



PARENT / STUDENT HANDBOOK

2025-2026

“More Than Conquerors.”

Romans 8:37 NIV

“No, in all these things we are more than conquerors through him who loved us.”

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Mission, Vision, and Values

MISSION STATEMENT

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

OUR VISION

LCA 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; 1 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

LCA 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 LCA 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:

LCA was started in 1975 as a ministry of Burlington Assembly of God (now known as Fountain of Life Center (FLC)) 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 FLC: LCA is a ministry of the FLC. 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 LCA. He presides over the budget and is the direct link between FLC and LCA.

Principal: The Principal, Mrs. Tracy Cossabone, is 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 act.

Additional Administration

Spiritual Life Director	Rev. Greg Blain
Admissions and Accreditation Director	Mrs. Elaine Velez
Athletic and Activities Director	Ms. Tammy Nowicki
Main Office Admin. Assistant	Ms. Maureen "Mo" McCabe
Engagement Director	Mrs. Miriam Witek
Little Angel Preschool and Aftercare Director	Mrs. Julia Ferrara

Elementary Department

Dean: *Miss Vanessa Barnes*

Kindergarten	Mrs. Gia Barbero
Kindergarten Assistant	Mrs. Bianca Anderson
First Grade	Miss Vanessa Barnes
Second Grade	Mrs. Heather Green
Third Grade	Mrs. Samantha Pickett
Fourth Grade	Ms. Kimberly Graban
Fifth Grade	Miss. Kaileigh Kennedy
Music	Dr. Amy Dean
	Phys Ed
	Ms. Tammy Nowicki (Coach Tammy)
	Mr. Andrew Schmitt (Coach Schmitt)

Middle School Division

Dean: *Mr. Kevin Clinton*

English

Mr. Austin Rusnak

Math

Mrs. Savannah Hoyt

History

Mrs. Nicole Needs

Science

Mr. Kevin Clinton

Foreign Language (all grades)

Mrs. Diane Benson (French/ Latin)

Ms. Jackie Garcia (Spanish)

Humanities Department

Mrs. Laura Ceresini (Art-all grades)

Mrs. Diane Benson (Humanities & Ethics)

Dr. Amy Dean (Music/Worship Arts)

Computer Technology (all grades)

Ms. Tishonda Torrence

Physical Education

Mr. Andrew Schmitt (Coach Schmitt)

Ms. Tammy Nowicki (Coach Tammy)

Special Education

Mrs. Jessica Akers

Guidance Counseling

Mrs. Tracy Cossabone

Mrs. Andrea Thorpe

Nurses

Mrs. Colleen Lybarger

Mrs. Joann Moore

High School Division

Dean: *Mrs. Ramona Schlaegel*

English

Mrs. Andrea Thorpe

Math

Mrs. Kimberly Doughty

History

Mrs. Ramona Schlaegel

Science

Dr. Geetha Kota

Mrs. Kimberly Doughty

Religion

Mr. DeWayne Wright

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 LCA. 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

If 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. In addition, tuition and fees in Striven account must be paid in full for records to be released.

ATHLETICS

LCA has fall, winter, and spring programs.

- Fall – soccer, girls' volleyball
- Winter – basketball and cheerleading
- Spring – baseball, softball, boys' volleyball, track

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

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 a.m. to 4 p.m.
- Students being dropped off ***between*** 7:30 and 8:00 am must be brought to the Auxiliary Gym at the carport for Before Care. **Before Care is available free of charge from 7:30 a.m. to 8:00 a.m. daily.**
- Students MAY NOT be dropped off at any other campus or school location before 8 a.m. They must report to before care or remain in their PARKED vehicle until 8 a.m. when carport opens. Cars may not sit in the carport line until 8 am as this is now the drop off line for before care as well.
- During before care, your students will have the opportunity to purchase a grab and go breakfast from the cafeteria. Sales will cease promptly at 8 am.
- Carport will operate for student arrivals from 8:00 a.m. to 8:15 a.m.
- The school day starts PROMPTLY at 8:15 a.m. Students arriving after 8:15 a.m. 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 sheet) for grades Kindergarten – Eighth Grade, from the end of the school day until 6 p.m. Late Fees start accruing at 6:01 p.m.

ARRIVE SAFE PROCEDURES

Parents need to be made aware if their child has not arrived at school.

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 communication is received by the school before 8:30am, you will be called at home and/or work by the school nurse to verify your student's location. 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 Administration 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 sixteen 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*** (not consecutive) unexcused absences and 20+ ***cumulative*** lates. Parents and students that exceed this policy will be reported for truancy to the state of New Jersey.*

Student Absences

The parent/guardian seeking an excused absence shall provide a signed and dated note on 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. Documented Doctor's visit
 - d. Documented college visit (11th and 12th grades only)
 - e. Cases in which the Administration granted prior approval. * Requests are approved on a case-by-case basis. Notifying the administration is not the same as receiving approval and receiving excused absences. *
2. **Unexcused** absences include:
 - a. All other reasons not covered in Section 1.
3. The faculty will report all absences to the main office for the official school attendance record via Gradelink by 8:15 a.m..
4. Students must bring written excuses to the office on the first day following an absence. Students returning to school after three consecutive days of absence are to report to the school office and must submit a doctor's note stating the student is cleared to return to school. They will not be permitted to resume classes until they have been cleared by a Dr.
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 so that the student will not be considered absent from class.
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. two days absent = two days to make up the work)
7. If a student is absent on the date of a known test or quiz, **the student will take that exam on the day they return to school**, since they were given advance notice and expected to take the exam on the date of absence. No extensions will be given.

8. Any student missing eighteen 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 only).

Student Lateness

1. At 8:15 a.m., the entry door at carport will be locked so that the teachers on duty can report to class. Please drive students around to the school office lobby door (S-1) 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 and will be marked unexcused.**
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:
 - Three unexcused lates will result in an administrative detention (written/after school with the MS or HS Dean). Administrative detentions will continue for the fourth and fifth tardy as well.
 - The sixth tardy will result in an in-school suspension (ISS) *to be served the following day* and a parent/teacher conference with the appropriate Dean.
 - An additional unexcused tardy following an ISS day (the seventh late) will be reviewed by the Administrative team. Possible outcomes could be, but are not limited to: additional in-school suspensions, taking zeros for work missed when late, denying registration for the following school year, required meeting with a member of the administration, etc.
 - Every (3) three lates = One unexcused absence. It is imperative that your student adhere to the attendance policies stated in this handbook.

Late Pick-up policy

- Students who remain at LCA thirty minutes after school dismissal (by division) without proper permission from LCA 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 Kindergarten-eighth 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 with a signature, date and time of pick-up.
- 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 LCA 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 at late arrivals.

For parents coming to pick up students for early dismissal, come to door S-1. Once in the foyer, buzz the office. You must come into the office to sign your student out of school. Please ring the bell to the right of the doors in the foyer for the main office. You will be asked to state your name and the reason for your visit before entry into the school is granted.

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 **in writing**. To make this request, email tcossabone@lcmail.org **prior** to the event in question.

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 receives 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 into the main educational building at 8:05 a.m.

After School

Currently the after-school program is available for grades K - eighth only. There is no after-school program available for students in grades ninth- twelfth. 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. (See policy in Aftercare policies and handbook.)

No students, for any reason, are allowed to remain after school in the Life Center (field house), 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 for a 1st offense. Late pick-up fees will be assessed for any student on campus past 3/3:15 p.m. not engaged in an after-school activity. (See "Late Pickup" on pg. 15)

BELL SCHEDULE

Students will have three 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, tablets, laptops, Chromebooks, earphones/air pods, smart watches, and any and all listening/recording devices, are not permitted to be used anytime while on the campus during the educational day. **Life Center Academy is a Wireless Communication Device free zone.**

LCA has partnered with a company called Yondr. Please read these guidelines carefully:

- Every student will receive a brand new, numbered neoprene pouch.
- Before entering the building, ALL wireless communications devices for grades 6th-12th will be placed in the assigned pouch, in silent mode, airplane mode, or turned off, and locked.
- Students will keep the locked pouch with them throughout the school day in their book bag or in their locker.
- At dismissal, students will use the unlocking device stationed at the exits to unlock the pouch and gain access to their devices.
- Grades K-5 who have devices will be required to keep them in silent mode, airplane mode or off and stored in their backpacks (and in lockers for 5th grade) for the duration of the school day.
- If a cell phone/tablet/laptop/Chromebook 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 devices will be needed, and pouches will be unlocked by the administration. Students will need to return their phones to their pouches at the conclusion of the class and their other devices to their lockers. Teacher will ensure all devices are properly stored and the pouch is locked before dismissal from that class.
- Technology use will be initiated by the staff, not by the students.
- Pouches will be checked randomly from time to time. Any pouch that is damaged or intentionally tampered with will result in a call to the parents and if a replacement is needed, a \$50 replacement charge to their Striven account.
- Lost pouches will result in a \$50 replacement charge on their Striven Account and a new pouch issued.
- The Locking mechanism tends to get damaged when the pouch is stored in an unlocked position. Storing it locked when not in use preserves the integrity of the pouch and may save you an unnecessary replacement fee.
- If a student forgets their pouch on any given day, they will be required to turn in all wireless communication devices to the office for the duration of the school day. **Failure**

to do so will result in the appropriate 1st, 2nd, or 3rd offense consequences being applied.
In other words, if you forget your pouch, turn your devices in right from the start.

What does this mean in terms of access to your student/parent:

- If a student needs to contact their parent during the school day, they must secure a pass from their classroom teacher to the main office. Students without a pass will not be permitted to use the phone.
- Parents needing to speak with their student can call the school office and either leave a message (i.e. “Grandma is picking you up today, etc.”) or you can request that your child be allowed to call you back. Student will be sent to the office at a time that does not interrupt instruction except in cases of extreme emergency.
- In neither case will the student be given access to their cell phone during the course of the school day.

What are the consequences for violating this policy:

- LCA teachers and administrators will confiscate student cell phones and any other wireless communication/listening device **on sight**. Cell phones, tablets, laptops Chromebooks, etc. are NOT permitted in the halls, bathrooms, locker rooms, or **cafeteria**.
- Devices may ONLY be used for educational purposes and at the sole discretion of the instructional staff.
- **Students must hand over their cell phones or electronic device to any teacher or administrator upon request without argument.**
- Confiscated cell phones or other devices will need to be picked up by a parent at the main office.
- If there is a documented and diagnosed medical need for a cell phone or smart watch for monitoring a medical condition (e.g. diabetes), 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.
- 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. **If not approved, they should not be out in the classroom.**

Consequences for violating the cell phone policy will be as follows:

1. **First offense** – electronic device confiscated and parent must pick up device from office after dismissal. Automatic In-school Suspension (ISS) on the next school day.

2. **Second offense** – electronic device confiscated, parent must pick up the device from the office and meet with the appropriate Dean, automatic Out-of-school Suspension (OSS).

3. **Third offense** – electronic device confiscated, parent must pick up the device from the office, parent meeting with Headmaster and Principal, possible expulsion.

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 LCA, 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.

Questionable content which you post on social media can merit a response from LCA Administration if they deem it contradictory to our statement of faith and code of conduct. You will be held accountable for your actions in accordance with LCA policy.

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.

LCA will adhere to a zero-tolerance policy for retaliation or bullying towards students who assist in an investigation by the administration.

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 three. That means that no teacher and student will communicate privately without a third 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

LCA 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 humility. 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. Dean of the appropriate division (Elementary, Middle School, or High School)
 - d. Principal
 - e. Body of Administrators (Principal, Spiritual Life 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 Promissory Notes and 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

Social Studies

Bible

Music

Art

Computers

Spanish

Physical Education

Middle School

Computer Education

Microsoft Office Suite, Typing, Social Media Awareness

English

Sixth Grade English

Seventh Grade English

Eighth Grade English

Foreign Language

Latin

Humanities

Middle School Art

Middle School Worship Arts

Mathematics

Sixth Grade Math

Seventh Grade Math

Pre-Algebra

Physical Education & Health

Required for every year of enrollment

Science

Sixth Grade Science Survey

Seventh Grade Life Science

Eighth Grade Earth Science

Social Studies

Sixth Grade History – Ancient World History 1

Seventh Grade: World Studies

Eighth Grade: American Republic

Study of Religion * Required for every year of enrollment *

Sixth Grade: The Christian Worldview

Seventh Grade: Competing Worldviews

Eighth Grade: Christianity in Action

High School

Computer Education

Yearbook and Digital Media/Video/Photography

English *high school students must take four years*

CP Ninth Grade English and Literature

CP Tenth Grade English and Literature

CP American Literature

CP British Literature

Honors World Literature

Honors Contemporary Literature

Foreign Language *high school students must take two years*

Spanish I

Spanish II

Spanish III

French 1

French 2

General Electives (non-credit classes)

Child Development

Office Aide

Physical Education Aide

Humanities

Art I

Art II

Humanities

Philosophy & Ethics

Worship Arts

21st Century Work and Careers

Mathematics *high school students must take three years*

Algebra I

Geometry

Algebra II

Consumer Math/Personal Finance

Physical Education & Health

Required for every year of enrollment

Science *high school students must take three years*

Physical Science

Biology

Chemistry

Anatomy and Physiology

Environmental Science

Physics

Psychology (12th Grade only)

Social Studies *high school students must take three years*

World History

United States History I

United States History II

Cultural Geography

Economics

American Government

Study of Religion * Required for every year of enrollment *

Foundations

Apologetics

Understanding the Times

Understanding the Culture

***For NJ State Graduation Requirements – See Appendix ***

DUAL ENROLLMENT

LCA has entered into a partnership with Rowan College of South Jersey (RCSJ) to offer our students the opportunity to take college level classes and earn college credits while still in High school. These courses are able to be added to your LCA transcript and be counted towards graduation while getting a head start on your future goals. For additional information on this program, see the LCA website at lcanj.org or speak with one our Guidance Counselors.

Counseling

Academic

Our Principal, Mrs. Cossabone, with the assistance of the Athletic Director, Coach Tammy and Guidance Support Staff, Mrs. Thorpe, will guide student in course selection, college readiness, and in other academic ways by doing the following:

- Assist with the creation of yearly class schedule for secondary students
- Administer SAT and PSAT testing on campus
- Assist students with college/career readiness, applications and college visits
- Coordinate International student program and acts as our PDSO with Homeland Security and Immigration Dept.
- Coordinate with college recruiters for on campus presentations
- Coordinate our Hustle Week activities
- Sends transcripts for all college applications and alumni
- Guide students through Dual Enrollment process and classes
- Provide SAT and PSAT prep

Spiritual/Mental Health

The Spiritual Life Director and Principal will support the students in their emotional, relational and spiritual needs. Students and parents can request an appointment with either administrator in the main office. Both are youth suicide prevention trained and the principal holds a master's degree in counseling. The Spiritual Life Director is an ordained reverend. In the event of a personal or family crisis, both are equipped to assist our students and their families, as is our Headmaster, Pastor Matt Boudwin.

CLUBS

The National Honor Society will be in operation this school year, as well as the addition of several clubs including but not limited to: Art Club, Spring Theater production, Lego Club, Chess Club, Debate Club, Spanish Club, Co-ed Wednesday Bible Study (9th-12th grades), Wednesday Prayer Group (K-5th Grades), Princess of God Club (Girls 6-8th), and Kingdom Men (Boys 6-8th) and 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 Cafeteria will be open this year with some new and exciting additions. Stay tuned at the start of the school year for all the new information. Cafeteria policies can be found as an addendum at the end of this Handbook.

- 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 ten 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 will result in disciplinary consequences. (See "Discipline")**
- 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".)
- Electronic devices of any kind are prohibited in the cafeteria.
- Students may carry a bottle of water with them each day. Students may want to place extra bottles of water in their lockers as needed. Other open beverages are prohibited in the classrooms and hallways. (Coffees, sports drinks, soda, etc.)
- Students are PROHIBITED from consuming Energy Drinks (any brand) on campus.
- Ordering Food - Students are not permitted to order or **have food ordered for them** via delivery which includes but is not limited to Pizza Delivery, DoorDash, GrubHub, Uber Eats, etc. Any student in violation of this will be subject to administrative consequences. Please understand this is a safety concern. If a parent wishes to drop food off for their student at the main office, this will be permitted.

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 and Student Code of Conduct

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.

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. 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 school’s code of conduct or other policies of the school, whether on or off the property, as determined at 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 and elevate the offense as appropriate.*

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.)

Prohibited Conduct

In addition to the policies set forth in this handbook, (specifically the section on discipline and student 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.

- *Any language that is inappropriate, derogatory, and inflammatory in nature; conveys divisive, destructive, and discriminatory ideologies or concepts, can be interpreted as racially offensive/inappropriate, sexually offensive/inappropriate, ethnically prejudice, or offensive/inappropriate towards students with special needs, is unacceptable at LCA, will not be tolerated and will result in disciplinary action. The goal for our students is for them to employ language and vocabulary that edifies their peers and teachers, cultivates unity while celebrating diversity, and reflects the character of Christ.*
- The administration and staff are required by law 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.

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 sexually 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 *student's* actions constitute a violation of the code of conduct will be made by the Headmaster, Principal and Spiritual Life Director.

Discipline Defined

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/her 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.

Disciplinary Infractions:

A. Students who are not where their schedule permits without staff permission in writing (Cutting class.)

1. First offense – teacher detention issued
2. Second offense – parent/guardian called; administrative detention issued.
3. Third offense – parent called in for meeting with Administration; suspension issued.

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

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

C. Students who leave LCA grounds without authorized permission.

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

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

D. Off Limits Areas

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

- 1st Offense – automatic in-school suspension
- 2nd Offense – 3 day out of school suspension
- 3rd offense – Parent conference and probably expulsion

E. Insubordination or a disrespectful attitude towards school staff or volunteer adults (verbal or non-verbal) will result in an automatic suspension, up to 3 days, and possible expulsion. This includes verbal disrespect as well as actions such as walking out of class without permission or after permission has not been granted.

F. 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 LCA Administration will receive the appropriate level of discipline. This could include being excluded from bus use. In the event the bus driver and sending district recommend such consequences for bus behavior, LCA will abide by their decision and support the necessary disciplinary consequences.

G. Bathroom etiquette - Restrooms are for taking care of your necessary personal needs. It is not for meeting up with friends, snack breaks, making tiktoks, vaping or any other activity that violates our code of conduct. Please be advised that the consequences listed below are for a minor offense, not covered in another section. (Vaping, sexual conduct, etc. – see that section of the handbook) ***Backpacks are NOT permitted in restrooms for any reason. A small cosmetic bag or pencil case will be permitted for personal hygiene needs. ***

1. First offense – teacher detention issued
2. Second offense – parent/guardian called; administrative detention issued.
3. Third offense – parent called in on 3rd offense; suspension issued.

H. Students who use profanity at any time.

1. First offense – administrative detention.
 2. Second offense – parent/guardian called; suspension issued.
 3. Third offense – probable expulsion.
- **Using profanity at a staff member will bring immediate expulsion. ****

I. *Electronics/Cell Phone infraction*

See Cell Phone/Electronics policy on page 20

J. Uniform infractions

See Uniform Policy on page 33

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

K. 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 “behavior seeking 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 bullying 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 Administration.

L. Contact between students

Any display of affection which includes holding hands, embracing or kissing, etc. between students is not permitted. There is a “**no touch**” rule on the school campus which includes the Life Center building/complex. Students are expected to exercise discretion at extra-curricular activities as well.

First Offense – parents contacted, administrative detention

Second Offense – administrative detention or suspension

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

****Students who engage in inappropriate sexual behavior or are caught in a compromising position will be subject to automatic suspension and immediate conference between the Administration and parents, and possible expulsion. This will be determined on a case by case basis.****

M. Fighting, pushing, or striking another student:

- First offense – out of school suspension for 3 days
- Second offense – out of school suspension for 5 days;
- Third offense – Expulsion

****Hitting, injuring or assaulting a staff member or volunteer will result in immediate expulsion** 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.**

N. Bringing tobacco, cigarettes, vaping products, alcohol, drugs, or any illegal or illicit substance, 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:

- First Offense – 2-day suspension and warning; return or compensation of stolen property.
- Second Offense – 5-day suspension and possible expulsion

P. Defacing or destroying school property:

- First Offense – 3-day suspension
- Second 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. 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.

T. 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 prom and even his/her graduation ceremony.

Consequence explanations:

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. *Lack of parent signature does not excuse the student from serving the detention. * If the slip returns unsigned, teacher will notify the parent by email of the detention.
- An administrative detention may be held at any time; parents 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 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 Principal
- Detention is supervised by faculty members.
- Teacher detentions are not to be confused with an Administrative Detention which is run by the Administration.
- Any student who does not comply with the requirements of detention may be required to serve another teacher detention or serve an Administrative Detention.

Probation

Non-restrictive – All new students will be considered to be on probation for their first year in LCA. 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 Administration.

Causes for Restrictive Probation may include:

1. Continued deliberate disobedience, etc.
2. A rebellious spirit which is unchanged after much discussion and discipline.
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, expulsion may occur.

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 Administration. 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 Administration. 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 member of the Administration 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.)

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 wait where directed until a member of the administration is available to meet with them. 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 Principal as soon as possible. Discipline is not effective unless the administration knows 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 range from verbal warnings up to and including expulsion.

DRESS/UNIFORM POLICY

School uniforms are to be purchased through ***Flynn & O’Hara***. You can go online to order uniforms at www.flynnohara.com/school/NJ775 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 or footwear, permission must be granted from the Principal or Headmaster **only**. 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 LCA 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, slides, sandals, and moccasins are not permitted. **Black or tan boots may be worn in inclement weather only**. Shoes and socks are to be worn at all times during school hours and shoes with laces must be tied.
- No 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. ***Skirts are to be worn at or below the top of the knee; nothing higher will be acceptable.***
- 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 LCA printed on it and only on designated days. No other hoodie or jacket is permitted.
- If you are wearing a skirt or skort, black, khaki 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, slides, 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. Solid color headbands without logos are permitted if they are no wider than 3 inches.
- 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 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 laces must be tied at all times. **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.

Other rules on Student appearance

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.

Hats, scarves, bandanas, bonnets, wraps, or 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 no wider than 3 inches, without logos, to hold their hair back. Face and eyes should be visible at all times.

Junior-Senior Prom Policy

- Junior-Senior Prom – LCA Eleventh & Twelfth grade students and guests Twenty years of age and under and not younger than 16 years of age,
- 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

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

All dresses must be approved by a member of the administration at least 1 week prior to the event.

SCHOOL DROP OFF/PICK-UP PROCEDURES

7:30 a.m. to 8:00 a.m. Drop your student off at the Auxillary gym entrance which is located in the front of our building closest to Columbus Rd, where we do pick up and drop off fr the normal school day. You will be greeted by a staff person who will admit your student into before care.

Please do not pull up and sit in car line between 7:30 and 8 a.m. unless you are sending your child in to before care. Because this is the drop off line for both, you may not sit and block the line waiting for 8 a.m.

8:00-8:15 a.m.**Please follow the 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 8:00 AM. Please do everything that you can to ensure that your student arrives on time. **Students must be in their homerooms by 8:15 a.m. to be considered on time to school.**

After 8:15 a.m. Once your student is late for school, drive your student around to the office entrance of the school at door #S-1, and escort him/her to the foyer of the school building by the office. Once your student has gained access to the main building, you may return to your vehicle.

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.
- *Parents will not be permitted to start the car line for pickup (park in the fire lane next to the building) until 2:15 p.m. If you park in the car line prior to this time, you will be asked to move your vehicle.*

If a parent chooses to park the car, they should park in the front lot behind the car line and wait for a staff person to stop traffic for you to cross through the car line safely.

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 an “all clear” signal is called.

If a student is reported for misbehavior during a drill, they will receive an administrative detention for a first offense and an ISS for the second offense with a Parent/Teacher conference.

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. Parents arriving later than 15 minutes after the conclusion of a scheduled activity is complete will be subject to that Late Pick Up Policy, unless arrangements have been made with the activity advisor.

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 Pickups – 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 15. This fee will be added to your tuition account in Striven.

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 LCA when the outstanding balance extends to the fifth 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 for the following year 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 LCA during the course of the school year must do so in writing indicating the anticipated 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 a minimum of two 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. Thirty 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 a "0" for the missing assignments, tests, etc.

School Policy requires teachers to strictly adhere to the Student Handbook requirements for making up missed work.

LCA utilizes the following standard for determining grades:

Elementary:

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

Secondary:

98-100	A+
94-97	A
92-93	A-
90-91	B+
86-89	B

84-85	B-
82-83	C+
77-81	C
75-76	C-
74	D+
72-73	D
70-71	D-
Below 70	F

HALLWAY ETIQUETTE/PASSES

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.

- The Headmaster will be issuing consequences to any Middle and High School students who do not make way for our Elementary Students.
- Please be sure to greet all guests with a friendly greeting.
- During class periods, **students must have a pass** while moving through the hall.
- Students should not leave the classroom to go to the restroom or get water unless it is an emergency.
- **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 office to meet with an Administrator.

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 six through twelve, a suitable amount of homework will be assigned every day EXCEPT Wednesday. 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:

- For reinforcement: We believe that most students require adequate review to master material essential to their educational process.

- For practice: Following classroom explanation, illustration and review of new work, homework is given so that the material will be mastered.
- 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.
- 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 an established chapter of the National Honor Society. The following qualifications apply to requirements for acceptance into those honor societies:

National Honor Society

1. Must be in the Tenth -Twelfth 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 first semester of the ninth 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 or anything of a permanent nature on the lockers.

LUNCH SCHEDULE

10:50 to 11:20 **Kindergarten to second**

11:20 to 11:50 **Third to fifth**

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.

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 or keep funds current on Lunchtime Software to take advantage of our cafeteria offerings.

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 or be self-administered during the school day. These precautions will be strictly enforced for the safety of all students.

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 Administration.

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 cannot 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 **fifteen (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 LCA 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 six – twelve. In order to be a participant in good standing of any club, extra-curricular activity or sport at LCA, a student must be passing all of his or her classes. Participants include club members, theater performers and crew, chapel leaders, athletes, cheerleaders, managers, and score keepers.

From day one of the school year, grades will be monitored weekly by the Athletic Director and Principal. Teachers will be keeping their gradebooks up to date and communicating with the 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.

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/members 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.
3. Proper PE attire is required for class participation.

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. It will also be posted on all social media accounts. 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 are also involved in Warriors in Action at a level appropriate with their age group. Missions and service to our community are pillars of Life Center Academy. Student participation and family support of all initiatives is expected.

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 Wednesday for K-5th grades Thursday for 6–12th grades for 1 hour. 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 2025-2026

“More than Conquerors.”

Romans 8:37 NIV

No, in all these things we are more than conquerors through him who loved us.

SUMMER SCHOOL AND RETENTION

Students with a final grade of 69 or below in two or more courses or who are missing more than 18 cumulative absences 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, however we will allow for online summer courses to provide credit for a failed class with evidence of a completed course with a passing grade.

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.

MAPS Testing

MAPS testing will be administered 3 times this year:

- The week of September 8th
- The week of January 26th
- The week of June 1st

We are looking for growth for each student during the school year and also from year to year. The annual scores will be provided to you with the student’s final report card at the end of the school year.

TEXTBOOKS

Textbooks are the property of LCA. 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 until they properly identify themselves, provide a valid reason for visiting and may ONLY enter through the main office entrance. The school office will issue a visitor ID to be worn at all times while in the building. The visitor ID must be returned to the office before the visitor leaves the building. Parents may not “drop in” to see their child’s teacher or the administration at any time during the day. All visits must be arranged through the school office.

Whenever an adult or stranger approaches ANY school door, students are ***forbidden to open the door for them***. Instead, the student is responsible for notifying a staff member that there is an individual at said door. Even if they are at the main office door, the office staff must buzz them into the building. The school office will determine if admittance into LCA is appropriate for this individual. Students who open outside doors for any reason will be subject to administrative consequences.

Full Day		Chapel Day (Thursday)	
Homeroom	8:15 – 8:32	Homeroom	8:15 – 8:30
First Period	8:35 – 9:22	First Period	8:33 – 9:07
Second Period	9:25 – 10:10	Second Period	9:10 – 9:47
Third Period	10:13 – 10:59	Third Period	9:50 – 10:27
Fourth Period	11:02 – 11:47	Fourth Period	10:30 – 11:07
Fifth Period A Lunch / Class	11:50-12:15 / 12:18 - 1:00	Seventh Period	11:10 - 11:47
Fifth Period B Class / Lunch	11:50-12:33 / 12:35-1:00	Fifth Period A Lunch / Class	11:50-12:15 / 12:18 - 12:55
Sixth Period	1:03 - 1:48	Fifth Period B Class / Lunch	11:50-12:27 / 12:30-12:55
Seventh Period	1:51 - 2:45	Sixth Period	12:58 - 1:35
		CHAPEL	1:40 - 2:45



Extended Homeroom		Delayed Opening		First Day of School / Half Day	
Homeroom	8:15 - 9:00	Homeroom	10:00 - 10:20	Homeroom	8:15 - 8:30
First Period	9:03 - 9:40	First Period	10:23 - 10:54	First Period	8:33 - 9:05
Second Period	9:43 - 10:20	Second Period	10:57 - 11:26	Second Period	9:08 - 9:39
Third Period	10:23 - 11:05	Third Period	11:29 - 11:58	Third Period	9:42 - 10:14
Fourth Period	11:08 - 11:55	Fifth Period A Lunch/ Class	12:01 -12:26 / 12:29 -1:02	Fourth Period	10:17 - 10:48
Fifth Period A Lunch / Class	11:58 - 12:25 / 12:25-1:12	Fifth Period B Class/ Lunch	12:01 - 12:38 / 12:41 - 1:06	Fifth Period	10:51 - 11:23
Fifth Period B Class / Lunch	11:58 -12:41 / 12:45-1:12	Fourth Period	1:09 -1:42	Sixth Period	11:26 - 11:57
Sixth Period	1:15 - 1:58	Sixth Period	1:45 - 2:15	Seventh Period	12:00 - 12:35
Seventh Period	2:01 - 2:45	Seventh Period	2:17 - 2:45		

Elementary Lunches

K-2nd 10:50-11:20 am
3rd-5th 11:20-11:50 am

Updated 08/2023

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

Appendix A: NJ State Graduation Requirements



**New Jersey State Minimum¹ Graduation Requirements by
Content Area 120 credits ([N.J.A.C. 6A:8-5.1](#))**

Content Area	Credits and additional requirements
English Language Arts	20 credits
Mathematics	<p align="center">15 credits including:</p> <ul style="list-style-type: none"> • Algebra I or the content equivalent² • Geometry or the content equivalent² • Third year of math that builds on the concepts and skills of algebra and geometry and prepares students for college and 21st century careers
Science	<p align="center">15 credits with at least 5 credits in each:</p> <ul style="list-style-type: none"> • Laboratory biology/life science or the content equivalent • Laboratory/inquiry-based science course (i.e., chemistry, environmental science, or physics) • Laboratory/inquiry-based science course
Social Studies	<p align="center">15 credits including:</p> <ul style="list-style-type: none"> • 5 credits in world history • Integration of civics, economics, geography and global content in all course offerings • N.J.S.A. 18A:35-1 and 18A:35-2
Financial, Economic Business, and Entrepreneurial Business Literacy	2.5 credits
Health, Safety, and Physical Education	<p align="center">15 credits over four years including:</p> <ul style="list-style-type: none"> • 3 ¾ credits in health, safety, and physical education during each year of enrollment, distributed as 150 minutes per week each year • N.J.S.A. 18A:35-5, 18A:35-7 and 18A:35-8
Visual and Performing Arts	5 credits
World Languages	5 credits
Technology	Integrated throughout all courses
21 st Century Life and Careers	5 credits

Note: The chart above was made accessible. The visual chart on the second page of this document has the same information in the chart above, but is not accessible.

¹ School districts may establish course and/or credit requirements which exceed the State minimums.

² "Content equivalent" means courses or activities that include the same or equivalent knowledge and skills as those found in traditionally titled courses which are required for high school graduation and which are aligned with the New Jersey Student Learning Standards.