

## **PREFACE**

**Dear Parents,**

**Thank you for your interest in Life Center Academy (LCA), a Christian alternative to the public school system. Life Center Academy began as a dream in the heart of our founder, Rev. Evelyn Graban. Sis. Graban and her husband, Rev. Paul Graban, traveled throughout the country for over eighteen years as evangelists. During that time Sis. Graban's burden for Christian education grew and her plans took shape. In 1967 the Grabans came to hold some meetings at the Burlington Assembly of God. From its pioneer days this congregation had a dream to establish a Christian school. In His providence God brought these two ministries together. Life Center Academy was established in 1975, and is affiliated with the Fountain of Life Center. However, it exists to serve all church denominations.**

**Life Center Academy hires, loving, creative, Christian teachers who hold college and university degrees and teaching certifications.**

**Life Center Academy takes the education of young people very seriously. We hope that this Parent/Student Handbook will be helpful in presenting information to you about our school.**

**Sincerely,**

**Robert H. Newman  
Dean of Students & School Affairs**

**LIFE CENTER**

**ACADEMY**

**Parent/Student  
Handbook**

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## PHILOSOPHY

Life Center Academy is a ministry of the Fountain of Life Center. It exists to provide a quality education in a Christian environment. All of our courses are taught from a biblical perspective. Our curriculum lays a solid foundation with innovative, creative instruction. Our religious education emphasizes the teaching of Christian principles and life skills, and de-emphasizes religious doctrine and denominationalism.

The ultimate goal of LCA is to train each student in the ways of God, to give each student an opportunity to have a personal relationship with God, to help each student reach his or her maximum potential, and upon entering adulthood to go out into the community and serve God in whatever capacity they believe God leads them.

Life Center Academy believes that the family is ultimately responsible for the training of the student. The school is designed to be a positive reinforcement only. Full support from all students and family members is imperative and expected for this objective to be accomplished.

\*\*\*\*\*

## ADMINISTRATION

Headmaster.....Rev. Paul J. Graban  
Dean of Students & School Affairs.....Robert H. Newman  
Business Administrator..... Rev. David B. Boudwin  
Dean of Elementary Academic Affairs.....Joyce A. Zahorsky

## LIFE CENTER ACADEMY FACULTY

### ELEMENTARY DIVISION

#### Kindergarten

*Susan Cole*

College of New Jersey, BS

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

*Traci Hatcher*

Livingston College/Rutgers University, BA

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

*Christine Tower*

Valley Forge Christian College, BS

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

*Jessica Weer*

Rowan University, BA

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

*Kim Graban*

Southeastern College, BA

Nova University, MA

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

*Audrey Norton*

Philadelphia Biblical University, BS

#### 6<sup>th</sup> Grade

*Joyce Zahorsky*

Bloomfield College, BA

Central Bible College, BA

Rowan University, MA

#### Elementary P.E.

*Marge Spadaro*

DeVry Institute

Drexel University

### UPPER SCHOOL DIVISION

#### 7<sup>th</sup> Grade

*Kim Doughty - Mathematics & Science*

Ursinus University, BS

#### 8<sup>th</sup> Grade

*Joe Zahorsky - Social Studies, Science & Bible*

Rowan University, BA

**9<sup>th</sup> Grade**

*Julia Britt - Science*

**Georgia Institute of Technology, BS  
Princeton Theological Seminary, M.Div**

*Subreena Paul – English*

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

**10<sup>th</sup> Grade**

*Manuela Arroyo - Spanish*

**Escuelas Colombianas  
De Alto Comercio y Finanzas**

*Ronald Kessler - Physical Education/Health*

**Liberty University, BS**

**11<sup>th</sup> Grade**

*Jennifer Higginbotham - English*

**College of New Jersey, BS**

**12<sup>th</sup> Grade**

*Marissa Larocco – Guidance Counselor/Mathematics*

**Southeastern University, BA**

**CHAPLAIN**

*Rev. Billy Rhoades – School Chaplain/Bible*

**Valley Forge Christian College, BA**

**TECHNOLOGY DEPARTMENT**

*Iris McKinney – Technology Instructor*

**Canton College of Technology, AAS**

**Control Data Institute**

**Thomas Edison State College, BS**

**HISTORY DEPARTMENT**

*Robert H. Newman*

**College of New Jersey, BA, MA**

**MATH DEPARTMENT**

*Peter Pace*

**Montclair State University, BA**

**Central Michigan University, MA**

**FOREIGN LANGUAGE DEPARTMENT**

*Filippa Collazo - Italian*

**Hunters College**

**ART DEPARTMENT**

*Donna Gibilisco*

**MUSIC DEPARTMENT**

*Wendy Salibrici*

**North Central University, BA**

*Debbie Wisniewski - Piano & Voice Lessons*

**Member ASCAP**

## STUDENT INFORMATION

### 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.

1. Absences

Parents must call the school office if their child is to be absent for the day. A policy requirement necessitates a student who is absent to submit a note of excuse, explaining their absence, with the date of their absence, from their parent/guardian. 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.

Any student missing twenty-five (25) days or more shall be required to attend a summer school. Students with serious medical problems may be excluded from school on medical grounds until the medical cause is removed. 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.

2. Tardiness

Any student entering their classroom AFTER 8:20 a.m. will be considered tardy. Until 8:35 a.m. students must report directly to the carport lobby to receive a late pass. A lateness will only be considered "excused" for legitimate reasons; i.e. doctor's appointments, funerals, etc. A parental note must accompany the student. The accumulation of four (4) unexcused latenesses will result in an after school detention. 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.

3. Special Excuses

Any student requesting partial or full day excused absence for medical or dental appointments, driver's test, college or career interviews, or unusual circumstances, MUST PRESENT A WRITTEN REQUEST FROM PARENTS IN ADVANCE OR NOTIFY THE SCHOOL OFFICE BY PHONE.

4. Early Dismissals

Any student leaving school in the course of the day must inform the school office in writing at the very beginning of the school day. Students must be signed out of school by a parent or guardian at the time of departure. The signing out is to take place in the school office. Students leaving early from school must be picked up at the school office. PARENTS ARE NOT TO PICK UP THEIR CHILDREN AT THE CLASSROOM.

## ACADEMICS

### 1. GRADES

Instructors will inform parents and guardians on “Back to School Night” of the evaluation system used for grading in each course. All make-ups must be completed WITHIN the marking period unless a medical condition, covered by a medical doctor’s note, is submitted and approved prior to the marking period’s end.

### 2. HOMEWORK

For elementary grades, generally, homework will not exceed 60 minutes per night. For high school students, grades 7 through 12, a suitable amount of homework will be assigned. On Wednesdays, a minimal amount of homework may be assigned in any grade 7<sup>th</sup> through 12<sup>th</sup>.

NOTE: It is understood, however, that each student works at varying rates; therefore, some may need more time while others will need less time to complete assignments.

### 3. PLAGIARISM

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

### 4. 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.

## DRESS CODE

School uniforms are to be purchased through Flynn & O’Hara. Order forms are available in the School Office OR you can go online to [www.fando.net](http://www.fando.net). STUDENTS MUST ARRIVE AT SCHOOL FULLY DRESSED IN THEIR APPROPRIATE UNIFORM.

### UPPER SCHOOL DIVISION

Upper school students (7<sup>th</sup>-12<sup>th</sup> grades) will wear ONE style uniform Monday through Friday. Everyone must come to school dressed in uniform. Students may not change at the school.

#### Boys

Grey pants with black belt; navy blue short or long sleeve **banded** bottom polo shirt with logo (which is worn outside the pants); navy blue socks; solid black footwear; should be a shoe. No multi-colors allowed; (if shoelaces are worn they must be black). If extra clothing is worn it must be the blue school sweater. NO other clothing is permitted. National Honor Society members may wear the NHS sweater.

Only white T-shirts (no colors; no T-shirts with words, designs, pictures, etc.) are authorized to be worn as an undershirt). Shoes and socks are to be worn at all times during school hours.

AT NO TIME DURING THE SCHOOL DAY/ACTIVITIES ARE BOYS PERMITTED TO WEAR EARRINGS, OR TAPE OR COVER OVER AN EXISTING EARRING, OR ANY BODY PIERCING JEWELRY.

#### Girls

Grey & blue plaid skirt (knee length); grey or khaki pants (not tight fitting); navy blue short or long sleeve banded bottom polo shirt with logo (which is worn outside the skirt); solid navy blue knee high socks or solid navy blue tights/stockings worn with skirts, solid navy blue socks worn with pants; solid black shoes; no athletic shoe/sneakers, slippers, or boots (if any shoelaces are worn they must be black); If extra clothing is worn it must be the blue school sweater; NO other clothing is PERMITTED. No scarves or headgear ALLOWED. National Honor Society members may wear the NHS sweater.

Only white T-shirts (no colors; no T-shirts with words, designs, pictures, etc.) are authorized to be worn as an undershirt). Shoes and socks/stockings are to be worn at all times during school hours.

AT NO TIME DURING THE SCHOOL DAY/ACTIVITIES IS BODY PIERCING JEWELRY PERMITTED (other than the ear). Head coverings of any kind are not permitted. Ladies should wear a minimal amount of jewelry.

ONLY THE SCHOOL UNIFORM IN ITS ENTIRETY IS ACCEPTABLE. Uniforms must be neat, clean and fitted properly. Rolled up pants, skirts are not acceptable. Skirts are to be worn at top of the knee.

### ELEMENTARY DIVISION

#### Boys

Grey pants; navy short-sleeved polo with LCA logo or long sleeve; navy or white socks; shoes (no sneakers - (does not include Kindergarten and First Grade) - sandals or boots); and optional burgundy sweater.

*AT NO TIME DURING THE SCHOOL DAY ARE BOYS PERMITTED TO WEAR EARRINGS, OR TAPE, OR COVER OVER AN EXISTING EARRING, OR BODY PIERCING JEWELRY.*

#### Girls

Plaid jumper with LCA logo; white blouse; navy knee socks or white socks; and shoes (no sneakers - (does not include Kindergarten and First Grade) - sandals or boots); and optional burgundy sweater with LCA logo.

*AT NO TIME DURING THE SCHOOL DAY/ACTIVITIES IS BODY PIERCING JEWELRY PERMITTED (OTHER THAN THE EAR).*

## PHYSICAL EDUCATION UNIFORM

The Physical Education Department at Life Center Academy will handle all sales of the gym uniforms. We will do the ordering for you. Order forms are obtained through the school office OR you can download a form from our website (www.lcanj.org). The gym uniform consists of:

- Gray tee shirt w/logo
- Black sweatpants w/logo
- Black sweatshirt w/logo (optional)
- Black mesh shorts w/logo (optional) - may be worn in September & May)

Only LCA uniform sweatshirts may be worn in inclement weather. Upper School students may not wear their gym shorts outside of their physical education classes.

## GENERAL INFORMATION

1. THE PLEDGE AND SALUTE TO THE UNITED STATES AND CHRISTIAN FLAGS AND BIBLE SALUTE.  
Each student has the responsibility to show respect to the United States and Christian flags. Every morning students will recite the pledges to the United States and Christian flags, and will participate in the Bible salute. Each student is required to show full respect to the flags and to the Bible.
2. 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. Also, we ask that students do not place stickers of a permanent nature on the lockers. Students may only use their lockers at specific times.
  - a. Before homeroom
  - b. After 2<sup>nd</sup> period
  - c. Before and after their lunch
  - d. At the end of the school day
3. BEFORE SCHOOL  
This program is available from 7:00 a.m. until school begins. Students entering the building before 8:00 a.m. must report to the designated waiting area. At 8:00 a.m. students are free to go to their designated lockers and homerooms.
4. AFTER SCHOOL PROGRAM (KINDERGARTEN-12<sup>TH</sup> GRADES)  
Before 3:00 P.M. all students must be in their designated areas. Students not involved in after school activities will report to the designated "after school room". There is a charge for this service. The "after school room" closes at 6:00 p.m. All students *MUST* be picked up by that time. An additional fee will be assessed for students being picked up after this time.

5. VISITORS

Visitors' passes may be issued for a valid reason by the school office. LCA parents are encouraged to visit any time. However, prior arrangements must be made through the school office.

6. HALLWAY ETIQUETTE/PASSES

Please stay to the RIGHT side of hallways. Always make sure those walking down the opposite side of the hallway will have plenty of room to pass. Students may not be in the halls without a pass while classes are in session.

7. DINING HALL

The Dining Hall is your place to eat and relax for a few moments with your friends. Your behavior is expected to further demonstrate the fact that the students at LCA will act as ladies and gentlemen at all times.

8. MEDICATION/SCHOOL NURSE

All medication must be brought to the School Office. No pills or medication of any kind are to be retained by the student. These precautions will be strictly enforced.

This includes all cough and cold medicines, etc. If possible, ALL medication should be administered before or after school unless there is an emergency.

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

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

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

PARENTS/GUARDIANS ARE REQUIRED TO NOTIFY THE SCHOOL NURSE OF ANY AND ALL SPECIAL MEDICAL CONDITIONS/NEEDS OF YOUR CHILD, TO INCLUDE BUT NOT LIMITED TO: ALLERGIES, ASTHMA, SEIZURES, ETC.

- e. Unless the nurse decides to send a student home, all students must follow the 15 minute time limit in this office. \*Students may not call their parents to tell them they do not feel well, etc...

9. CHAPEL

LCA believes the spiritual enrichment of each student is vitally important. The school provides a weekly chapel service for all students.

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.

10. EMERGENCY RESPONSE DRILLS

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.

BOMB: Students are to follow the same procedure as per fire drill instructions with the exception that the meeting location will be the LCA soccer field.

TERROR: Students are to follow the same procedure as fire/bomb drill instructions with the exception that the meeting location will be the church sanctuary balcony section. Students will bring all books, book bags, and coats with them.

11. SCHOOL CLOSINGS

A representative from the school will call whenever school is closed due to inclement weather, or you can tune into Channel 6, or go to our website, [www.lcanj.org](http://www.lcanj.org). We do not close the school early in inclement weather. However, parents are permitted to pick their children up before dismissal if necessary. After care program parents may be called to pick up their children by 3 p.m.

12. FIELD TRIPS

Generally, each class, Kindergarten through twelfth, takes one to two trips each year.

13. BELL SCHEDULE

Students will have five (5) minutes to change classes and will be considered late after the bell rings.

FULL DAY SCHEDULE  
(Grades 7-12)

Full Day

Homeroom	8:20 – 8:30
First period	8:35 – 9:20
Second period	9:25 – 10:10
<i>Break</i>	10:15 – 10:25
Third period	10:30 – 11:15
Fourth period	11:20 – 12:05
Fifth period/lunch A <i>Grades 10<sup>th</sup>, 11<sup>th</sup>, 12<sup>th</sup></i>	lunch 12:10 – 12:30 Bible 12:35 – 1:00
Fifth period/lunch B <i>Grades 7<sup>th</sup>, 8<sup>th</sup>, 9<sup>th</sup></i>	Bible 12:10 – 12:35 lunch 12:40 – 1:00
Sixth period	1:05 – 1:50
Seventh period	1:55 – 2:40

(Florence students dismissed at 2:25)

**Chapel Day (Wednesday)**

Homeroom	8:20 – 8:30
First period	8:35 – 9:15
Second period	9:20 – 10:00
Chapel	10:05 – 10:55
Third period	11:00 – 11:40
Fourth period A	class 11:45 – 12:05/lunch 12:10 – 12:30/class 12:35 -1:00
Fourth period B	class 11:45 – 12:35 lunch 12:40 – 1:00
Sixth period	1:05 – 1:50
Seventh period	1:55 – 2:40

(Florence students dismissed at 2:25)

Half Day

Homeroom	8:20 – 8:30
First period	8:35 – 9:09
Second period	9:14 – 9:48
Third period	9:53 – 10:27
Fourth period	10:32 – 11:06
Sixth period	11:11 – 11:45
Seventh period	11:50 – 12:25

(Florence students are NOT dismissed early.)

14. CURRICULUM -Grades K-6

LCA uses a variety of curricular materials as a starting point for teaching. Typical publishers are A Beka, McDougal-Littell, Silver, Burdett & Ginn, and Harcourt, Brace and Co. In addition, the teachers use a variety of creative activities, manipulatives and individualized techniques to instruct the child. The curriculum is guided by K-6 scope and sequence.

The primary goal of the teaching process is to assist each student to reach his maximum potential mentally, physically and spiritually. We take students where they are and help them move as far forward as possible.

CURRICULUM – Grades 7-12

LCA uses a variety of curricular materials for teaching. Typical publishers are ABeka, Silver, Burdett & Ginn, D.C. Heath, Prentice-Hall, Holt, Rinehart and Winston, Harcourt Brace and 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 at Burlington County Community College.

## ATHLETICS

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

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

ALL junior varsity and varsity athletes must pay a registration fee to be eligible to play each 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.

Other Activities – Yearbook Staff, Cheerleading, Bible Club, Choir, Music and Voice lessons. Some activities may vary from year to year.

## COURSE OFFERINGS

(Grades 7-12)

<u>Mathematics:</u>	Junior High Math Pre-Algebra Algebra I Geometry Algebra II Discrete Math Algebra III Pre-Calculus Calculus
<u>Science:</u>	7 <sup>th</sup> Grade Science 8 <sup>th</sup> Grade Science Physical Science Biology Chemistry Advanced Biology Physics

- Social Studies: America, Land I Love  
Civics  
World History  
United States History I  
United States History II  
Economics  
The Bible and Its Influence
- English: 7<sup>th</sup> Grade English  
7<sup>th</sup> Grade Reading  
8<sup>th</sup> Grade English  
9<sup>th</sup> & 10<sup>th</sup> Survey of English  
American Literature  
Honors American Literature  
English Literature  
Honors English Literature  
AP Literature
- Foreign Language: Introduction to Spanish  
Spanish I  
Spanish II  
Spanish III  
Italian I  
Italian II  
Italian III  
Latin 7<sup>th</sup> grade  
Latin 8<sup>th</sup> grade
- Computer Education: Keyboarding & Document Processing  
MS Office 2000  
Yearbook/Video  
Adobe GoLive  
Visual Basic and C ++

Physical Education & Health:

GRADING SYSTEM

- A = 92-100  
B = 84-91  
C = 75-83  
D = 70-74  
F = 0 - 69

DISCIPLINE

1. SUBMISSION OF PUPILS 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 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 which 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 family, friends, etc. 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 at all school activities (trips, clubs, athletic practices and games, etc.)

## 3. STUDENT CODE OF CONDUCT

- A. Students who are not where their schedule permits or leave class without permission.
  1. 1<sup>st</sup> offense – detention issued
  2. 2<sup>nd</sup> offense – parent/guardian called; **week long detention issued.**
  3. 3<sup>rd</sup> offense – parent called in on 3<sup>rd</sup> offense; suspension issued.
- B. Students who leave L.C.A. building without authorized permission.
  1. 1<sup>st</sup> offense – detention issued.
  2. 2<sup>nd</sup> offense – parent/guardian called; **week long detention issued.**
  3. 3<sup>rd</sup> offense – parent called in on 3<sup>rd</sup> offense; suspension issued.
- C. Students who leave L.C.A. building and grounds without authorized permission.
  1. 1<sup>st</sup> offense – parents/guardians called in for a conference; suspension issued; if a student driver is involved, this will constitute a three month loss of driving privileges.
  2. 2<sup>nd</sup> offense – same as above; extended suspension issued; student drivers will incur a loss of driving privileges for the remainder of the school year.
  3. 3<sup>rd</sup> offense – Expelled.
- D. 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 IN THE BUILDING AND THROUGHOUT THE SCHOOL DAY AND MUST BE TURNED OFF.* Other electronic equipment, i.e. lasers, games, etc. which could cause interruptions in the learning environment are prohibited. (Advise your child to leave all valuables at home. LCA is not responsible for lost/stolen items.)
  1. 1<sup>st</sup> offense – warning to student issued.
  2. 2<sup>nd</sup> offense – electronic device confiscated/pick-up office end of day.
  3. 3<sup>rd</sup> offense – penalty #2 BUT parent must pick up in school office.
  4. 4<sup>th</sup> offense – penalty #3 and detention and more.
  5. STUDENTS WHO CALL/TEXT PARENTS DURING SCHOOL FOR ANY REASON EXCEPT A REAL SCHOOL WIDE EMERGENCY WILL RECEIVE

AN AUTOMATIC DETENTION. IF YOU MUST MAKE A PHONE CALL, GO TO THE SCHOOL OFFICE FOR PERMISSION. PARENTS, PLEASE DO NOT CALL/TEXT YOUR CHILD DURING THE SCHOOL DAY. CONTACT THE SCHOOL OFFICE IF NECESSARY.

- E. Uniform infractions
1. Proper uniform consists of:
    - a. A clean, well-kept appearance, (not damaged, torn or altered in any way)
    - b. Shirt/blouse
    - c. Pants, skirt (proper length; top of the knee)
    - d. Belt for boys
    - e. Solid black footwear (no boots, no sandals, open-toed, etc.)
    - f. Socks (see Dress Code)
  2. 1<sup>st</sup> offense – warning to student
  3. 2<sup>nd</sup> offense – detention
  4. 3<sup>rd</sup> offense – parent contacted, additional detention issued.
  5. continued violations could lead to suspensions
- F. 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. men, no hair spiking).
  4. Male students should be clean shaven with hair cut at a modest length.
- G. Hats and headgear of any style and type are not permitted to be worn in the school building.
- H. Food and drinks are meant to be consumed in the Dining Hall. Only your instructor can give permission for food or drinks to be consumed in the classroom or outside the building.
- Food/Drinks
1. 1<sup>st</sup> offense – warning issued
  2. 2<sup>nd</sup> offense – warning issued; detention possible
- I. Detentions and Detention Schedule/Suspension - FOR MISCONDUCT which includes cursing.
- (School detentions will be served on Wednesdays from 3:00 p.m. to 4:00 p.m.)
- A classroom detention can be held on any school day.
  - Students will not be permitted to talk, socialize, or do personal work of any form during that time.
  - 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 – students who fail to report to detention may be required to serve a Saturday detention which has a mandatory financial charge.
  - A fourth cumulative detention for misconduct will be served on a Saturday morning. There will be a \$10 charge for Saturday detentions. This is a 2 hour detention. Failure to serve a Saturday detention could result in a school suspension.
  - Five cumulative school detentions for misconduct will constitute an issued suspension and probation notice.
- J. Probation
- Non-restrictive – All newly enrolled students will be considered to be on probation for their first year in Life Center Academy. This will be considered non-restrictive in nature.
- Restrictive – A student who is placed on probation...some of the causes may be:
1. Continued deliberate disobedience.

2. A rebellious spirit which is unchanged after much effort by the teacher.
3. Insufficient academic progress because of failure to work to capacity.
4. Committing a serious breach of conduct inside or outside of school.
5. Obtaining five detentions in a row or a total of eight detentions.

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 student fails to change after continual attempts at correction, the school is left no other recourse but expulsion.

K. Suspension

Suspension is invoked when gross misconduct or repeated misconduct takes place, i.e. fighting, hazing, 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. Normally, the student will receive a 0% class work or quiz grade 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 must take place by 8:00 a.m. the day the student returns.

L. Any sexual harrassment or bullying of a student will result in an immediate suspension and possible expulsion.

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

N. Theft or possession of stolen property:

1<sup>st</sup> Offense – 2 day suspension and warning

2<sup>nd</sup> Offense – possible expulsion

O. 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.

P. 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.

Q. Insubordination towards school staff or volunteer adults may result in an automatic 3-day suspension.

R. 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.

S. Contact between students

A DISPLAY OF AFFECTION OR EMBRACING BETWEEN STUDENTS IS NOT PERMITTED. There is a “no touch” rule at school and students are expected to exercise discretion at extra-curricular activities.

T. Off Limits

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

## CONFLICT AND GRIEVANCE PROCEDURES

Because 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, and as believers, we should waive all right to take our cause before a court of law.

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

When a conflict or grievance arises, relating to the Academy, 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. Principal
  - d. Administrator
  - f. Pastor
  - g. Board

### 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.

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Parent

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Student



## SOLOMON CHAPTER OF THE NATIONAL HONOR SOCIETY

Membership into this society is a privilege, not a right. The selection process begins with scholarship of those tenth, 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

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.

Respectfully,

NHS Advisor

# STATEMENT OF FAITH LIFE CENTER ACADEMY

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1. WE BELIEVE...**The Scriptures are Inspired by God** and declare His design and plan for mankind.
2. WE BELIEVE...**There is only One True God**—revealed in three persons...Father, Son, and Holy Spirit (commonly known as the Trinity).
3. WE BELIEVE...**In the Deity of the Lord Jesus Christ**. As God's son Jesus was both human and divine.
4. WE BELIEVE...though originally good, **Man Willingly Fell to Sin**—ushering evil and death, both physical and spiritual, into the world.
5. WE BELIEVE...**Every Person Can Have Restored Fellowship with God Through 'Salvation'** (accepting Christ's offer of forgiveness for sin).
6. WE BELIEVE...**The Church has a Mission** to seek and save all who are lost in sin. We believe 'the Church' is the Body of Christ and consists of the people who, throughout time, have accepted God's offer of redemption (regardless of religious denomination) through the sacrificial death of His son Jesus Christ.
7. WE BELIEVE...**Divine Healing of the Sick is a Privilege for Christians Today** and is provided for in Christ's atonement (His sacrificial death on the cross for our sins).
8. WE BELIEVE...in **The Blessed Hope—When Jesus Raptures His Church** (the second coming). At this future moment in time all believers who have died will rise from their graves and will meet the Lord in the air, and Christians who are alive will be caught up with them, to be with the Lord forever.
9. WE BELIEVE...in **The Millennial Reign of Christ** when Jesus returns with His saints and begins His benevolent rule over earth for 1,000 years.
10. WE BELIEVE...**A Final Judgment Will Take Place** for those who have rejected Christ. They will be judged for their sin and consigned to eternal punishment in a punishing lake of fire.
11. WE BELIEVE...and look forward to the perfect **New Heavens and a New Earth** that Christ is preparing for all people, of all time, who have accepted Him. We will live and dwell with Him there forever following His millennial reign on Earth. 'And so shall we forever be with the Lord!'