless of when they bring their grade(s) to passing. During that week they may practice with the team but they cannot play in games or travel with the team. Students will be expected during that week to continue to participate in homework help or approved private tutoring to improve their grades.

D. Bullying/Hazing/Racial Comments

Student-Athletes are expected to be leaders and mentors for younger students. Initiation rituals and hazing are not acceptable and will not be tolerated. Student athletes are expected to lead by example. Leave a positive legacy during your time at Life Center Academy. In cases of bullying, hazing, or racial comments, disciplinary action will be administered by the School Climate and Culture Director.

E. Locker Room

Proper behavior is required in the locker room at all times. Please be responsible for your belongings. No food or drink may be consumed in the locker room with the exception of water.

F. Parent and Spectator Code of Conduct

Parents are a vital part of our athletic program. LCA recognizes that the school operates as an extension of the home. This extension demands that all participants in our sports program – athlete, coach or parent – behave in a manner worthy of being identified with Christ. Just as we look to our athletes to honor a code, we ask that parents do the same. We ask that parents and spectators cheer by building up, not tearing down or criticizing our players, opponents, coaches, and officials. We also ask that parents and fans respect decisions made by officials and coaches and enjoy the game in a respectful manner. If a parent or spectator is unable to conduct themselves in an appropriate manner they may be asked to leave the premises.

- Note: 24 Hour Rule – If a parent wishes to discuss issues with a coach then it should be done by scheduling a meeting with him or her. Issues or disagreements should not be done following a practice or a game. This allows for coach and parent to enter the meeting with a proper frame of mind and not in the “heat of the moment.” The Athletic Director may also be present at the meeting at the request of either party.

All student-athletes, their parents, and head coach will sign Life Center Academy Athletics Rules and Expectations contract at the start of each season. These contracts will be kept on file in the Athletic Directors office.

G. Substances

The use of tobacco, vaping, alcohol and illegal drugs are against school policy as outlined in the LCA student handbook. Furthermore, as an athlete, this abuse of the body is a danger to you on the field of competition. Athletes that violate the school policy on tobacco, vaping, alcohol, and drugs will be immediately removed from the team and receive a school suspension or expulsion. If appropriate, reinstatement will occur with permission from the Headmaster, Principal, School Climate and Culture Director I, AD and coach, only after a plan for abstinence has been written and agreed to.

H. College bound Student-Athletes

Students Athletes interested in playing college sports should:

1. Make athletic department and coaches aware that you are interested in playing sports in college.
2. Be registered with NCAA – typically during Junior year of high school (see note below)
3. Apply and send transcripts to schools you are interested in pursuing.
4. A sports resume/profile should be on file with the Athletic Director.
5. Game film is the responsibility of the student and/or parent to have filmed. Certain coaches do film games for review/scouting purposes. You may ask the coach or athletic department if you may borrow these films. You must provide us with a blank DVD if you would like your own copy.

The NCAA has a policy for standards of eligibility to participate in Division I & Division II college athletics. This includes the creation of a clearinghouse profile through which an athlete must become certified. Each athlete must also complete the NCAA Clearinghouse form by the end of his or her junior year in order to gain certification. This can be done at www.eligibilitycenter.org SAT/ACT scores must also be sent to the clearinghouse. Student should designate the NCAA Clearinghouse as a recipient of your test scores when registering for the test.

If a student athlete would like to have a formal signing of their letter of intent at Life Center Academy, the student or student's parent must contact the athletic director to coordinate the date and the time for this event.

I. Miscellaneous

1. Parents are responsible to see that their children are picked up promptly after practices and games.
2. Students may bring electronic devices to games/practices but use of those devices will be subject to the head coach's discretion. Students are solely responsible for these devices.
3. The coach of each sport may set specific team rules in addition to those found in the Student Athlete Handbook. These rules will be given to the athletes by the coach at the first meeting or practice of that sport.
4. Athletes are expected to adhere to the school dress codes for all athletic events. When there are alterations to this policy, the coach and/or Athletic Director will give directions concerning what may be worn to these events.
5. Any player dismissed from a team for disciplinary reasons may not compete in that particular sport until further notice from the coaching staff involved, the Athletic Director, and the school Administration.

6. All sports are governed by the rules stated by NFHS (National Federation of High School), except when modified by the league rules to which a team belongs. The varsity teams are members of the Penn-Jersey Athletic Conference and the Jr. High teams belong to the Eastern Burlington County Middle School league for basketball. For all other sports the Jr. High teams follow an independent schedule.

VI. Awards

A. All students who participate for an entire season with an athletic team will receive a certificate of participation.

B. Athletes at the Junior Varsity and Varsity level may earn letters by playing in 50% (25% for seniors) of total halves, quarters, or innings played.

C. A first-year letterman receives a letter with a pin representing the sport. A returning letterman receives a bar for each additional year completed. Captains receive Captain pins. Managers, scorers, and statisticians who complete a sport will be given a letter and receive a pin/bar indicating their participation with the team.

D. Varsity All-Stars who are chosen by the league are given All-Star certificates.

E. Other recognition may be given with the approval of the coach, Athletic Director, and Administration.

F. The following awards will be given for the various level:

1. Junior High Sports: all participants will receive a medal
2. Junior Varsity Sports: Most Valuable Player, Sportsmanship and Most Improved
3. Varsity Sports: Most Valuable Player, Most Improved Player, Sportsmanship, Best Offensive Player, and Best Defensive Player.
4. Scholar Athlete Award will be given to any athlete who achieves Honor Roll during their sport season.

G. Overall awards will be given to the Male/Female Outstanding Athlete of the Year. The Athletic Director will choose the recipients of these awards. Also, an award will be given to the Male/Female Scholar Athlete of the Year. These awards will be given the athlete who meets the criteria set forth below.

1. Outstanding Athlete of the Year – To be a great athlete and individual one must be physically prepared, mentally agile, and a cooperative team player. The mastery of such qualities is worthy of recognition. The award of Outstanding Athlete of the Year goes to a male and female who has played a minimum of 2 varsity sports while demonstrating excellent athletic abilities, leadership, Christian character, and good sportsmanship on the playing field and in the classroom. The athlete must maintain a minimum 2.5 GPA.

2. Scholar Athlete of the Year – Success on the athletic field and in the classroom is an accomplishment that should receive the highest accolade. Both require stamina, endurance, determination, and hard work. To do both well is an exceptional feat. In addition to the Life Center Academy requires that the individual exhibit a good Christ-like attitude. In recognition of this outstanding accomplishment Life Center Academy is awarding the title of Scholar Athlete of the Year to the deserving male and female junior or senior athlete who has played a minimum of two varsity sports and shown a desire for excellent overall athletic performance and has the highest GPA (minimum 3.75) in their sex group.

3. LCA Varsity Club - Any athlete who participates in a minimum of 2 varsity sports during an academic school year would be considered for this award.

4. 3 Letterman Award - Any athlete who participates in 3 varsity sports during an academic school year would be considered for this award.

VII. Physical Exams and Permission Slips

A. Each athlete is required to have a physical exam. A physical exam is good for 1 year from that date it was issued. This physical exam must be given by a licensed physician and reported in writing before the student may start practice or play.

B. Injuries are, unfortunately, a part of sports and cannot be entirely prevented. It is expected that athletes make the trainer and/or coach aware of any suspicion of injuries they may have incurred so that proper steps can take place. If a student has been injured during a sport's season or has had an illness that prevents the athlete from playing that sport for an extended period of time, the athlete must have a licensed physician and a parent sign a "Return to Athletics" form before being permitted to return and participate in the sport.

C. Any athlete that sustains a concussion during any athletic contest or practices must submit a physician's approval to return to full competition.

D. Injuries:

1. Precautions are taken to prevent injuries, but they do occur. All injuries must be reported to the coach so that proper first aid may be given. It is important that allergies or other ailments that require special attention be reported to the coach at the start of the season.
2. If an athlete is injured, or claims to have been injured, or is in a situation where injury could have happened to him or her, the parents will be contacted as soon as possible. If necessary, emergency personnel will also be contacted. The coach or an assigned member of the staff will be with the injured student at all times until the arrival of the parent or guardian.
3. If an injury is sustained during a season, it is expected that the student-athlete remain a part of the team and come to practices and games while injured, as to keep up with the team for when they return to action.

VIII. Uniforms and Equipment

A. The team's coach will issue the team uniform. Each athlete who is issued a uniform is responsible for its proper care. It must be returned to the coach in good condition at the end of the season. If it is damaged, worn beyond normal wear, lost or not returned, the athlete will pay for the uniform at its replacement price. Usually one replacement uniform will cost far more than when originally ordered. Report cards, transcripts or any requests for official school documents will not be given out if the following uniforms are not returned or paid for.

B. The uniform may not be worn anytime or place other than what is authorized in connection with official games.

C. All uniforms must be returned cleaned with every piece included that was originally issued.

D. All uniforms must be returned within one (1) week after the last game of that sport's season.

E. The equipment a team uses is the responsibility of the team. Abusing equipment or supplies may result in the dismissal from the team and/or replacement of the damaged equipment by one or ones that damaged it.

IX. Transportation

- A. The school will provide transportation for the teams to go to the athletic event. After the athletic event, it is the parents' responsibility to pick up his/her own child at the appointed time and place.

- B. Student athletes will ride school-provided transportation. Prior written request from the parents involved and approval by the Dean of Students will only grant exceptions. Exceptions to this rule are only granted by the Athletic Director or School Climate and Culture Director after a written request from the parent(s) of the student athlete.
- C. Student drivers are not permitted to transport themselves or other students to any athletic event. Prior written request from the parents involved and the approval of the Principal will only grant exceptions. In specific emergency situations verbal approval by the parent(s) involved will be allowed by the approval of the Principal.
- D. For some athletic events, there may be room for student spectators to ride the school-sponsored transportation. Student spectators must have written parental permission to travel to these events. The presiding coach will determine if there is sufficient room on the team vehicle for spectators.

**ATHLETE PARTICIPATION FORM AND RELEASE
JUNIOR/SENIOR HIGH SCHOOL**

Last Name	First Name	Grade
Address		
Home Phone Number	Emergency Number	
Birthday (month, day, year)	Place of Birth (city, state)	

The above-named student has my permission to participate in Interscholastic Athletic Activities as approved by the Board of Directors of Life Center Academy.

We have read the Life Center Academy Athletic Handbook and understand our responsibilities involved.

We realize that there is a risk of the above-named student being injured that is inherent in all sports. We expect school authorities and coaches to exercise every reasonable precaution to avoid accidents and injury. We hereby release Life Center Academy, the Board of Directors and its agents, servants, teachers, and employees of any liability, what so ever, for any accidents that may occur during such participation.

We understand that the above-named student will be responsible for the safe return of all athletic equipment issued to him/her, and we agree to be responsible to the Board of Directors in the event of loss or damage through careless or improper use.

I, _____, have read the Athletic Handbook and agree to abide within the guidelines on this date: _____.

I, _____, understand that any violation to the handbook could result in a dismissal from the team or from participation in future Athletic Department events.

Print Student's Name	Student Signature
Print Father's Name	Father's Signature
Print Mother's Name	Mother's Signature

**LIFE CENTER ACADEMY
ATHLETE INSURANCE INFORMATION**

Accident or Hospitalization insurance carried by parents, which would cover any injury, the student might have while participating in school athletics:

Insurance Co.

Family Physician Phone Number

Hospital Preference (list two)

Parent/Guardian Signature & Date



LIFE CENTER ACADEMY ATHLETICS RULES AND EXPECTATIONS (CONTRACT)

All players who are members of the Life Center Academy Warriors athletics teams understand that playing sports demands tremendous commitment and dedication to the game and to their team. Likewise, parents make great commitment and sacrifice for their student to play with the team. Playing for the Warriors is a privilege not a right. As Life Center Academy players and parents, we understand and agree to follow the policies:

Player Responsibilities

1. All players will treat officials and opponents with dignity and respect
2. All players, regardless of ability and/or playing time, are equal members of the team. Each and every player will treat all teammates with acceptance, respect, and friendship.
3. All players will provide maximum effort in practice and games.
4. Attendance at all practices, team meetings, and games is mandatory. While injured players may be unable to play, they are still expected to arrive on time, listen to coaches, and encourage teammates and assist the team.
5. In very rare situations, players may be excused from games and/or practices. When this occurs, players are responsible for informing the coach through a phone call, text message, or in person at the earliest possible time.
6. When players miss practices and/or games, playing time in future games may be affected.
7. Unexcused absences are absences in which the coach was not informed in the manner described above or the reason provided for the absence is not satisfactory. An unexcused absence from practice and/or game will result in the suspension of the player from the next game in which the player is eligible to play.
8. Players are to be on time for all practices and games. Tardiness may affect playing time in games. Chronic lateness may result in suspension of the player.
9. Players are expected to directly seek understanding and resolution when questions or problems arise with coaches and teammates.
10. Players will conduct their personal lives in a manner that brings honor to God, themselves and the team. This includes school performance, self-respect, healthy behaviors and social responsibility.

Code of Conduct

1. Play to glorify Christ
2. Play to win
3. Play fair, Observe the Rules of the Game
4. Respect Opponents, Teammates, Referees, Officials, and Spectators
5. Accept defeat with dignity, win with modesty and give credit to God and to teammates
6. Always promote the best interests of our Athletic Department and Life Center Academy
7. Reject bullying, drugs, racism, and violence

Parent Responsibilities

1. Parents will treat players, coaches, opponents and officials with respect and dignity
2. All comments by parents and their guests from the sidelines will be encouraging and/or complimentary. Parents and guests will refrain from making comments about players' mistakes or errors.
3. Parents will refrain from making derogatory comments to referees at any time.
4. Coaching is to be done only by coaches on staff. Parents agree to refrain from coaching or directing their child or other players during all games and practices.
5. Parents will discuss player and/or team concerns and problems directly with the head coach. These discussions will not take place right before or after a game. A meeting will be scheduled. During the meeting, playing time and comparisons to other players will not be discussed.
6. Parents will make sure their athlete attends all practices and will be on time, and make sure that their child is picked up on time after the game or practice.
7. Parents will schedule all appointments, family vacations, and outings around the practice and game schedule.
8. Parents will support coaches and encourage their athlete to do the same.
9. Parents understand that they might be asked to participate in raising monies needed to sustain the needs of the team.

Coaching Responsibilities

1. Coaches are responsible to abide by the rules of conduct embodied in the spirit of this document.
2. Coaches will balance individual growth, social development, and the acquisition of this sports knowledge and skills in working with individual players and the team as a whole.
3. Coaches will train players to play with good sportsmanship and to abide by the rules of the game.
4. Coaches will promote a positive atmosphere in all Life Center Academy activities.
5. Coaches will devote time and skill necessary for the good of the team.

6. Coaches will push and challenge each player in the program to be the best they can be!
 7. The coaching staff's main goal is to get each player to play to their full potential and put each player in a position to help the team to be successful.
 8. Coaches will treat players, parents, officials, and opponents with respect.
 9. Coaches may not leave the facilities until all players have been picked up from the practice or the game.
-

*An official contract will be handed out by the Sport Head Coach to the athlete at the beginning of each season.

Player and Parent(s) Sign Below and Turn in to the Head Coach

I accept and agree to abide by the rules outlines in this document:

Player Print _____

Player Signature _____

Parent Print _____

Parent Signature _____

Parent Print _____

Parent Signature _____

Coach Print _____

Coach Signature _____