



Upper School – Grades 7 – 12

PARENT / STUDENT HANDBOOK

2020-2021

“Nothing Impossible”

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ADMINISTRATION

Headmaster.....	Rev. Russ Hodgins
CAO (Chief Academic Officer).....	Robert H. Newman
Elementary Dean of Students.....	Tracy Cossabone
Assistant Dean of Students.....	Norman E. Davis
Athletic Director.....	Tammy Nowicki
Assistant Athletic Director.....	Benjamin Flick
Director of Admissions.....	Sharon Ward

FACULTY

UPPER SCHOOL DIVISION

Athletic Department

Ben Flick

Eastern Nazarene College, BS

English Department

Subreena Paul

Dr. H.S.G. University, BS, MA
Philadelphia Biblical University, MA

Susan Kaye

Evangel University, BA

Foreign Language Department

Ida Aviles – Spanish I and II

Diane Benson – French and Latin
Rutgers University, BA

History Department

Robert Newman

The College of New Jersey, BA, MA

Humanities Department

Laura Ceresini – Art

Math Department

Kim Doughty

Ursinus University, BS

Joshua Muscella

Thomas Edison University, BA

Science Department

Danlet Fry

Rutgers University, BS

Geetha Kota

S.V. University, BS, MS

Osmania University, BEd, MEd, PhD

Assistant to Dean of Students

Norman Davis

Cheyney State, BS

The College of New Jersey, MEd

Athletic Director

Tammy Nowicki

Oral Roberts University, BS

Head Coaches

Girls Soccer: **Tammy Nowicki**

Boys Soccer: **Joe Vianna**

Girls Volleyball: **Ben Flick**

Girls Basketball: **Hilton Clarke**

Boys Basketball: **Keith Brown**

Girls Softball: **Tammy Nowicki**

Track: **Richard Johnson**

MISSION STATEMENT

Life Center Academy is a Christian school dedicated to academic excellence in preparing students as servant leaders to fulfill their God-given potential and accomplish the eternal purposes for which God created them.

OUR VISION

We believe God has called Life Center Academy to partner with families to prepare the next generation of Godly servant leadership through the process of Learning, Communicating, and Applying Biblical life principles to the global community.

- **Learning:** Establishing the discipline of being a life-long learner, developing to his/her highest possible achievement as responsible Christian citizens.
- **Communicating:** Developing the ability to communicate an integrated Biblical worldview to a global community in their chosen vocation.
- **Applying:** Entering the world as spirit empowered citizens to apply their knowledge through effective Christian service.

STATEMENT OF FAITH

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); 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).

OUR CORE VALUES

Jesus: Providing a biblically grounded academic preparation where Jesus is the center of our lives.

People: Developing our Christian character to promote the love of Christ to all people.

Servanthood: Developing lifestyle leadership for effective Christian service in our homes, communities, and the world.

Excellence: Seeking excellence in everything we do as an act of worship.

Communication: Developing a spiritual submission to glorify God in all our written and spoken words.

Generosity: Developing a Holy Spirit empowered generosity in every aspect of our lives.

PHILOSOPHY OF CHRISTIAN EDUCATION

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

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

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

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

EDUCATIONAL OBJECTIVES

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

1. Mentally the student will be:
 - a. Challenged by excellent academic standards.
 - b. Encouraged to discover the joy of assimilating knowledge.
 - c. Urged to develop self-control and discipline in thinking.
 - d. Instructed to obtain appropriate skills for learning and functioning in the area of reading, comprehension, retention, oral and written communication, methods of inquiry, problem solving, and technological literacy.
 - e. Encouraged to view education as a lifelong process.

- f. Invited to submit their minds to the authority of God's Word and develop the ability to mentally discriminate true ideas, philosophies and concepts from false ones.
2. Physically the student will be:
 - a. Encouraged to practice good health and eating habits and to use the body wisely as the temple of God.
 - b. Taught to develop a proper self-concept and appreciation of physical appearance and abilities as the predetermined design of God.
 - c. Cautioned to avoid alcohol, tobacco, drug abuse, immorality, and other behavior that destroys the body.
 - d. Challenged to pursue interests such as athletics that give wholesome fulfillment to physical drives during adolescence.
 3. Spiritually the student will be:
 - a. Invited to receive Jesus Christ as his/her personal Savior and Lord and follow Him as a disciple.
 - b. Directed to believe the Scriptures as God's inspired, infallible Word.
 - c. Instructed to discover and follow God's will as revealed in the Scriptures.
 - d. Challenged to develop a daily personal devotional life consisting of Scripture meditation and prayer that produces daily practical applications of Biblical Truth.
 - e. Encouraged to acquire values that have eternal significance.
 - f. Promoted to become involved in the ministry of a local church and assume leadership roles, as they become available.
 4. Socially the student will be:
 - a. Exposed to concepts of authority and self-discipline that acknowledges God as the ultimate authority.
 - b. Urged to follow the directives of parents as God's special protectors of their future.
 - c. Challenged to follow Biblical guidelines for dating and marriage.
 - d. Guided to respect and show concern for others as objects of God's love.
 - e. Cautioned to avoid harmful peer pressure, to develop proper friendships, and to make wise decisions regarding relationships.

STATEMENT OF NONDISCRIMINATION

Life Center Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. Life Center Academy does not discriminate on the basis of race,

color, national and ethnic origin in administration of its educational policies, admissions policies, financial aid, athletic and other school-administered programs.

INFORMATION

ARRIVE SAFE IN THIS TIME OF COVID19

Student safety is extremely important. If your child is sick, please keep them home. Before any student is able to enter the school they must have their temperatures taken. If the temperature is 100 or higher, they will not be permitted to enter the school building. No student may enter any building on campus without a MASK.

Temperatures will be taken as they enter the Life Center enclosed lobby for the **Before School Program** from 7am to 8am. Parents are to escort their children to the lobby and wait outside the glass enclosure until their temperatures have been taken. If there is **no temperature of 100** or higher, the student will proceed into the Before School area. If the student has a **temperature of 100 or higher**, the waiting parents will be told to take them home and to the doctor for a COVID check.

Students arriving **by bus or by car** will have their temperatures taken at the school carport from 7:50am to 8:20am. For parents dropping their children off by car a **staff member** will come to each car to take the child's temperature. If the student has no temperature of 100 or higher, they will proceed into the school. If they have a temperature of 100 or higher, the awaiting parents will be told to take them home and to the doctor for a COVID check. For students coming to school by bus who show a high temperature, they will be sent to a separate room in the school to await an expeditious pick up.

Students being dropped off from 8:20am onward are to go to the school office where temperatures will be taken at **the School Office**. Parents must escort their children to the school entrance and wait outside the red double doors until temperatures are taken. If there is **no temperature of 100** or higher, the student will proceed into the school. If they have a temperature of 100 or higher, the awaiting parent will be told to take them home and to the doctor for a COVID check.

ARRIVE SAFE PROCEDURES

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

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

ATHLETICS

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

- Fall – soccer, girls' volleyball
- Winter – basketball, bowling
- Spring – baseball, softball, and track & field

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

Students must take all personal property with them to their practices. Bags, etc. are not to be left in the school hallways.

Parents must promptly pick up athletes from school at the conclusion of all practices and games. Students may not be left unattended, or told to stay on campus until a later game or instructed to go over to the Life Center. For the student's safety they must be supervised at all times while on school grounds.

ATTENDANCE

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

Student Absences

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

1. Excused absences include:
 - a. Student illness.
 - b. Death in the immediate family
 - c. Cases in which the Administration granted prior approval.
2. Unexcused absences include:
 - a. No written excuse note from the parent/guardian.
 - b. Excuse provided is not valid per guidelines in the Student Handbook.
3. The faculty should discourage unexcused absences and report to the Headmaster any knowledge of a student considering an unexcused absence.
4. If an absence is requested and excused then the teacher is asked to assign advance work to be completed by the student.
5. Students must bring written excuses to the office the first day following an absence.

6. Any faculty member who is responsible for a student missing all or part of a class period must provide a pass for that student and/or secure one from another faculty member.
7. A teacher must immediately report any absent student who is not on the absentee list to the office.
8. A student who has been absent from school is responsible to make up class work that has been missed. Upon returning to class, students are responsible for making up all tests, quizzes, homework, projects and laboratories as soon as possible or receive a zero.
9. Any student missing twenty-five (25) days or more will not be promoted. (Students with serious medical problems, etc. may be excluded from this policy).
10. Students returning to school after three (3) consecutive days of absence are to report to the school office and submit a doctor's note stating the reason for the absence.
11. Students whose parents have chosen to have them to attend LCA via distance learning will still be marked absent if they are not present in their Zoom classes.

Student Tardies

1. All students who do not have an excused tardy slip to enter a class are considered tardy after the tardy bell rings at 8:15 a.m.
2. At 8:15 a.m. the classroom entry door, #8, will be locked so the teacher on duty can report to class. Please drive students around to the school office lobby at door #12 to receive a late pass.
3. A lateness will only be considered "excused" for legitimate reasons; i.e. doctor's appointments, funerals, etc. A parental note must accompany the student.
4. Jr./Sr. high school students who are consistently tardy to class will warrant a parent/teacher conference.
5. 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.
6. Habitually late students will require a parent/guardian conference with the Assistant Dean. Four unexcused tardies will warrant an administrative detention to be served by the student the next day or the following Saturday.

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 by email at the very beginning of the school day. At the very least call the office.

For parents coming to pick up students for early dismissal come to door #12 and once in the foyer buzz the office. The office staff will verify your identity through the door, and have your child brought to you. Parents will remain in the foyer. The office will keep a record of the time, date, name of the student and the individual picking them up.

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

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

Special Excuses

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

BEFORE AND AFTER SCHOOL PROGRAMS

Before School (no fee attached to this service)

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

Please see the section **ARRIVE SAFE IN THIS TIME OF COVID19** for the correct COVID protocol.

After School

There is no After School program for students in grades 7th – 12th.

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

BELL SCHEDULE

Students will have four (4) 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.

Full Day

Homeroom:	8:20 – 8:30	10 minutes
1 st period:	8:35 – 9:20	45 minutes
2 nd period:	9:25 – 10:10	45 minutes
Fresh Air Break		
3 rd period:	10:20 – 11:05	45 minutes
4 th period:	11:10 – 11:50	40 minutes
5 th period:	11:55 – 12:35	40 minutes
Lunch	12:40 – 1:10	30 minutes
6 th period:	1:15 – 2:00	45 minutes
7 th period:	2:05 – 2:45	40 minutes

Chapel Day

Homeroom:	8:20 – 8:30	10 minutes
Chapel:	8:30 – 9:10	40 minutes
1 st period:	9:15 – 10:00	45 minutes
2 nd period:	10:05 – 10:50	45 minutes
Fresh Air Break		
3 rd period:	11:00 – 11:45	45 minutes
4 th period:	11:50 – 12:35	45 minutes
Lunch	12:40 – 1:10	30 minutes
5 th period:	1:15 – 2:00	45 minutes
6 th period:	2:05 – 2:45	40 minutes

BREAK TIME

Break time will be different this year due to the pandemic. Teachers will have staggered times of taking students outside for brief “fresh air” breaks. Classes will be assigned to different parts of the parking lot to maintain social distancing. Students will not be required to wear their masks outside as long as they social distance themselves from others.

CELL PHONE POLICY FOR STUDENTS

- Students may have a cell phone on their person during the school day but it must be kept on silent or be turned off (vibrate and/or any volume is unacceptable) and be out of sight. This includes break time and lunch.
- Students must hand over their cell phones to their teachers if they leave class for any reason.
- Cell phones may only be used during class for educational purposes upon the instruction of the teacher(s). Teachers may have classroom policies regarding the collection of cell phones each day or on specific days (such as exam or quiz days) for a specific class, in which case the students must oblige. This measure is taken solely to prevent cheating via cell phones.
- LCA teachers and administrators will confiscate student cell phones on sight.
- Parents / guardians, please note that students are not allowed to use their cell phones at all during the day so do not expect them to respond to a message you sent to them (text, voicemail, social media, etc.) during the school day and please do not tempt students to break this rule.
- In case of emergency, parents are to contact the school office.

CELL PHONES AND SOCIAL MEDIA

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

CONFLICT AND GRIEVANCE PROCEDURES

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

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

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

1. Approach in the spirit of meekness only the person(s) involved. Share with them the

specific details of the offense. Never share the offense with others before first approaching the person(s) directly involved.

2. If a resolution is not reached, take the matter to the next person in the chain of authority. The chain of authority, in ascending order, is:

- a. Student or parent.
- b. Teacher
- c. Assistant Dean of Students
- d. Chief Academic Officer
- e. Body of Administrators (Chief Academic Officer, Elementary Dean, and the Assistant Dean of Students)

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

COURSE OFFERINGS

(Grades 7-12)

Computer Education

Yearbook and Video

English *high school students must take four years*

7th Grade English

8th Grade English

CP or Honors 9th & 10th Survey of English

American Literature

Honors American Literature

English Literature

Honors English Literature

Intensive Writing

Foreign Language *high school students must take two years*

Latin 7th grade

Spanish I

Spanish II

Spanish III

Spanish IV

French I

French II

General Electives

Child Development

Office Aide

Online College Courses

Humanities

Art 7th

Art I

Art II

Humanities

Mathematics *high school students must take four years*

7th Grade Math

Pre-Algebra

Algebra I

Geometry

Algebra II

Statistics

Pre-Calculus

CP Calculus

Personal Finance/Economics

Natural Science *high school students must take four years*

7th Grade Life/Earth Science

8th Grade Physical Science

CP or Honors Biology

CP or Honors Chemistry

Advanced Biology

Anatomy and Physiology

Physics

Physical Education & Health

Social Studies *high school students must take four years*

7th Grade: America, Land I Love

8th Grade: Civics

World History

United States History I

United States History II

Economics/Personal Finance

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

7th Grade

8th Grade

9th Grade

10th Grade

11th Grade

12th Grade

CLUBS

Due to the precautions we need to take in this time of COVID19, all Clubs will be cancelled this school year.

The International Thespian Society and the National Honor Society will be in operation this school year.

CURRICULUM – Grades 7-12

LCA uses a variety of curricular materials for teaching. Typical publishers are BJU Press, Silver, Burdett & Ginn, D.C. Heath, Prentice-Hall, Holt, Rinehart & Winston, Harcourt Brace & Co., Glencoe-McGraw Hill, and McDougal-Littell. 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 Rowan College at Burlington County, Liberty University, University of Valley Forge, etc.

DINING HALL

The Dining Hall will solely operate as a room for **some** classes to have lunch. Most days students will eat in their homerooms. No food, drinks, or snacks will be sold this year. For students scheduled to eat lunch here 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 as ladies and gentlemen at all times. Clear your table upon dismissal.

DISCIPLINE

1. Submission of Students to Authority

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

2. Student Conduct and Discipline

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

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

Penalty or punishment for unacceptable behavior helps the child to learn and understand that he is experiencing or suffering unpleasant consequences as a result of his own behavior. Denial of privileges, removal from a group, being required to pay for damaged property of others, withholding of an expected reward, verbal or written

apologies for offenses to others, restriction of activities, and extra work are examples of actions which may be taken. Discipline or learning that is acquired through love, affection, mutual respect, frequent recognition, approval, and a desire to please will be of a more permanent nature.

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

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

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

3. Student Code of Conduct

All students must work to keep themselves socially distanced from others and utilize the hand sanitizing stations around the building. Students are to use the sanitizers as they enter each classroom.

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

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

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

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

C. Students who leave LCA buildings and grounds without authorized permission.

1. 1st offense – parents/guardians called; suspension issued; if a student driver is involved, this will constitute a one month loss of driving privileges.
2. 2nd offense – same as above; suspension issued; student drivers will incur a loss of driving privileges for the remainder of the school year.
3. 3rd offense – Expelled.

D. Students who curse at any time.

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

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

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

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

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

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

If teachers desire to have background music play in their classrooms, it must be under the control of the teacher and appropriate to the values of a believer.

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

1. Because locker rooms are closed this year due to COVID19, all students are to wear the school PE uniform to school. **EVEN STUDENTS WHO ARE NOT TAKING PE!** For details on the PE uniform, please see the section titled **DRESS/UNIFORM POLICY.**

*If you have an injury which requires special clothing, permission must be given from the Assistant Dean of Students. The PE uniform must still be worn on areas not effected by the injury.

2. 1st offense – sent to the office with a pass to call home for their uniform.
3. 2nd offense – same as above and an administrative detention the next day.
4. 3rd offense – sent to the office with a pass to call home for their uniform,

parent conference and Saturday detention.

G. Hair color/Style

1. Natural hair colors are acceptable.
2. Obvious and extreme contrasts are not acceptable.
3. Styles and applications to the hair which create an interruption in the school environment are not acceptable (i.e. males, no hair spiking, mohawks, man buns or pony tails, hair hanging over eyes, etc).
4. Male students must be clean shaven with hair cut at a short length; top of a shirt collar. No large hairdos, etc.

H. Hats, scarves, bandanas, etc. of any style, type and size are not permitted to be worn in the school building for boys or girls. The ladies may wear solid color headbands without logos.

I. **Because the State of NJ has stated that no water fountains may be used this year, students may carry a bottle of water with them each day. Students may want to place extra bottles of water in their lockers.**

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

- A teacher detention can be held on any school day, 3 p.m. to 4 p.m.
- A detention form will be delivered via student to their parent and must be returned to the teacher the next school day or a second detention will be issued.
- An administrative detention may be held at any time including Saturdays; parent notified.
- Students will not be permitted to talk, socialize, or do personal work of any form during that time. There will be no sleeping or resting.
- Three (3) cumulative school detentions for misconduct, etc. will constitute an administrative detention, or issued suspension and probation notice; parent/guardian notified.
- No student may leave detention once it has begun. All students should go to the restroom prior to starting detention.
- Detention times cannot be rescheduled without permission of the Assistant Dean of Students.
- Detention is supervised by faculty members.
- Detentions are not to be confused with an Administrative Detention run by the Assistant Dean of Students.
- Any student who does not comply with the requirements of detention may be required to serve another detention or serve an Administrative Detention.

K. Probation

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

Restrictive – A student who is placed on probation will be issued a Student Contract of behavior during their parent conference with the Assistant Dean of Students.

Some of the causes for Restrictive Probation may be:

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

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

L. Suspension

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

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

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

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

O. Theft or possession of stolen property:

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

P. Defacing or destroying school property, etc.:

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

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

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

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

T. Bus behavior

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

U. Technology

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

V. Contact between students

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

1st Offense – parents contacted, administrative detention

2nd Offense – administrative detention, weekday or Saturday, or suspension

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

W. Off Limits

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

1st Offense – administrative detention

X. The Assistant Dean of Students may be called in for advice or action at any level of these areas upon the request of the teacher or Administration.

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

Office Referrals

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

DRESS/UNIFORM POLICY

Due to the State's mandate that locker rooms not be used due to COVID19, students taking PE/Health will not be able to change from their classroom school uniforms into their Physical Education uniforms. Students taking PE/Health are to come to school in their PE uniforms. To make things less complicated the Administration has decided to make **the official school uniform this school year ONLY the Physical Education uniform.**

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 sweatpants.**
- Black sweatshirt w/logo (pull over or black zip up hooded sweatshirt) – must be purchased at Flynn & O'Hara
- Solid black basketball shorts (for K-12th grade) – (may be purchased at any store)
- Sneakers can be any color, but must tie. **No light up shoes.**

PE uniforms may be ordered online at www.flynnohara.com/school/NJ775. Students must arrive at school fully dressed in their PE uniform. Students may not change at the school. If they 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.

Boys

If the students feel cold, they will be permitted to wear the approved Black Full Zip hooded sweatshirt with LCA logo on it. It must be worn over the t-shirt. No team warm-up or championship gear may be worn even if it has Life Center Academy printed on it. No other hoodie or jacket is permitted.

No hats are permitted during the school day.

At no time during the school day/activities are boys permitted to wear earrings, or any body piercing jewelry, etc.; nor tape to cover over an existing earring. No visible tattoos are permitted.

Girls

If the students feel cold, they will be permitted to wear the approved Black Full Zip hooded sweatshirt with LCA logo on it. It must be worn over the t-shirt. No team warm-up or championship gear may be worn even if it has Life Center Academy printed on it. No other hoodie or jacket is permitted.

Head coverings of any kind are not permitted; such as scarves, bandanas or hats. Solid color headbands without logos are permitted.

At no time during the school day/activities is body piercing jewelry permitted; i.e., nose piercings, tongue piercings, etc. One or two earrings per ear are appropriate. Ladies should wear a minimal amount of jewelry. No visible tattoos are permitted.

For boys and girls only the school uniform in its entirety is acceptable. Uniforms must be neat, clean and fitted properly. Rolled up sweatpants are not acceptable. No jackets, 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. On these days only jeans may be worn. The jeans must be modest. Tank tops, tight or low cut tops, exposed midriffs, etc. are not permitted.

SCHOOL DROP OFF PROCEDURES

Please see the section entitled ARRIVE SAFE IN THIS TIME OF COVID19 for the particulars connected to our new protocols during the pandemic.

7 a.m. to 8 a.m. Walk with your student to the front doors to the Life Center building. Your student will step into the foyer to have their temperature taken. If their temperature is under 100 F, your child will be allowed to go into the main part of the Life Center and you may leave. If it is 100 F or above, you will need to take your child home. All buses drop off students at the Life Center. Students will be escorted by staff to the LCA classroom building after 8 a.m.

7:50 a.m. to 8:20 a.m. Drive your student off to carport **door #8** which is located in the front parking lot area by the school's classroom section of the building; across from the Life Center. The carport is not staffed until 8:00 am. **Do not let your student get out of the car and walk into the school until they have had their temperatures taken. If it is 100 F or above, you will need to take your child home.** Please do everything that you can to ensure that your student arrives on time. **Students must be in their homerooms by 8:20 a.m. to be considered on time to school.**

After 8:20 a.m. Once your student is late for school drive your student around to the office entrance of the school at door #12, and escort him/her to the foyer of the school building by the office. **Please remain outside of the foyer while your student gets their temperature taken. If it is 100 F or above, you will need to take your child home.**

Picking up children at the carport area after school.

When you pick up your student after school at the carport area please be sure to follow the established traffic pattern. Please do not pull out in traffic ahead of time. Stay in the car lane at all times. Do not create a separate car lane. PLEASE do not call your student from your spot in the car lane 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.

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

EMERGENCY DRILL SUMMARY

Drill

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

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

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

EXTRACURRICULAR ACTIVITIES

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

FINANCES AND EARLY WITHDRAWAL

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

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

FIELD TRIPS

Due to the pandemic all field trips are cancelled for this school year. We are looking for ways to incorporate Virtual Field Trips into the students experience at LCA.

GRADES

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

GRADING SCALE

Life Center Academy utilizes the following standard for determining grades:

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

HALLWAY ETIQUETTE/PASSES

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

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

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

1. Students should not leave the classroom to go to the restroom or get water unless it is an emergency.
2. **All students should have the necessary supplies, texts and workbooks prior to entering the classroom.**

HOMEROOM

The Pledge and Salute to the U.S. and Christian Flags, and the Bible Salute. Each student has the responsibility to show respect to the United States and Christian flags. Every morning students will stand and recite the pledges to the United States and Christian flags, and will participate in the Bible salute. Students who fail to do so will be sent to the Assistant Dean.

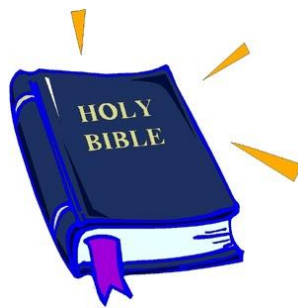
Pledges



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 upper school students, grades 7 through 12, a suitable amount of homework will be assigned every day. As each student works at varying rates, some may need more time while others will need less time to complete assignments. No homework will be given on Wednesday nights. However, there will be infrequent times when a test will need to be administered on a Thursday. Teachers will give students advance notice in order that students may study ahead of time so families may attend their mid-week church service.

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

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

Homework is given for several reasons:

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

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

Policy for Make-up Work

Instructors will inform parents and guardians at “Back to School Night” of the evaluation system used for grading in each course. A teacher’s syllabus for each course will specify his/her policy for make-up deadlines. Grades for make-up work turned in after the appropriate deadline are typically subject to a penalty for lateness. School policy states that no make-up work for a marking period may be turned in after that marking period has ended. In cases of extenuating circumstances such as medical conditions covered by a medical doctor’s note stating that schoolwork and/or homework cannot be adequately completed, a reasonable amount of time will be given for make-up by the teacher.

Any student who does not make up his/her work because of his/her negligence or because he/she chooses not to do his/her work receives an “F” for the missing assignments, tests, etc.

School Policy requires teachers to strictly adhere to the Student Handbook requirements for making up missed work. When this is done then most of the problems involved with incomplete grades and work will be avoided.

HONOR SOCIETIES

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

International Thespian Society

1. Must be in the 9th – 12th grades.
2. Membership is not determined by election into the society. Membership is granted for the performance of meritorious work in theatre arts that meets the Society’s general guidelines.
3. Induction points may be earned for theatre-related work done in the school’s theatre

program, and outside the school's theatre program. One/half induction point may be earned for reviewing non-school performances. A required 10 points is necessary for consideration towards membership in the Thespian Society.

National Honor Society

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

LOCKERS

Lockers are assigned to students at the beginning of each new school year. They remain school property, and as such, LCA reserves the right to inspect the contents thereof and to remove anything contrary to school philosophy. Please do not store food (other than your daily lunch) in the lockers. This will help avoid extermination costs. ***Weekly clean your locker of all trash and garbage, etc.** Also, we ask that students do not place stickers of a permanent nature on the lockers. Students are asked to limit their use of back packs. They crowd the aisles in the classrooms. **Because of the need to be socially distanced students will be limited to locker use during the following times: arrival to school, before and after lunch, and at dismissal.**

LUNCH SCHEDULE

11:05 to 11:35 **Kindergarten to 2nd**
11:40 to 12:10 **3rd to 6th grades**
12:40 to 1:10 **Upper School (7th – 12th)**



No food, drinks nor snacks will be sold at the Dining Hall this year. Most days students will eat their lunches in their classrooms. However, on Mondays and Wednesdays, 7th and 8th graders will go to the Dining Hall to eat their lunches. Tuesdays and Thursdays, 9th and 10th graders will go to the Dining Hall to eat their lunches. Fridays, 11th and 12th graders will go to the Dining Hall

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

Again, due to concerns on limiting social interactions this year, students may not order out for lunch.

Students must eat their lunches with their classmates. They may not eat with another teacher other than the one assigned to their lunch period.

MEDICATION/SCHOOL NURSE/CONCUSSIONS

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

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

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

Medical permission forms, for your use, may be obtained at the Nurse's Office. Parents/Guardians are required to notify the school nurse of any and all special medical conditions/needs of your child, to include but not limited to allergies, asthma, seizures, etc.

Nurse's Office

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

Students may not call their parents to tell them they do not feel well. **All calls of this nature MUST be made by the nurse.** If the nurse is not in, the school office 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

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

1. The individual may not resume the role of student until the physician has cleared the child in question.
2. Each individual reacts differently to a concussion. There is no time frame that can be listed as a reasonable period of rest. It might take twice as long for some individuals. The physician is the one who determines when a student may return to the task of completing school work. The decision of the physician might be for a minimal assumption of the assignments facing this student. After reviewing how the student can handle this, the physician might increase or decrease the amount of work allowed.
3. The student is not exempt from missed work, rather, once we have the directive of the physician we need to be flexible in creating a workable completion date for assignments; homework, projects, tests, etc...
4. Understand that the physician might just want the student to attend school for a while without doing any work.
5. Knowing that the concussion was not the fault of the student, provide the most nurturing environment for the student in the classroom as possible.
6. Take the student's word for it if the student needs to rest or take a break in your class.
7. Let the Administration know if you have any questions about how to proceed in any aspect of the process in helping the student.
8. Don't give any medical advice to the student.
9. If the school year runs out, the teacher and the Administration will evaluate which direction to take towards giving the student the appropriate grade.

NO PASS NO PLAY POLICY FOR THOSE IN EXTRA-CURRICULARS

It is the desire of Life Center Academy to see each student succeed in their endeavors at our school. In this quest we have established an accountability policy of **No Pass No Play** for all students in grades 7 – 12, not just those who have decided to participate in extra-curricular activities during the school year. However, to be a member in good standing of any club or sport at LCA a student must be passing all of their classes. Participants include members, athletes, cheerleaders, managers, and score keepers.

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

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

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

The E list will not be altered nor the E list status of any student be updated for any reason until the next evaluation one week following the submission of the original E list. Upon the release of the next round of E lists the absence of a student's name from the E list qualifies them to be eligible to participate in their extra-curricular activities. Students who failed a class during the previous school year or the last marking period of that year will automatically be categorized as ineligible to participate the first week of school. The results of the first E list will clarify if they are eligible to begin participating or not. Students must participate in homework help sessions and/or approved private tutoring.

School Suspension

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

PHYSICAL EDUCATION PROTOCOL

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

PLAGIARISM/CHEATING

Taking another person's ideas, writings, etc. and passing them off as one's own is not acceptable work or behavior and will receive a reprimand to include a minimum of a zero for work presented, possible restrictive probation **and administrative detention and even suspension**. Parents/guardians will be notified. Taking photos of the test is expressly forbidden.

SCHOOL CLOSINGS

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

WARRIORS IN ACTION (SENIOR SERVICE HOURS)

Seniors have been required to complete a certain number of hours of community service their final year of high school. Credit for this was incorporated into the requirements of their Study of Religion class. Freshman through Junior students were also involved in Warriors in Action at a level appropriate with their age group. **Plans for this are TBD.**

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. Spiritual Emphasis time 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 Tuesday for 45 minutes for K–6th grades and for 7th–12th grades. **All Chapels will be live streamed into the students' homerooms.** 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

Nothing Impossible

Based upon Luke 1:37-“For with God nothing is impossible.”

SUMMER SCHOOL AND RETENTION

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

TAKING TESTS

Tests are a major factor in determining your grades.

- Take tests seriously, as they help greatly in determining grades, which ultimately are placed in your permanent high 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 hands.
- Check your papers twice before handing them in to the teacher.
- Once you have finished your test sit quietly at your desk, doing whatever the teacher allows. Being considerate gives your classmates the opportunity to take their tests without being distracted.

TEXTBOOKS

1. No mishandling of textbooks.
2. Students are not to write in their textbooks.
3. If a textbook is lost, the student is responsible to pay for its replacement.

**2020-2021
Life Center Academy
Time/Period Listings**

Full Day		Chapel (Tuesday)		Half Day		Spiritual Emphasis	
Full Day	8:20 – 8:30	Homeroom	8:20 - 8:30	Homeroom	8:20 -8:30	Homeroom	8:20 - 8:30
First Period	8:35 – 9:20	Chapel	8:30 – 9:10	First Period	8:35 - 9:04	First Period	8:35 - 9:04
Second Period	9:25 – 10:10	First Period	9:15 – 10:00	Second Period	9:07 - 9:41	Second Period	9:08 - 9:43
Break		Break		Third Period	9:45 - 10:19	Third Period	9:47 - 10:22
Third Period	10:20 – 11:05	Second Period	10:05 - 10:50	Break	10:23 - 10:33	Break	10:26 - 10:36
Fourth Period	11:10 – 11:50	Third Period	11:00 - 11:45	Fourth Period	10:37 - 11:11	Fourth Period	10:40 - 11:15
Fifth Period	11:55 – 12:35	Fourth Period	11:50 – 12:35	Fifth Period	11:15 - 11:49	Fifth Period	11:19 - 11:54
Lunch	12:40 – 1:10	Lunch	12:40 – 1:10	Sixth Period	11:53 - 12:30	Sixth Period	11:57 - 12:30
Sixth Period	1:15 – 2:00	Fifth Period	1:15 – 2:00			Lunch	12:35 - 1:10
Seventh Period	2:05 – 2:45	Sixth Period	2:05 – 2:45			Spiritual Emphasis	1:15 - 2:45

Pep Rally		Extended Homeroom		2 hour Delayed Opening		First Day of School	
Homeroom	8:15 - 8:25	Homeroom	8:20 - 8:45	Homeroom	10:15 - 10:25	Homeroom	8:20 - 8:30
First Period	8:29 - 8:57	First Period	8:49 - 9:29	First Period	10:29 - 10:50	First Period	8:35 - 9:05
Second Period	9:01 - 9:29	Second Period	9:33 - 10:13	Second Period	10:54 - 11:15	Second Period	9:10 - 9:40
Third Period	9:33 - 10:01	Break	10:17 - 10:22	Third Period	11:19 - 11:41	Third Period	9:45 - 10:15
Break	10:05 - 10:15	Third Period	10:26 - 11:08	Fourth Period	11:45 - 12:30	Fourth Period	10:20 - 10:50
Fourth Period	10:19 - 10:47	Fourth Period	11:12 - 11:54	Lunch	12:35 - 1:10	Fifth Period	10:55 - 11:25
Fifth Period	10:51 - 11:19	Fifth Period	11:57 - 12:30	Fifth Period	1:13 - 1:41	Sixth Period	11:30 - 12:00
Sixth Period	11:23 - 11:54	Lunch	12:35 - 1:10	Sixth Period	1:44 - 2:12	Seventh Period	12:05 - 12:30
Seventh Period	11:57 - 12:30	Sixth Period	1:13 - 1:56	Seventh Period	2:15 - 2:45		
Lunch	12:35 - 1:10	Seventh Period	2:00 - 2:45				
Pep Rally	1:15 - 2:45						



VISITORS

Visitors may not enter the building without providing a valid reason for doing so. The school office will issue a sticker to be worn by those visitors deemed legitimate. Parents may not just “drop in” to see their child’s teacher at any time in the day. All visits must be arranged through the school office. **No one may enter into LCA unless they have had their temperature taken, and it is under 100 F.**

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

SOLOMON CHAPTER OF THE NATIONAL HONOR SOCIETY

Membership into this society is a privilege, not a right. The selection process begins with the selection of eleventh, and twelfth graders who have earned at least a 3.4 cumulative grade point average. The GPA differs from a direct average in that the value of individual courses is shown in the weight of their numerical value.

A list of eligible candidates then proceed to the next selection process. These students are then evaluated in the areas of Leadership, Service, and Christian Character. The following criteria will be considered in this selection process:

Leadership (more than holding an official position or office)

1. Takes constructive lead in class, homeroom, and school activities
2. Promotes worthy and proper school activities
3. Successfully holds positions of responsibility
4. Contributes constructive ideas which improve the school
5. Definitely influences others for good
6. Shows initiative in his/her studies

Service (not based on doing required work)

1. Puts service to others above self-interest; gives times, effort, and talents, not for personal gain, but for class, school, and community
2. Performs committee or staff work
3. Shows courtesy to students and teachers
4. Represents the school in various types of competition
5. Renders service through the school to the community

Christian Character (consistent pattern of Christian behavior)

1. Each member has made a personal profession of salvation
2. Promptly meets pledges and responsibilities to the school and teaches
3. Demonstrates the highest standards of honesty, reliability, fairness, and tolerance
4. Cooperates with a willing spirit regarding school regulations on property, books, attendance, halls, lockers, uniforms, etc. Actively helps rid the school of bad influences.
5. Upholds principles of morality and ethics

Article III: Selection of Members

Section 1. The selection of members to this chapter shall be by a majority vote of the Faculty Council consisting of five faculty members appointed by the Headmaster. The chapter adviser shall be the sixth, non-voting, ex-officio member of the Faculty Council.

Section 2. Prior to selection, the following shall occur:

- a. Students' academic records shall be reviewed to determine scholastic eligibility.
- b. Students who are eligible scholastically ("candidates") shall be notified and asked to complete and submit the Candidate Form for further consideration for selection.

- c. The faculty shall be requested to evaluate candidates determined to be scholastically eligible using the official evaluation form provided by the chapter adviser.
- d. The Faculty Council shall review the Candidate Form, disciplinary records and faculty evaluations in order to determine membership.

Section 3. The selection of new, active members shall be held once a year during the first semester of the school year.

Prior to notification of any candidates, the chapter adviser shall review with the Headmaster the results of the Faculty Council's deliberations.

Section 4. Candidates become members when inducted at a special ceremony.

Section 5. An active member of the National Honor Society who transfers from this school will be given a letter indicating the status of his/her membership and signed by the Headmaster.

Section 6. An active member of the National Honor Society who transfers to this school will be automatically accepted for membership in this chapter. The Faculty Council shall grant to the transferring member one semester to attain the membership requirements and thereafter, this member must maintain those requirements for this chapter in order to retain his/her membership.

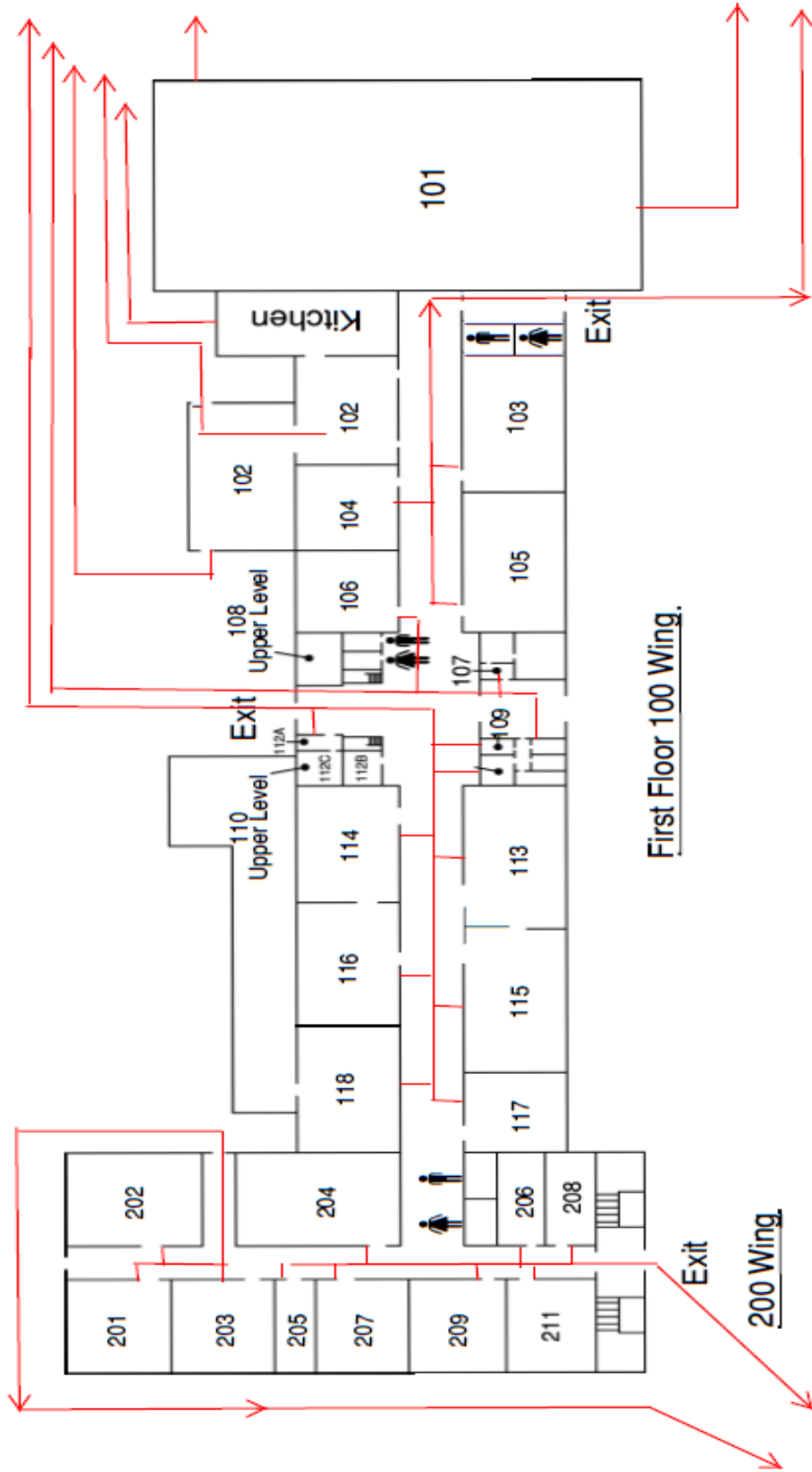
Each eligible student is rated in these 3 categories with numerical values. Those who meet the percentage required by the Solomon Chapter are then invited to join the NHS. Membership requires annual prepaid dues, a monogrammed chapel sweater, and mandatory school service. All four qualities of the NHS must be held in high esteem to continue membership in NHS.

Please see the Life Center Academy website www.lcanj.org, for a complete listing of the Bylaws: National Honor Society Life Center Academy, Solomon Chapter.

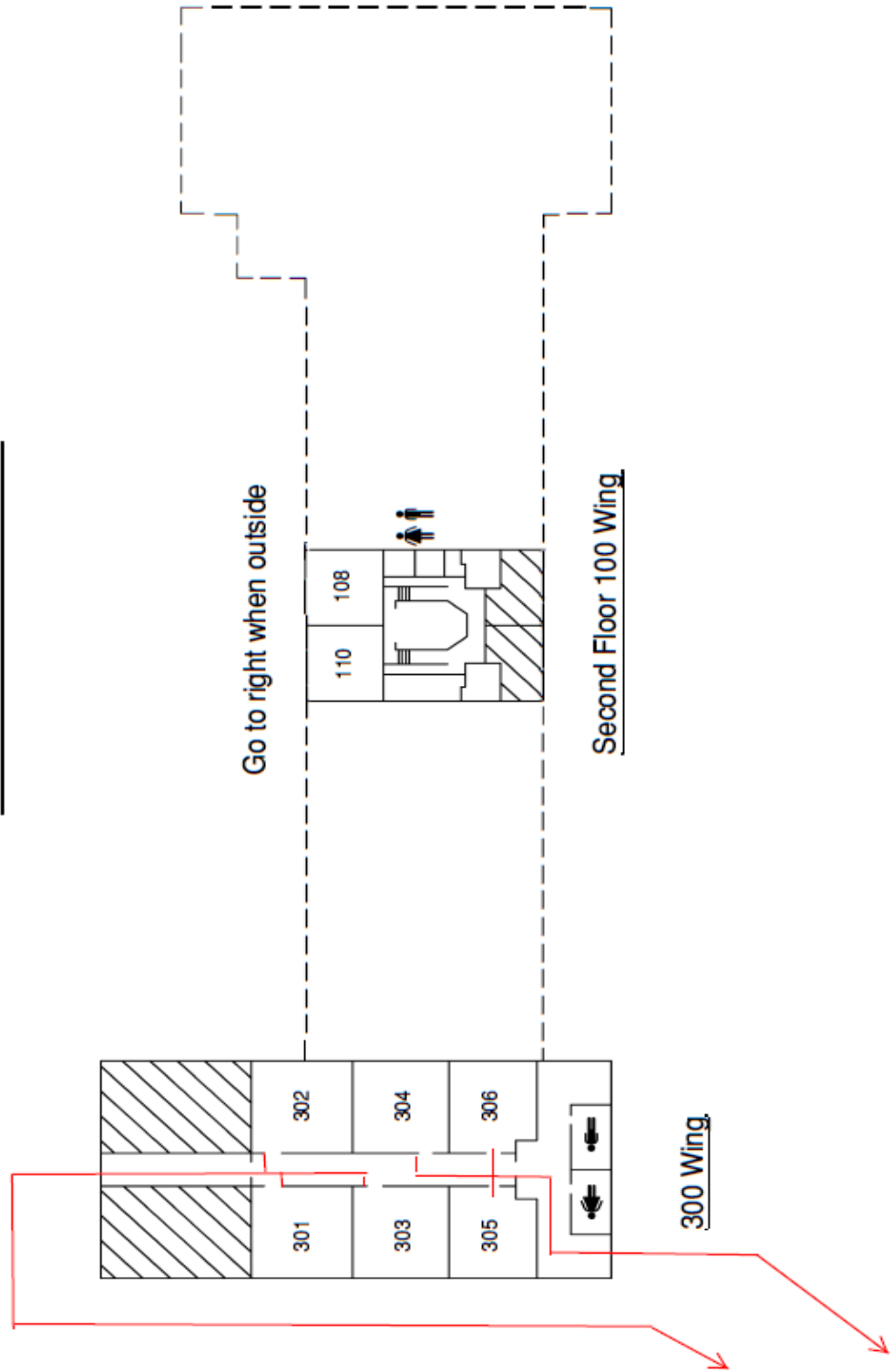
Respectfully,
NHS Advisor

Life Center Academy
(Lower Level)

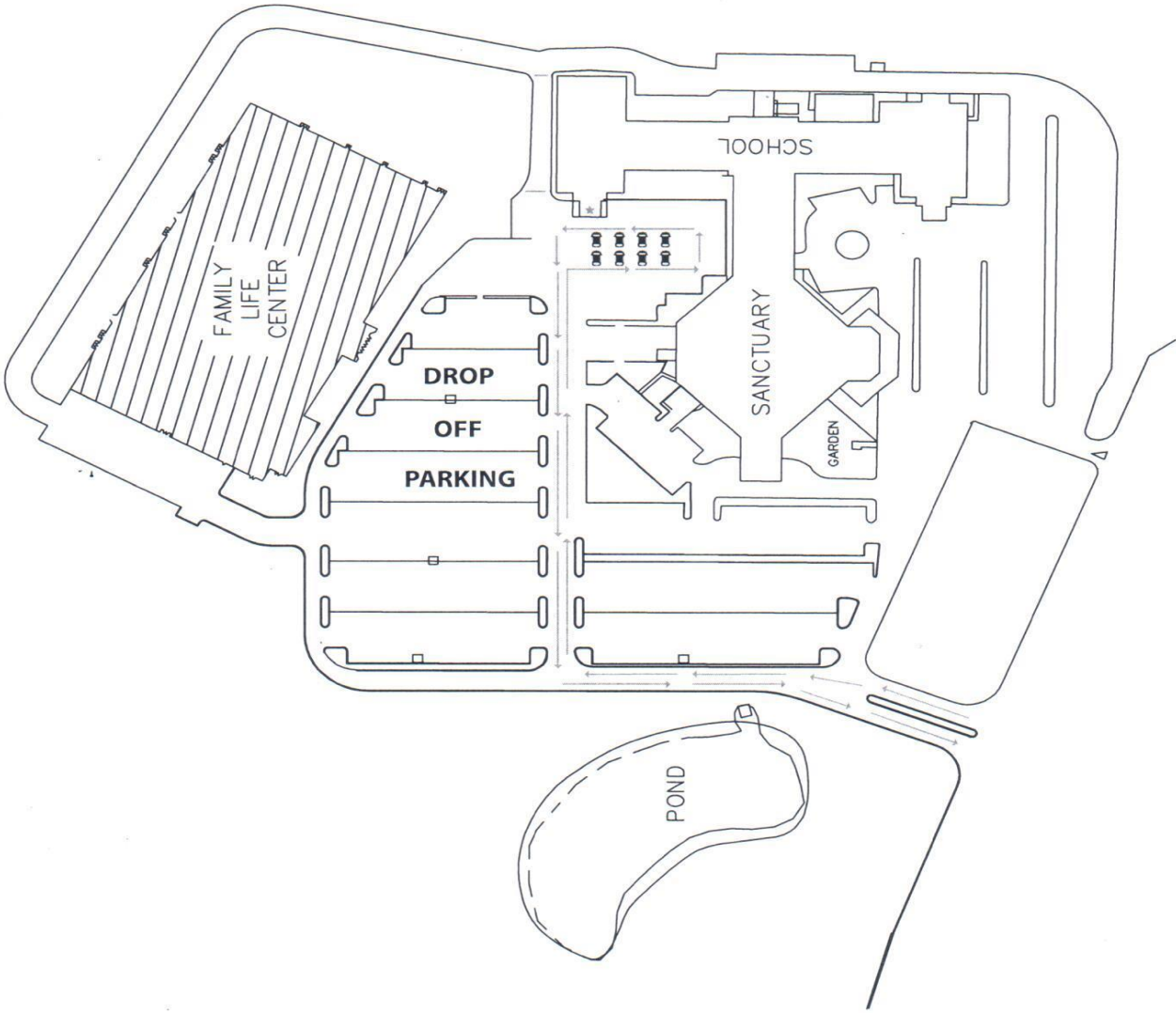
Fire/Emergency Exit Procedure



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



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





Life Center Academy

2020 - 2021 School Calendar

July 2020							Date	Events	August 2020						
S	M	T	W	T	F	S			S	M	T	W	T	F	S
			1	2	3	4	08-17-2020	Professional Development							1
5	6	7	8	9	10	11	08-24-2020	Teachers Return	2	3	4	5	6	7	8
12	13	14	15	16	17	18	08/29/2020	Kindergarten Walk through 10am	9	10	11	12	13	14	15
19	20	21	22	23	24	25	08-31-2020	Back to School Night - 7pm	16	17	18	19	20	21	22
26	27	28	29	30	31		09-1-2020	1st Day of School (Early dismissal 12:30pm)	23	24	25	26	27	28	29
September 2020							09-07-2020	Labor Day (No School)	30	31					
S	M	T	W	T	F	S	09-10-2020	School Photos	October 2020						
			2	3	4	5	10-2-2020	Academic Warnings	S	M	T	W	T	F	S
6	⊗	8	9	10	11	12	10-12-2020	Columbus Day (No School)							1
13	14	15	16	17	18	19	10-30-2020	End of 1st Marking Period	4	5	6	7	8	9	10
20	21	22	23	24	25	26	11-05-2020 - 11-06-2020	Professional Development (No School)	11	⊗	13	14	15	16	17
27	28	29	30				11-09-2020 - 11-10-2020	P/T Conferences (Early Dismissal - 12:30pm)	18	19	20	21	22	23	24
November 2020							11-25-2020	Early Dismissal—12:30pm	25	26	27	28	29	30	31
S	M	T	W	T	F	S	11-26-2020 - 11-27-2020	Thanksgiving Holiday (No School)	December 2020						
1	2	3	4	★	★	7	12-21-2020 - 01-01-2021	Christmas Vacation (No School)	S	M	T	W	T	F	S
8	9	10	11	12	13	14	01-4-2021	Return to School							
15	16	17	18	19	20	21	01-15-2021	2nd Marking Periods Ends	6	7	8	9	10	11	12
22	23	24	⊗	⊗	⊗	28	01-18-2021	Martin Luther King Jr. (No School)	13	14	15	16	17	18	19
29	30						01-29-2021	Report Cards Issued	20	⊗	⊗	⊗	⊗	⊗	26
January 2021							02-12-21 - 02-15-2021	President's Weekend (No School)	27	⊗	⊗	⊗	⊗		
S	M	T	W	T	F	S	03-05-2021	Academic Warnings	February 2021						
					⊗	2	(TBD)	Spring Recital - 2pm	S	M	T	W	T	F	S
3	4	5	6	7	8	9	03-26-2021	3rd Marking Period Ends							
10	11	12	13	14	15	16	04-01-2021	P/T Conferences - (Early Dismissal - 12:30pm) Report Cards Issued	7	8	9	10	11	⊗	13
17	⊗	19	20	21	22	23	04-02-2021	Good Friday (No School)	14	⊗	16	17	18	19	20
24	25	26	27	28	29	30	04-05-2021 - 04-09-2021	Easter Break (No School)	21	22	23	24	25	26	27
31							04-12-2021	Return to School	28						
March 2021							05-14-2021	Academic Warnings	April 2021						
S	M	T	W	T	F	S	05-31-2021	Memorial Day (No School)	S	M	T	W	T	F	S
	1	2	3	4	5	6	06-04-2021	Sr. Graduation @ 7pm						⊗	3
7	8	9	10	11	12	13	06-05-2021	Kindergarten Graduation @ 11am	4	⊗	⊗	⊗	⊗	⊗	10
14	15	16	17	18	19	20	06-10-2021	6th Grade Promotion @ 7pm Last Day of School (Early Dismissal)	11	12	13	14	15	16	17
21	22	23	24	25	26	27			18	19	20	21	22	23	24
28	29	30	31						25	26	27	28	29	30	
May 2021									June 2021						
S	M	T	W	T	F	S			S	M	T	W	T	F	S
						1								⊗	⊗
2	3	4	5	6	7	8			6	7	8	9	10	⊗	12
9	10	11	12	13	14	15			13	14	15	16	17	18	19
16	17	18	19	20	21	22			20	21	22	23	24	25	26
23	24	25	26	27	28	29			27	28	29	30			
30	⊗														

- ⊗ = No School / School Office Closed
- ★ = Professional Development (No School)
- ☺ = Early Dismissal

Updated September 28, 2020



Life Center Academy Athletic Handbook for Students and Parents

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

*Athlete Participation and Release

**Athlete Insurance Information
***Rules and Expectation Contract

I. Philosophy and Mission of Athletics

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

We believe the team is more important than one individual. Team unity is vital, while individual achievements are also recognized.

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

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

II. Statement of Purpose

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

III. Teams and Team Levels

A. Team Levels

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

1. Junior High Team:
 - a. To learn basic fundamentals of the sport(s) and the individual skills of the game.

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

B. Team Size

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

- Soccer – 18
- Basketball – 12 (if no JV, 15 player max.)
- Junior Varsity Basketball - 12
- Baseball/Softball – 15
- Volleyball – 12
- Track - TBD

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

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

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

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

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

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

IV. Guidelines

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

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

A. Practices and Games

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

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

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

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

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

Athletes that have quit a sport in one season and want to return the next will be asked to sit down with the athletic director to examine the commitment that they are about to make.

V. Eligibility Requirements & Expectations of Student-Athletes

A. Requirements for Participation

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

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

B. Behavioral Eligibility

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

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

Profanity will not be tolerated at any time; **automatic suspension.**

C. Academic Eligibility

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

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

D. Bullying/Hazing/Racial Comments

Student-Athletes are expected to be leaders and mentors for younger students. Initiation rituals and hazing are not acceptable and will not be tolerated. One is expected to lead by example. Leave a positive legacy during your time at Life Center Academy. **Disciplinary Action will be administered by the Assistant Dean of Students.**

E. Locker Room

Are not allowed to be used this year.

F. Parent and Spectator Code of Conduct

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

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

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

G. Substances

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

H. College bound Student-Athletes

Students Athletes interested in playing college sports should:

1. Make athletic department and coaches aware that you are interested in playing sports in college.

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

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

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

I. Miscellaneous

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

belong to the Eastern Burlington County Middle School league for basketball. For all other sports the Jr. High teams follow an independent schedule.

VI. Awards

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

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

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

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

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

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

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

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

1. Outstanding Athlete of the Year – To be a great athlete and individual one must be physically prepared, mentally agile, and a cooperative team player. The mastery of such qualities is worthy of recognition. The award of Outstanding Athlete of the Year goes to a male and female who has played a minimum of 2 varsity sports while demonstrating

excellent athletic abilities, leadership, Christian character, and good sportsmanship on the playing field and in the classroom. The athlete must maintain a minimum 2.5 GPA.

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

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

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

VII. Physical Exams and Permission Slips

- A. Each athlete is required to have a physical exam. A physical exam is good for 1 year from that date it was issued. This physical exam must be given by a licensed physician and reported in writing before the student may start practice or play.
- B. Injuries are unfortunately a part of sports and cannot be prevented. It is expected that athletes make the trainer and/or coach aware of any suspicion of injuries they may have incurred so that proper steps can take place. If a student has been injured during a sport's season or has had an illness that prevents the athlete from playing that sport for an extended period of time, the athlete must have a licensed physician and a parent sign a "Return to Athletics" form before being permitted to return and participate in the sport.
- C. Any athlete that sustains a concussion during any athletic contest or practices must submit a physician's approval to return to full competition.
- D. Injuries:
 - 1. Precautions are taken to prevent injuries, but they do occur. All injuries must be reported to the coach so that proper aid may be given. It is important that allergies or other ailments that require special attention be reported to the coach at the start of the season.
 - 2. If an athlete is injured, or claims to have been injured, or is in a situation where injury could have happened to him or her, the parents will

be contacted as soon as possible. If necessary, emergency personnel will also be contacted. The coach or an assigned member of the staff will be with the injured student at all times until the arrival of the parent or guardian.

3. If an injury is sustained during a season, it is expected that the student-athlete remain a part of the team and come to practices and games while injured, as to keep up with the team for when they return to action.

VIII. Uniforms and Equipment

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

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

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

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

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

IX. Transportation

- A. The school will provide transportation for the teams to go to the athletic event. After the athletic event, it is the parents' responsibility to pick up his/her own child at the appointed time and place.
- B. Students will ride school-provided transportation. Prior written request from the parents involved and approval by the Dean of Students will only grant exceptions.
- C. Student drivers are not permitted to transport themselves or other students to any athletic event. Prior written request from the parents involved and the approval of the Dean of Students will only grant

exceptions. In specific situations verbal approval by the parent(s) involved will be allowed by the approval of the Dean of Students.

- D. For some athletic events, there may be room for student spectators to ride the school-sponsored transportation. Student spectators must have written parental permission to travel to these events. The presiding coach will determine if there is sufficient room on the team vehicle for spectators.

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

Last Name	First Name	Grade
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Address

Home Phone Number	Emergency Number
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Birthday (month, day, year)	Place of Birth (city, state)
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The above named student has my permission to participate in Interscholastic Athletic Activities as approved by the Board of Directors of Life Center Academy.

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

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

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

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

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

Print Student's Name	Student Signature
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Print Father's Name	Father's Signature
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Print Mother's Name	Mother's Signature
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**LIFE CENTER ACADEMY
ATHLETE INSURANCE INFORMATION**

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

Insurance Co.

Family Physician Phone Number

Hospital Preference (list two)

Parent/Guardian Signature & Date



LIFE CENTER ACADEMY ATHLETICS RULES AND EXPECTATIONS (CONTRACT)

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

Player Responsibilities

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

Code of Conduct

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

Parent Responsibilities

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

Coaching Responsibilities

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

7. The coaching staff's main goal is to get each player to play to their full potential and put each player in a position to help the team to be successful.
 8. Coaches will treat players, parents, officials, and opponents with respect.
 9. Coaches may not leave the facilities until all their players have been picked up from the practice or the game.
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*An official contract will be handed out by the Sport Head Coach to the athlete at the beginning of each season.

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

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

Player Print _____

Player Signature _____

Parent Print _____

Parent Signature _____

Parent Print _____

Parent Signature _____

Coach Print _____

Coach Signature _____

PARENT/STUDENT COMMITMENT FORM

We have read the Student Handbook and are in agreement to its rules and regulations and will abide by its content.

PARENT SIGNATURE

STUDENT SIGNATURE

Grade

PARENT SIGNATURE DATE