



PARENT & STUDENT HANDBOOK

2026-2027 SCHOOL YEAR

**LIVE HIS STORY,
SHARE HIS GLORY**

Psalm 145:3-5 NLT

"Let each generation tell its children of your mighty acts; let them proclaim your power."

Contents

Welcome to Life Center Academy	9. Athletics, Activities, Service & Spiritual Life
1. Mission, Vision, Values & Christian Foundation	10. Health, Safety & Emergency Procedures
2. School Partnership, Governance & Enrollment	11. Transportation, Drop-Off & Pickup
3. Daily Operations, Attendance & Dismissal	12. Financial Policies
4. Campus Life & Student Responsibilities	13. Communication, Concerns & Grievances
5. Technology, Cell Phones & Social Media	14. Visitors, Volunteers & Campus Access
6. Student Code of Conduct & Discipline	Appendices - School Calendar & Bell Schedule
7. Dress, Uniform & Appearance	16. Parent & Student Acknowledgment
8. Academics & Student Achievement	

Welcome to Life Center Academy

Welcome to the 2026-2027 school year. Life Center Academy is a Christ-centered school where faith, learning, character, and community belong together. We believe every student is created in the image of God, possesses immeasurable value, and is capable of growth through truth, grace, accountability, and the transforming work of Christ. Our desire is that students are known, challenged, encouraged, and prepared to become the people God is calling them to be.

This handbook exists to make our partnership with families clear. At Life Center Academy, our policies exist to protect our mission, our expectations exist to cultivate character, and our commitment is to partner with families in developing students who know Christ, pursue excellence, and influence the world for His glory. Because our mission is rooted in Scripture, our expectations are communicated with clarity, our standards are applied with consistency, and our discipline is administered with grace, accountability, and a desire for restoration.

Our Philosophy of Student Development

Clear Expectations. Consistent Application. Christ-Centered Restoration.

We are for our students and for their families. Our goal is not to make discipline the center of school life; our goal is to build a culture in which expectations are understood, relationships are strong, and students increasingly choose what is right. Mistakes will happen. When they do, correction is not rejection. It is an opportunity to tell the truth, accept responsibility, repair harm when possible, and grow in wisdom and character.

There will be times when a student's choices or expressed beliefs conflict with the biblical convictions upon which LCA is founded. We will not affirm beliefs or behaviors that contradict our Statement of Faith, but disagreement never gives permission for contempt, harassment, or humiliation. Every student will be treated with dignity and respect as a person created in the image of God.

Our Hope for Every Graduate

We want every graduate to leave LCA strong, confident in his or her abilities, and prepared for the next chapter - college, a trade, military service, the workforce, ministry, or another path. We want students to receive an education strong enough to take them wherever God calls them and to have meaningful opportunities to discover their gifts, find their voice, and grow into purposeful adulthood.

Most importantly, every student will have the opportunity to encounter Jesus Christ. Faith cannot be forced, and students ultimately choose what they believe. Our responsibility is to teach faithfully, model Christ consistently, and create genuine opportunities for students to know Him better and understand that God has a purpose for their lives.

Our prayer is that years from now our graduates can say: “I felt seen. I received a great education that prepared me for my future, and I discovered more clearly who God was calling me to be.”

OUR 2026-2027 THEME Live His Story, Share His Glory - Psalm 145:3-5 NLT. Our desire is that students recognize God’s work, live faithfully within His story, and share His goodness with the next generation.

How to Use This Handbook

- Statements using “will,” “must,” “are required to,” “are permitted,” and “are prohibited” are intentional and communicate a clear standard.
- School-specific procedures apply during school hours, on campus, in school transportation, at school-sponsored events, and in other settings identified in the policy.
- Biblical standards and the Code of Conduct apply as stated in those sections, including where the handbook specifically addresses conduct away from campus.
- When a policy identifies a consequence, that consequence is the normal response. Administration retains discretion when safety, severity, repeated conduct, legal requirements, or unusual circumstances require a different response.

1. Mission, Vision, Values & Christian Foundation

Mission Statement

Life Center Academy equips students through Christ-centered education to reach their God-given potential and live with purpose.

Vision

To develop Christ-centered servant leaders who think critically, love generously, stand firm in truth, and engage the world with courage and compassion.

Core Values

FAITH — Know Christ & Live His Truth

We pursue a growing relationship with Jesus Christ, ground our lives in Scripture, and depend on the Holy Spirit to guide us in truth, wisdom, and purpose.

EXCELLENCE — Learn, Explore & Grow

We pursue excellence with curiosity, creativity, and perseverance, developing the knowledge, skills, and confidence to reach our God-given potential.

COMMUNITY — Love God & Love People

We build authentic relationships marked by respect, compassion, encouragement, and belonging, recognizing the God-given value of every person.

SERVICE — Lead by Serving

We follow the example of Christ by serving others with humility, generosity, and love, using our gifts to meet needs and make a meaningful difference.

PURPOSE — Live It & Share It

We courageously use what God has entrusted to us—our faith, knowledge, gifts, talents, and opportunities—to influence our community and world for His glory.

Statement of Faith

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

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

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

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

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

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

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

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

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

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

We believe and teach that God creates each person as male or female. These two distinct, unchangeable genders together reflect the image and nature of God, and the rejection of one's biological gender is a rejection of the image of God within that person. (Genesis 1:26-27)

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

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

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

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

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

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

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

Philosophy of Christian Education

LCA recognizes the God-given responsibility of parents for the education and formation of their children (Deuteronomy 6:6-9). The Christian school serves as an extension of the Christian family, partnering with parents to provide excellent education within a Christ-centered Biblical worldview.

Because the Bible is the foundation of LCA, our curriculum, policies, procedures, relationships, and goals are intended to align with the Statement of Faith. Students are taught to interpret knowledge through a Biblical perspective and to develop respect for authority, personal integrity, a strong work ethic, Christian witness, moral purity, healthy relationships, service, and responsibility.

Educational Objectives

LCA seeks to develop the whole student, following the model of Luke 2:52: growth in wisdom, stature, favor with God, and favor with others.

Area	LCA seeks to develop students who...
Mentally	Pursue academic excellence, think carefully, communicate effectively, solve problems, use technology responsibly, and evaluate ideas through the authority of God's Word.
Physically	Practice healthy habits, respect the body as God's creation, avoid destructive substances and behaviors, and participate appropriately in wholesome physical activity.
Spiritually	Know and follow Jesus Christ, trust Scripture as God's Word, develop habits of prayer and devotion, and serve within the local church and community.
Socially	Respect authority, honor parents, treat others with dignity, build wise relationships, resist harmful peer pressure, and make decisions consistent with Biblical principles.

2. School Partnership, Governance & Enrollment

History and Governance

Life Center Academy began in 1975 as a ministry of Burlington Assembly of God, now Fountain of Life Center (FLC), under the leadership of Rev. Paul and Evelyn Graban. LCA continues as a ministry of FLC with the purpose of providing students an academic experience grounded in a Christ-centered Biblical worldview.

The school administration is accountable to the church's governing leadership. The Headmaster serves as the primary link between FLC and LCA. The Principal is responsible for the daily operation of the school and for day-to-day administrative decisions.

Administration and Faculty - 2026-2027

Role	Name
------	------

Headmaster	Rev. Matthew Boudwin
Principal	Mrs. Tracy Cossabone
Spiritual Life Director	Rev. Greg Blain
Student Affairs Director	Mr. Justin Rodriguez
Admissions & Engagement Director	Mrs. Miriam Witek
Athletic & Activities Director	Ms. Tammy Nowicki
Preschool	Mrs. Julia Ferrara

Support Staff

Name	Role / Subject
Ms. Bryelle Gass	School Nurse
Mrs. Colleen Lybarger	School Nurse
Mrs. Faith Marandola	Food Services Director
Miss Maureen McCabe	Main Office Assistant

Specials Teachers

Name	Role / Subject
Mrs. Jessica Akers	Student Services Coordinator
Mrs. Laura Ceresini	Art Teacher
Mrs. Elba Cruz	Spanish Teacher
Dr. Emelia (Amy) Dean	Music Teacher
Mrs. Marissa Larocco	Elementary PE Teacher
Mr. Christopher Thompson	Middle & High School Health and PE
Miss Tishonda Torrence	Computers, Yearbook & Bible Teacher

Elementary Teachers

Name	Role / Subject
Mrs. Bianca Anderson	Kindergarten Aide
Mrs. Gia Barbero	Kindergarten Teacher
Miss Vanessa Barnes	First Grade Teacher
Mrs. Kimberly Graban	Fourth Grade
Mrs. Heather Green	Second Grade
Miss Kaileigh Kennedy	Fifth Grade
Mrs. Samantha Pickett	Third Grade

Secondary Teachers

Name	Role / Subject
Mrs. Diane Benson	French, Latin & Humanities Teacher
Mrs. Kimberly Doughty	Math and Science Teacher
Mrs. Savannah Hoyt	Math Teacher
Mrs. Susan Kaye	English Teacher
Dr. Geetha Kota	Science Teacher
Mrs. Nicole Needs	Social Studies/History Teacher
Mr. Austin Rusnak	Bible & Science Teacher
Mrs. Ramona Schlaegel	Social Studies/History Teacher
Mrs. Andrea Thorpe	English Teacher
Mr. DeWayne Wright	Bible & 21st Century Careers Teacher

Admissions

LCA admission is a selective process designed to determine whether the school and family are a good fit in mission, expectations, academic programming, and student needs. Current application procedures and required forms are maintained through the Admissions Office and school website.

Nondiscrimination Statement

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.

Enrollment as a Partnership

Enrollment at LCA reflects a partnership among the school, parent/guardian, and student. Families are expected to support the school's Statement of Faith, educational mission, behavioral expectations, and procedures. Concerns should be addressed through the communication and grievance process in this handbook.

Enrollment is a privilege rather than a right. Continued enrollment depends on the student and family remaining in reasonable harmony with the school's mission, Statement of Faith, policies, financial obligations, and community expectations.

3. Daily Operations, Attendance & Dismissal

School Day at a Glance

CORE TIMES School begins at 8:15 a.m. Elementary dismissal is 2:30 p.m.; Middle and High School dismissal is 2:45 p.m. Students arriving before 8:00 a.m. must report to Before Care. Students arriving after 8:15 a.m. must enter through the main office.

Arrival

- Before Care is available from 7:30-8:00 a.m. Students arriving during this window must enter the designated Before Care location; they may not be dropped elsewhere on campus.
- The carport opens for regular student arrival at 8:00 a.m. Vehicles must follow the posted traffic pattern and may not wait in the carport line before it opens.
- Students must be in homeroom by 8:15 a.m. A student arriving after 8:15 a.m. is tardy and must enter through Door S-1/main office to receive a late pass.
- Students must remain supervised while on school property. Students may not roam unsupervised in school or campus facilities.

Arrive Safe Procedure

- Parents/guardians must notify the school before 8:00 a.m. when a student will be absent or late. Contact attendance@lcmail.org or 609-499-2100 and provide the student's name, grade, date, and reason.
- When the school has not received notice and a student is not present by 8:30 a.m., school personnel will attempt to contact the parent/guardian and then emergency contacts to verify the student's location.

Attendance Standard

Regular attendance is essential to academic progress and is required for continued enrollment. LCA records attendance daily and distinguishes between excused and unexcused absences. Families are responsible for providing documentation promptly.

Excused Absences

- Student illness
- Death in the immediate family
- Documented medical or dental appointment
- Documented college visit for students in grades 11-12
- An absence approved in advance by Administration

Notifying the school does not itself make an absence excused. When prior approval is required, the family must receive approval from Administration.

Absence Documentation

A parent/guardian must provide a signed and dated explanation when the student returns. Students returning after three consecutive days of illness must provide medical clearance before returning to class. Other documentation may be required when the reason for the absence warrants it.

Make-Up Work After Absence

Students are responsible for work missed during an absence. Unless a teacher or administrator approves a different timeline, students receive one school day to complete missed work for each school day absent. A previously announced test or quiz is taken on the day the student returns unless the teacher authorizes another arrangement.

Excessive Absence

A student who accumulates 18 or more absences during the school year is not eligible for promotion or graduation unless Administration grants an exception for a documented medical condition or other extraordinary circumstance.

Tardiness

A tardy is excused only when supported by a legitimate documented reason such as a medical appointment or funeral. Oversleeping, routine traffic, stopping for food, or similar reasons are unexcused.

Students with repeated unexcused tardies receive the following progressive consequences:

Tardy Count	Standard Consequence
3rd	Parent/guardian contact.
4th-5th	Parent/guardian contact for each tardy.
6th-9th	Parent/guardian contact and \$25 administrative fee for each tardy. Student Affairs Director may require an administrative conference or additional intervention.
10th and beyond	Parent/guardian contact and \$25 administrative fee for each tardy; Student Affairs Director and Principal review attendance status and may impose additional consequences, including suspension or enrollment review.

Students must arrive by 11:30 a.m. and may not leave before 11:30 a.m. in order to be marked present for the school day.

Early Dismissal

- Parents/guardians should notify the main office before the school day when a student will leave early.
- The authorized adult must enter through Door S-1, present identification when requested, and sign the student out.
- Students are released only to a parent/guardian or another person authorized in school records or by verified written permission.
- Students may not leave campus in their own vehicle or another person's vehicle during the school day without written parent/guardian permission and prior school approval, regardless of the student's age.
- Repeated undocumented early dismissals are treated as an attendance concern and may receive the same consequences as repeated tardiness.

Before Care, Aftercare & Late Pickup

Before Care is available to students who arrive before regular carport opening between 7:30-8:00 a.m.. Aftercare is available for grades K-8 through 6:00 p.m. according to the separate Aftercare program policies and fees. Grades 9-12 do not have a general aftercare program.

A student who remains on campus after dismissal must be participating in an approved, supervised activity or must be in the location designated by school staff. Unsupervised students are not permitted to remain in the school building, Life Center, or elsewhere on campus. A late pick-up fee will be assessed for any student picked up 15 minutes or more after the conclusion of the event. See page 21 for policy.

4. Campus Life & Student Responsibilities

General Standard

Students are expected to conduct themselves in a way that reflects respect for God, other people, school property, and the learning environment. Courtesy, honesty, self-control, responsibility, and appropriate language are expected throughout the school day and at school-sponsored activities.

Hallways and Passes

- Keep to the right in hallways and make room for younger students, visitors, and others moving through the building.
- During class time, students must have staff permission and an approved pass to be in the hallway. Teachers may hold a student briefly after the bell; a teacher-issued pass prevents the student from being considered late.
- Students should arrive at class with the materials needed for that period. Students should report to class before visiting a locker or restroom if allotted time between classes isn't sufficient.
- Students are expected to greet guests respectfully and follow staff directions promptly.

Lockers

Lockers are school property and are assigned for student use. LCA retains the right to inspect lockers and remove items that violate school policy or present a safety, sanitation, or security concern.

- Do not store food beyond the current day's lunch.
- Keep lockers clean and free of trash.
- Do not apply permanent stickers, paint, or other materials that damage the locker.

Dining Hall

The cafeteria is a place to eat, relax, and interact responsibly. Students are expected to clean their space and follow staff directions.

- Food and beverages other than water remain in the cafeteria unless a staff member authorizes an exception.
- Students may carry water in a closed bottle. Open coffee, soda, sports drinks, and similar beverages are not permitted in classrooms or hallways.
- Energy drinks are prohibited on campus for all students.
- Students may not order food delivery or arrange delivery from restaurants or services such as DoorDash, Grubhub, or Uber Eats. A parent/guardian may bring food to the main office.
- Microwaves are for brief reheating only. Students must manage their time so they can eat within the lunch period.
- Students must dispose of trash, wipe their table as directed, and leave the floor around their seating area clean.
- Food allergies must be reported to the school nurse and appropriate school personnel so reasonable safety arrangements can be made.
- Electronic-device rules remain in effect in the cafeteria.
- No backpacks or bags permitted in the cafeteria.

Homeroom, Pledges & School Traditions

Homeroom begins the school day and helps establish community, readiness, and spiritual focus. Students are expected to participate respectfully in the Pledge of Allegiance, the Christian Flag pledge, and the Bible pledge as directed by the school.

Pledge of Allegiance

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.

Christian Flag Pledge

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.

Bible Pledge

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.

5. Technology, Cell Phones & Social Media

Wireless Communication Device-Free School Day

During the educational day, student cell phones, smart watches, earbuds/headphones, smart glasses, gaming devices, and other personal wireless communication or recording devices must remain secured and unavailable for personal use. Technology use during class is initiated and authorized by instructional staff.

Yondr Procedures - Grades 6-12

- Each student is assigned a numbered Yondr pouch and is responsible for bringing it to school each day.
- Before entering the building, all wireless communication devices must be silenced, placed in the assigned pouch, and locked.
- Students keep the locked pouch in their backpack or locker during the school day and unlock it at dismissal at the designated station.
- If a teacher needs a device for an instructional purpose, Administration will authorize access. The device must be returned to the pouch or approved storage immediately after the activity.
- If a student forgets the pouch, all wireless communication devices must be turned in to the main office at the beginning of the day.
- Lost or intentionally damaged pouches are charged to the family account at the current replacement cost.

Grades K-5

Personal devices brought by elementary students must remain off or in silent/airplane mode and stored in the student's backpack or designated storage for the entire school day.

Family Communication During the Day

- Students who need to contact a parent/guardian must obtain permission and use the main office phone or another school-approved method.
- Parents/guardians who need to reach a student should contact the main office. Messages will be delivered without interrupting instruction except in an emergency.
- Students are not given access to their personal cell phone for routine communication during the school day.

Unauthorized Device Use - Consequences

Offense	Consequence
First	Device confiscated; parent/guardian pickup after dismissal; in-school suspension the next school day.

Second	Device confiscated; parent/guardian pickup and meeting with the appropriate Dean; out-of-school suspension.
Third	Device confiscated; parent/guardian pickup; meeting with Headmaster and Principal; enrollment may be terminated.

Students must surrender a device immediately when directed by a teacher or administrator. Refusal or argument is a separate act of insubordination and may result in additional discipline.

Medical Device Exception

A student with a documented medical need for a phone or smart watch may receive an exception after appropriate medical documentation is submitted. The device may be used only for the approved medical purpose.

Social Media & Online Conduct

Students are responsible for their online conduct when it affects the LCA community, disrupts the educational or spiritual environment, targets members of the school community, violates the Code of Conduct, or otherwise falls within school policy. This includes social-media posts, messages, chats, images, videos, email, blogs, and emerging forms of electronic communication.

- Students may not record, photograph, post, or distribute images or video of another person in a manner that violates privacy, safety, school policy, or the rights of others.
- Bullying, harassment, threats, retaliation, discriminatory attacks, or the distribution of sexually explicit or violent content involving the school community is prohibited.
- Online activity that appears to involve criminal conduct or a threat to safety will be referred to the appropriate authorities as required.
- Students are prohibited from initiating personal social-media connections with LCA staff. Families should report an inappropriate connection request from a staff member to Administration.

School-to-student electronic communication follows the “rule of three”: communication should include a parent/guardian, another staff member, an appropriate class/group, or an approved school platform that retains a record of the interaction.

6. Student Code of Conduct & Discipline

Biblical Foundation for Conduct

Students are expected to live consistently with Biblical standards at school and away from school where the handbook specifically identifies a Biblical mandate or conduct that materially affects the LCA community. School-specific procedures, such as cafeteria or hallway rules, apply in the school settings identified by the policy.

Discipline at LCA is intended to teach responsibility, develop self-control, restore relationships where possible, protect the school community, and maintain an environment where students can learn and grow. Consequences are not an end in themselves; they are part of accountability and correction.

Respect for Authority

Students must follow the reasonable directions of teachers, administrators, staff members, coaches, volunteers, and other adults serving in an authorized school role. Students are expected to respond respectfully in words, tone, body language, and actions.

Classroom Conduct

- Students must be in their assigned location and ready to learn when class begins.
- Students remain seated, speak, move about the room, and use materials according to the teacher’s directions.

- Students may not disrupt instruction, interfere with another student's learning, or refuse a reasonable classroom direction.
- Adults are addressed respectfully using an appropriate title.
- Talking, signaling, accessing unauthorized materials, or using another person's work during an assessment is academic dishonesty.

Prohibited Conduct

Conduct that disrupts the academic or spiritual environment, threatens safety, violates the rights of others, or conflicts with LCA's Statement of Faith and Code of Conduct will result in disciplinary action. The following standards apply in addition to specific policies elsewhere in this handbook.

- Profanity, obscene language, slurs, degrading comments, or language that is racially, sexually, ethnically, or disability-related in an offensive or harassing manner is prohibited.
- Bullying, cyberbullying, hazing, intimidation, threats, retaliation, harassment, fighting, and assault are prohibited.
- Theft, possession of stolen property, vandalism, destruction of property, tampering with school technology or security equipment, and hacking are prohibited.
- Tobacco, vaping products, alcohol, illegal drugs, illicit substances, and related paraphernalia are prohibited on campus and at school-sponsored activities.
- Weapons, dangerous implements, explosives, firearms, and objects used or intended as weapons are prohibited.
- Students may not leave their assigned class, a school building, or school grounds without authorization.
- Students may not pull or tamper with a fire alarm or emergency device except in a genuine emergency.
- Students must comply with school safety procedures and emergency-drill directions.
- Parents/guardians are required to inform Administration if an enrolled student has been arrested. LCA may evaluate the school impact independently of the outcome of a criminal proceeding.

Potential consequences for prohibited conduct range from teacher detention or administrative detention to in-school suspension, out-of-school suspension, or expulsion.

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 Student Affairs Director in consultation with the Principal, Headmaster, and/or Spiritual Life Director as appropriate.

Student Physical Contact

Public displays of affection between students, including hand-holding, embracing, kissing, and similar romantic physical contact, are not permitted on campus. Horseplay involving physical contact is also prohibited. Students are expected to maintain appropriate personal boundaries at school and school-sponsored activities.

Offense	Standard Consequence
First	Parent/guardian contact and administrative detention.
Second	Administrative detention or suspension and parent/guardian meeting.
Third	1-5 day suspension and parent/guardian conference.

Sexual behavior or conduct that falls under the Sexual Activity and Expression Policy is addressed under that policy and may result in immediate suspension, administrative conference, or termination of enrollment.

Bullying, Harassment & Cyberbullying

Bullying is behavior intended to harm, intimidate, humiliate, isolate, or coerce another person. It may be verbal, physical, relational, or electronic. Cyberbullying includes repeated or serious electronic conduct that harms another person, creates a hostile environment, or materially disrupts the educational process or orderly operation of the school.

- Name-calling, targeted rumors, degrading messages, or repeated ridicule.
- Threatening, violent, sexually explicit, humiliating, or harassing messages, images, or posts.
- Shoving, hitting, spitting, damaging or stealing property, or other physical intimidation.
- Creating pages, accounts, images, or content intended to ridicule or target another person.
- Accessing another person's account or distributing private information without authorization.
- Posting or distributing student images in a way that violates school policy, privacy, safety, or the rights of another person.

Bullying, harassment, or retaliation against a student who reports misconduct or participates in an investigation will result in disciplinary action. Serious or threatening conduct may result in immediate suspension, termination of enrollment, or referral to law enforcement.

Fighting and Assault

Fighting, pushing, striking, or intentionally injuring another person is prohibited. Students who participate in a fight are removed from the situation immediately. Administration will determine responsibility and consequences based on the available facts.

Offense	Standard Consequence
First	3-day out-of-school suspension.
Second	5-day out-of-school suspension.
Third	Termination of enrollment.

Intentionally striking, assaulting, or injuring a staff member or authorized volunteer is grounds for immediate termination of enrollment and may be referred to law enforcement. When a staff member is unintentionally injured while intervening in a fight, Administration will review the circumstances and determine the appropriate response.

Leaving Assigned Areas or Campus

Conduct	First Offense	Repeated Offenses
Cutting class / being outside the assigned location without permission	Teacher detention.	Administrative detention, parent conference, and suspension as offenses continue.
Leaving a school building without permission	Administrative detention.	In-school/out-of-school suspension and parent conference.

Leaving school grounds without permission	Parent contact and suspension; student drivers lose driving privileges for one month.	Further suspension; driving privileges may be removed for the year; a third offense results in termination of enrollment.
Entering a designated off-limits area	In-school suspension.	3-day out-of-school suspension; further violation triggers parent conference and enrollment review.

Substances, Weapons, Theft, Vandalism & Technology Tampering

Tobacco/Vaping/Nicotine Products/Alcohol/Drugs

Possession, use, distribution, or being under the influence on school property or at school activities results in immediate administrative action, including suspension or termination of enrollment. Law enforcement will be contacted when required or warranted.

Weapons/Dangerous Items

Possession of firearms, explosives, cutting instruments, or other objects that create a safety hazard results in immediate administrative action and may include suspension, termination of enrollment, and law-enforcement referral.

Theft

A first offense normally results in a 2-day suspension plus return/restitution; a second offense normally results in a 5-day suspension and enrollment review.

Vandalism/Property Damage

A first offense normally results in a 3-day suspension plus restitution; a second offense normally results in a 5-day suspension and enrollment review.

Technology/Security Tampering

Hacking, bypassing school security, tampering with computers, networks, or security cameras normally results in a 3-day suspension and may result in termination of enrollment.

Profanity and Direct Disrespect

Profanity results in administrative consequences. The normal progression is administrative detention for a first offense, suspension for a second offense, and enrollment review for a third offense. Profanity, threats, or abusive language directed at a staff member is treated as serious insubordination and may result in immediate suspension or termination of enrollment depending on severity.

Restroom Expectations

Restrooms are for personal needs, not social gatherings, food, vaping, recording videos, or other prohibited activity. Backpacks are not permitted in restrooms. A small cosmetic or hygiene bag is permitted. Minor restroom misuse normally progresses from teacher detention to administrative detention to suspension; conduct covered by another policy receives the consequence stated in that policy.

Disciplinary Responses

Administration uses the response that best addresses the behavior, protects the school community, and supports correction. Depending on the offense, responses include:

- Teacher detention
- Administrative detention
- Restitution or repair for damaged property
- Loss of privileges

- Parent/guardian conference
- Behavioral contract or restrictive probation
- In-school suspension (ISS)
- Out-of-school suspension (OSS)
- Removal from extracurricular activities
- Enrollment review or termination of enrollment
- Referral to law enforcement or another authority when required or appropriate

Detention

Detention is supervised school time assigned as a consequence. Students must report on time, follow the supervising adult's directions, and complete the assigned activity. Parent/guardian transportation is the family's responsibility. A student who refuses or fails to serve detention receives an escalated consequence.

Probation

New students are considered on non-restrictive probation during the first year of enrollment. A student may be placed on restrictive probation when repeated misconduct, serious misconduct, academic nonperformance, or a pattern of noncompliance shows that a formal behavioral contract is needed. Restrictive probation may include loss of extracurricular privileges.

Suspension

During ISS, the student reports to the assigned supervised location in full uniform and completes schoolwork. During OSS, the student may not be on school grounds or participate in school activities. A re-entry conference may be required. Work missed during suspension must be completed within the same number of school days as the suspension unless a different deadline is approved.

Senior Privileges

A senior who receives a serious suspension during the school year may be subject to administrative review affecting participation in senior privileges, prom, or the graduation ceremony.

7. Dress, Uniform & Appearance

Uniform Standard

The LCA uniform supports a focused, orderly, and identifiable school environment. Students must arrive fully dressed in the approved uniform and remain in uniform throughout the school day unless Administration has approved a specific exception or special event.

Uniform pieces are purchased through Flynn & O'Hara unless the policy below specifically permits an item from another retailer. Clothing must be clean, appropriately sized, in good repair, and worn as designed.

Boys

- Approved khaki twill pants in the Flynn & O'Hara uniform color; pants may not be banded at the bottom. Belts are required and pants must be worn at waist.
- Approved black or red LCA polo. An approved long-sleeve polo may also be worn. Undershirts must be white and may not extend beyond the polo sleeves.
- Approved LCA cardigan/sweater/crewneck sweatshirt may be worn over the polo. Team warm-up or championship apparel is worn only when specifically approved for a designated day.
- Socks must be worn. Shoes must be appropriate for school; sneakers are permitted. Slippers, slides, sandals, foam-style footwear, and moccasins are not permitted during the regular school day. Weather-appropriate boots may be worn during inclement weather.
- No hats or non-approved head coverings inside the school building.

- Body-piercing jewelry other than a simple stud earring is not permitted during the school day or school activities.

Girls

- Approved khaki slacks or approved khaki kilt/pleated skirt. Skirts must be worn at or below the top of the knee and are for grades K-5 ONLY.
- Approved black or red LCA polo. An approved long-sleeve polo may also be worn. Undershirts must be white and may not extend beyond the polo sleeves.
- Approved LCA cardigan/sweater/crewneck sweatshirt may be worn over the polo. Team warm-up or championship apparel is worn only when specifically approved for a designated day.
- With skirts, approved solid-color knee socks or black stockings are permitted. With pants, matching solid-color socks are permitted.
- School-appropriate shoes or sneakers are permitted. Slippers, slides, foam-style footwear, moccasins, and high heels are not permitted during the regular school day. Weather-appropriate boots may be worn during inclement weather.
- Solid-color headbands without logos may be worn if no wider than three inches. Other non-approved head coverings are not permitted.
- Body-piercing jewelry other than appropriate earrings is not permitted during the school day or school activities.

General Appearance

- Uniforms must be neat, clean, properly fitted, and worn as designed. Pants may not sag; skirts and pants may not be rolled to shorten them.
- Natural hair colors are permitted. Extreme colors or styles that **materially disrupt** the school environment are not permitted. Hair must allow the face and eyes to remain visible.
- Students must maintain appropriate personal hygiene.
- New tattoos should not be added during the school year when the healing/care requirements would interfere with school attendance, uniform requirements, or school activities.

Uniform Exceptions

An injury or medical condition requiring alternate clothing or footwear must be documented and approved by the Principal or Headmaster. The regular uniform remains required for portions of the body not affected by the condition.

Casual Dress & Theme Days

Casual dress and theme days are permitted only when announced or approved by Administration. Clothing must remain modest, neat, safe, and appropriate for a Christian school setting. Clothing that is excessively tight, revealing, ripped in revealing areas, or designed as sleepwear is not permitted. Administration determines whether an item meets the school standard.

Physical Education Uniform

- Approved red LCA PE T-shirt.
- Traditional loose-fitting black sweatpants; leggings/yoga pants and similar fitted athletic pants are not substitutes.
- Approved black LCA sweatshirt when needed.
- **Solid black athletic shorts as permitted by division and season (Elementary - Aug. through Oct. 1 and May 1 through the end of the year)**
- Athletic shoes suitable for safe participation; laces must be tied.

Uniform Violations

A student who arrives out of uniform is sent to the office to contact home and obtain the required clothing. The student returns to class when the uniform is corrected.

Offense	Standard Consequence
First	Communication to parent/guardian and student; uniform corrected.
Second	Same response plus administrative detention.
Third	Same response plus in-person parent/guardian conference.
Fourth and beyond	Same response plus \$25 administrative fee for each repeated uniform violation. Repeated inappropriate footwear is included.

Junior-Senior Prom and Homecoming

Prom is a school-sponsored event, and LCA standards remain in effect. Eligible LCA juniors and seniors may attend with an approved guest who meets the announced age requirements. Students and guests must register by the deadline, arrive within the required arrival window, and remain until the permitted departure time. A person who leaves the event may not return.

Prom attire must meet the school's modesty standard and must be approved by Administration at least one week before the event. Dresses must provide secure coverage at the neckline, sides, back, and hemline. The detailed prom dress measurements and approval standards published by LCA remain in effect and will be provided with prom registration materials.

8. Academics & Student Achievement

Academic Program

LCA provides a college-preparatory academic program grounded in a Biblical worldview. Core curriculum is primarily drawn from BJU Press with additional publishers and resources selected to meet instructional goals. Course offerings may change from year to year based on enrollment, staffing, student needs, and scheduling.

High School Course Offerings

Course	Course	Course
CP English 9-12	Honors World Literature	Honors Modern Literature
Algebra 1	Algebra 2	Geometry
Honors Pre-Calculus	Consumer Math	Physical Science
Biology	Chemistry	Environmental Science
Anatomy & Physiology	Honors Physics	World History 9
US History 1	US History 2	Cultural Geography
Economics & Personal Finance	American Government	Study of Religion 9-12
Health & PE	Drawing Fundamentals	Painting and Mixed Media
Worship Arts	Spanish 1 & 2	French 1 & 2
Humanities	Philosophy & Ethics	21st Century Careers
Yearbook	Psychology	Child Development (non-credit course)
Office Aide (non-credit course)	PE Aide (non-credit course)	Dual Enrollment Classes through partnership with RCSJ
Digital Media		

Graduation & Course Requirements

High school students must complete the courses and credits required by LCA and applicable New Jersey graduation standards. LCA graduation requirements, course pathways, and transfer-credit decisions are maintained by Administration and Guidance. Students and families are responsible for reviewing progress toward graduation each year.

Dual Enrollment

Eligible students may take approved college courses through LCA dual-enrollment partnerships or other approved institutions. College coursework must be approved in advance if it will appear on the LCA transcript or count toward graduation. Students are responsible for meeting both LCA and college expectations. Classes are treated as honors classes on the high school transcript and will be reflected on a 5.0 grading scale.

Academic Counseling

LCA supports students with course selection, graduation planning, college and career readiness, transcript requests, standardized testing, college applications, dual enrollment, and related academic planning. Families should contact the Guidance/Administration team when a student's academic plan changes or a graduation concern arises.

Grading

Teachers communicate course-specific grading practices through syllabi and Back-to-School Night. All students are expected to complete assigned work by the stated deadlines. Work that is not completed because of student choice or negligence receives a zero unless a teacher or administrator authorizes another outcome under an applicable policy.

Elementary Grading Scale

Score	Grade	Description
92-100	A	Excellent
84-91	B	Above Average
75-83	C	Average
70-74	D	Below Average
0-69	F	Unsatisfactory / no credit

Secondary Grading Scale

Score	Grade
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

Homework

Homework reinforces instruction, provides practice, identifies areas needing additional support, and allows students to complete longer-term projects. Students are responsible for recording assignments, managing time, and submitting work by the teacher's deadline.

For grades 6-12, LCA seeks to protect Wednesday evening for church participation. Routine homework is not assigned on Wednesday nights, and Thursday tests are avoided when reasonably possible. Long-term assignments and previously announced work remain the student's responsibility.

Make-Up Work

For excused absences, students normally receive one school day to make up work for each school day absent. Work assigned before the absence remains due according to the original schedule unless the teacher approves an adjustment. Work for a marking period must be submitted before that marking period closes unless an approved medical or administrative exception applies.

Academic Integrity: Cheating, Plagiarism & AI

Academic work must reflect the student's own learning. Cheating, plagiarism, unauthorized collaboration, copying another student's work, accessing or distributing test materials, using unauthorized notes or devices, and submitting someone else's words or ideas as one's own are prohibited.

Artificial-intelligence tools may be used only when a teacher has specifically authorized them and only within the limits of that assignment. Presenting AI-generated work as the student's own when such use was not authorized is academic dishonesty.

A confirmed act of cheating or plagiarism receives a zero on the affected work and an administrative consequence. Repeated or serious academic dishonesty may result in detention, suspension, loss of privileges, additional academic consequences, or termination of enrollment.

Testing

Students are expected to prepare for assessments, follow teacher directions, keep their work secure, and avoid behavior that creates the appearance or opportunity for cheating. Testing procedures are established by the classroom teacher or testing coordinator.

Promotion, Retention & Summer Credit Recovery

A student with a final grade below 70 in two or more courses, or with more than 18 absences that make promotion inappropriate, is subject to retention unless Administration approves a documented alternative. LCA does not operate a traditional summer-school program; Administration may approve an online or outside course for credit recovery when the course is completed successfully and documentation is provided.

Honor Societies

LCA maintains a chapter of the National Honor Society. Students in grades 10-12 become eligible for consideration after meeting the minimum academic and enrollment criteria. Election is based on scholarship, leadership, service, citizenship, and character and is determined by the Faculty Council under chapter standards.

9. Athletics, Activities, Service & Spiritual Life

Athletics

LCA offers interscholastic athletics based on season, staffing, facilities, student interest, and league availability. Current teams, coaches, schedules, fees, and participation forms are communicated by the Athletic Department.

Athletes must follow the Student Code of Conduct, team expectations, attendance requirements, and academic-eligibility standards. Personal belongings must be taken to practices and may not be left unattended in hallways or other school areas.

No Pass, No Play - Grades 6-12

Students participating in athletics, clubs, theater, chapel leadership, and other extracurricular activities must be passing every class. Academic eligibility is reviewed weekly.

Academic Status	Participation Status
70-74	Danger of failing. Student remains eligible but is expected to address the academic concern.

69 or below	Ineligible for games, events, travel, performances, or club participation until the next weekly eligibility review shows the student is passing.
Suspended from school	Ineligible for school activities during the suspension and for any additional period specified in the discipline decision.

Athletes who are academically ineligible may practice if permitted by the Administration, but may not compete or travel with the team. Students who are ineligible must participate in assigned academic support, homework help, or approved tutoring when directed.

Extracurricular Activities

Students participating in an approved activity must remain supervised and must have prompt transportation at the end of the activity. The Late Pickup Policy applies after practices, games, clubs, rehearsals, tutoring, and other school-sponsored activities. (See page 21)

Field Trips

Field trips are extensions of the classroom and all school conduct standards remain in effect. Teachers communicate trip details, schedules, costs, and permission requirements in advance.

- Parents/guardians who chaperone must complete the school's required background-check and approval process before the trip.
- Volunteer drivers must meet school insurance and driver-approval requirements before transporting students.
- Students who do not meet behavioral, safety, academic, or eligibility expectations may be restricted from a trip when Administration determines participation is not appropriate.

Warriors in Action - Service

Service is a core expression of LCA's mission. Students participate in age-appropriate service opportunities through Warriors in Action, classes, missions, and school initiatives. All high school students complete required service connected to the Study of Religion program. Students and families are expected to support school service initiatives.

Spiritual Emphasis

Christian spiritual formation is woven throughout LCA academics, relationships, events, and activities. LCA also schedules focused Spiritual Emphasis opportunities during the school year.

Chapel

Weekly chapel is an essential part of the LCA experience. Students attend and participate respectfully. Elementary chapel and Middle/High School chapel are scheduled by division. Staff members are available to pray with and counsel students who desire spiritual support.

2026-2027 SCHOOL MOTTO Live His Story, Share His Glory - Psalm 145:3-5 NLT

10. Health, Safety & Emergency Procedures

Student Illness

Students who are ill should remain home. A student who becomes ill at school or shows symptoms that require dismissal is evaluated by the nurse or school office and the parent/guardian is contacted for pickup.

Students may not independently call or text a parent to arrange medical dismissal. The nurse or authorized office staff makes the official contact and determines the dismissal process.

Medication

All medication must be brought to and administered through the school office/nurse unless a documented medical plan provides otherwise. Students may not keep or self-administer medication during the school day without an approved exception.

Medication is administered only when the school has the required physician order, properly labeled pharmacy container when applicable, and parent/guardian authorization. LCA does not provide over-the-counter medication such as acetaminophen, ibuprofen, cough medicine, or cough drops unless the nurse's current procedures expressly provide otherwise.

Medical Conditions

Parents/guardians must notify the school nurse of allergies, asthma, seizures, diabetes, serious medical conditions, emergency medications, and other health needs that could affect the student during the school day. Required action plans and medications must be kept current.

Concussions

A student diagnosed with a concussion must provide medical documentation and return-to-learn/return-to-play recommendations. Teachers will provide reasonable flexibility within the medical plan while maintaining the student's responsibility to complete required coursework. Families must communicate changes in medical restrictions promptly.

Emergency Drills & Safety Directions

LCA conducts legally required and school-determined emergency drills, which may include fire, evacuation, lockdown, active-shooter, bomb-threat, weather, medical, and other safety scenarios. Students must immediately follow staff directions, remain quiet when directed, move to the assigned location, and remain there until released.

Misbehavior during a safety drill is treated as a serious safety violation. A first offense normally results in administrative detention; a repeated offense may result in ISS or a higher consequence based on severity.

Weapons, Threats & Mandatory Reporting

Any threat of violence, weapon concern, suspected abuse, or other serious safety issue is addressed immediately. LCA personnel comply with applicable mandatory-reporting and law-enforcement obligations. Students and families are expected to report safety concerns promptly rather than investigate or confront the situation themselves.

School Closings & Weather

Closings, delayed openings, or emergency schedule changes are communicated through the school's official notification systems and other designated channels. LCA generally avoids early dismissal for weather unless conditions require it; parents may arrange an early pickup when needed by following the Early Dismissal procedure.

11. Transportation, Drop-Off & Pickup

Morning Drop-Off

- 7:30-8:00 a.m.: Students arriving during this window must be dropped at the designated Before Care entrance and relinquished into staff supervision. Vehicles may not wait in the regular carport line for 8:00 a.m. opening.
- 8:00-8:15 a.m.: Follow the cone pattern and staff directions through the one-way carport route. Students exit only in the designated unloading area.
- After 8:15 a.m.: Students are tardy and must enter through the main office at Door S-1.

Afternoon Pickup

- Do not enter the line in front of the building until 2:15 p.m.
- Display the school-issued vehicle identification card when requested.

- Remain in the designated car lane and follow staff directions. Do not create a second lane or pull ahead of the normal traffic pattern.
- Do not call or signal a student to run through traffic to a vehicle.
- Students enter vehicles only at the designated carport/loading area or another location specifically directed by staff.
- Students waiting for pickup remain in the assigned supervised area.
- Parents who park must use a designated parking space and follow staff direction when crossing the active car line.

Late Pickup

Families must arrange transportation that allows students to be picked up promptly after dismissal or the conclusion of an activity. When a student remains beyond the allowed pickup period without an approved supervised activity, the school will contact the parent/guardian or emergency contact and assess the current late-pickup fee.

Student Drivers

Student drivers must follow school parking, arrival, dismissal, and campus-exit procedures. A student may not leave campus during the school day without prior written parent/guardian permission and approval from the Principal. Driving privileges may be suspended for safety or conduct violations.

12. Financial Policies

Tuition, fees, withdrawal obligations, account terms, and discounts are governed by the family's enrollment agreement/promissory note and current Business Office policies. The 2026-2027 reference amounts below are provided for family convenience; the signed agreement controls if a discrepancy occurs.

Grade Level	Tuition		Annual Fee
Elementary (K-5)	\$8,150		\$650
Middle School (6-8)	\$9,435		\$650
High School (9-12)	\$10,420		\$650
Tuition Payment Plans	K-5	6-8	9-12
Paid in full by Aug. 14 (5% discount)	\$7,742.50	\$8,963.25	\$9,899.00
10 installments (Aug.-May)	\$815	\$944	\$1,042
11 installments (Aug.-June)	\$741	\$858	\$948

2026-2027 fee highlights: New-student application fee \$250; returning-student registration \$100 before April 1 / \$250 after April 1; senior fee \$375; senior mission trip \$2,050; middle-school sport \$40; JV/Varsity sport \$110. Before-school drop-off is available 7:30-8:00 a.m. at no extra cost. Late pickup and drop off is \$25 per student for every 15 minutes late. Discounts are not stackable and may not exceed 20%.

Billing and Payment

- Tuition is billed according to the family's signed financial agreement.
- Late fees and account restrictions are assessed according to the current Promissory Note and Business Office schedule.
- Accounts must remain current for continued enrollment and re-enrollment.
- School records, transcripts, report cards, diplomas, or other records may be withheld when permitted by law and the signed agreement until financial obligations are satisfied.

Withdrawal

A family withdrawing a student must provide written notice to the Admissions Office at least two weeks before the student's final day of attendance. A \$500 withdrawal fee applies per student. Remaining financial obligations are determined by the signed Promissory Note and current financial policy.

13. Communication, Concerns & Grievances

Communication Expectations

LCA values direct, respectful, restorative communication. Questions should begin with the person closest to the issue. Families and staff are expected to communicate facts clearly, listen carefully, avoid gossip or public escalation, and seek resolution in a manner consistent with Matthew 18:15-17.

Chain of Communication

1. Student/parent and the teacher or staff member directly involved.
2. Dean of the appropriate division when the issue is not resolved at the first level.
3. Student Affairs Director for student conduct, discipline, safety, or security matters.
4. Principal.
5. Administrative body identified by school policy, including the Principal, Spiritual Life Director, and Headmaster when necessary.
2. Dean of the appropriate division when the issue is not resolved at the first level.
3. Principal.
4. Administrative body identified by school policy, including the Principal, Spiritual Life Director, and Headmaster when necessary.

Conflict and Grievance / Arbitration Language

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. Student Affairs Director e. Principal f. Body of Administrators (Principal, Student Affairs Director, 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.

14. Visitors, Volunteers & Campus Access

Visitors

All visitors must enter through the main office entrance and follow the school's visitor check-in procedures. Any visitor who will remain in the building or interact with students or staff must bring and present a valid government-issued photo ID for the visitor screening and check-in system. A person who cannot present valid identification will not be

permitted to enter or remain in the school building.

A valid ID and visitor check-in are not required for a brief drop-and-go delivery, such as leaving a student's lunch, gym clothes, forgotten school materials, or a similar item with the Main Office, provided the individual does not remain in the building or interact with staff or students. Anyone who will remain in the building, attend a meeting, volunteer, visit a classroom, or otherwise interact with staff or students must present valid identification and complete the required visitor screening and check-in process before proceeding beyond the Main Office.

Parents/guardians may not enter classrooms or drop in on teachers or administrators during the school day without an arranged appointment. Meetings should be scheduled through the office or directly with the staff member using the school's communication process.

Students may never open an exterior school door for a visitor. A student who sees someone waiting at a door must notify a staff member.

Volunteers

Volunteers serving with students must complete the school's required screening, background check, and approval process before beginning service. Additional requirements apply to drivers and overnight or specialized activities.

Appendix A - 2026-2027 School Calendar



LIFE CENTER ACADEMY 2026-2027

AUGUST S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	17 - Fall Varsity Sports Begins 29 - Kindergarten Walk-Thru 31 - Back to School Night	JANUARY S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	1 - Break Cont. Happy New Year! 4 - Return to School 6 - Black and White Party 4-8 - Spirit Week 8 - Homecoming 18 - MLK Jr Day 22 - End of Q2 22 - Pasta Dinner Fundraiser 25-28 - MAPS Testing
SEPTEMBER S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	2 - First Day of school 7 - Labor Day 14-17 - MAPS testing 18 - SAT /PSAT Reg. Ends 25 - Friday Night Lights 28-30 - Scholastic Book Fair	FEBRUARY S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	10-100 Day of School(tentative) 12 - Professional Development & SAT/PSAT Reg. ends 15 - President's Day 20 - Open House 26 - Winter Break/Senior Mission Trip
OCTOBER S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	1-2 - Scholastic Book Fair 9 - HS Field Trips 12 - Columbus Day 13 - Picture Day 13 - Senior Portraits 14 - PSAT Test 16 - MS Field Trips	MARCH S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	1-5 - Winter Break/Senior Trip 8 - Return to School 8 - Spring Sports Begin 8-12 - Spiritual Emphasis 16 - SAT Test 23 - PSAT Test 24-25 - P/T Conferences 26 - Good Friday (No School) 29-31 - Easter Break
NOVEMBER S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	1 - Daylight Savings 3 - Election Day 4 - End of Q1 5-6 - Professional Development 9 - Winter Sports Begin 21 - Bowling Fundraiser 25 - Early Dismissal 26-27 - Thanksgiving Break	APRIL S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	1 - Return to School 1-2 - HS Hustle Days 9 - End of Q3 12 - NHS Spring Induction 16 - Open House
DECEMBER S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	11 - LAP/LCA Christmas Show 23-31 - Christmas Break	MAY S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	1 - National Decision Day 7-8 - Theater Production 14 - Junior Senior Prom 28 -Field Day 31 - Memorial Day
▲ SPECIAL EVENT □ HOLIDAY / NO SCHOOL ○ HALF DAY / 12:30 DISMISSAL		JUNE S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	3 - Sports Awards Night 4 - Elementary Field Trips 7 - MAPS testing 12 - Senior Graduation 12 - Kindergarten Graduation 12 - 8th Grade Promotion 14 - 5th Grade Promotion 15 - MS/HS Field Trips 16 - Early Dismissal 16 - Last Day of School

Appendix B - 2026-2027 Bell Schedule

2026-2027 Life Center Academy Time/Period Listings

Full Day	
Homeroom	8:15 – 8:30
First Period	8:34 – 9:19
Second Period	9:23 – 10:08
Third Period	10:12– 10:57
Fourth Period	11:01 – 11:46
Fifth Period A Lunch / Class	11:50–12:20 / 12:24 - 1:05
Fifth Period B Class / Lunch	11:50–12:35 / 12:35-1:05
Sixth Period	1:09 - 1:54
Seventh Period	1:58 - 2:45

Chapel Day (Thursday)	
Homeroom	8:15 – 8:30
First Period	8:34 – 9:10
Second Period	9:14– 9:49
Third Period	9:53 - 10:28
Fourth Period	10:32 - 11:07
Seventh Period	11:11 - 11:46
Fifth Period A Lunch / Class	11:50–12:20 / 12:24 - 1:05
Fifth Period B Class / Lunch	11:50–12:35 / 12:35-1:05
Sixth Period	1:09 -1:36
CHAPEL	1:40 - 2:45



Extended Homeroom	
Homeroom	8:15 - 9:00
First Period	9:03 - 9:40
Second Period	9:43 - 10:20
Third Period	10:23 - 11:05
Fourth Period	11:08 - 11:55
Fifth Period A Lunch / Class	11:58 - 12:25 / 12:25-1:12
Fifth Period B Class / Lunch	11:58 -12:41 / 12:45-1:12
Sixth Period	1:15 - 1:58
Seventh Period	2:01 - 2:45

Delayed Opening	
Homeroom	10:00 - 10:20
First Period	10:23 - 10:54
Second Period	10:57 - 11:26
Third Period	11:29 - 11:58
Fifth Period A Lunch/ Class	12:01 -12:26 / 12:29 -1:02
Fifth Period B Class/ Lunch	12:01 - 12:38 / 12:41 - 1:06
Fourth Period	1:09 -1:42
Sixth Period	1:45 - 2:15
Seventh Period	2:17 - 2:45

First Day of School / Half Day	
Homeroom	8:15 - 8:30
First Period	8:33- 9:05
Second Period	9:08 - 9:39
Third Period	9:42 - 10:14
Fourth Period	10:17 - 10:48
Fifth Period	10:51 - 11:23
Sixth Period	11:26 - 11:57
Seventh Period	12:00 - 12:35

Elementary Lunches

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

Updated 08/2023

16. Parent & Student Acknowledgment

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.

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.

Parent/Guardian Signature: _____ Date: _____

Student Signature: _____ Date: _____