

# LIFEGATE CHRISTIAN SCHOOL

## STUDENT HANDBOOK

School Motto - "Deus Regit" (God Reigns)

School Verse - "The righteous are bold as a lion" —Proverbs 28:1b

School Song - "To God Be the Glory ... [He] opened the lifegate that all may go in."

School Mascot - The Lion

School Colors - Purple and Gold

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# I. CAMPUS INFORMATION

## **Mission Statement**

To assist families by providing a Christ-centered education in which virtue, academic excellence and social responsibility are achieved in a nurturing, safe inter-denominational community.

## **Accreditation Statement**

Lifegate Christian School is accredited by the Northwest Association of Accredited Schools. We participate in the Oregon School Activities Association sports programs and in the Association of Christian Schools International activity programs.

## **Affiliations/Memberships**

Association of Christian Schools International (ACSI)

Oregon Federation of Independent Schools

National Private Schools Association Group

Oregon Schools Activities Association (OSAA)

National Association of Student Councils

National Honor Society

## **Christian Philosophy Statement**

Lifegate is an inter-denominational, board-directed Christian school. Its operation is based on the principles of God's Word. Faith in Christ and the authority of the Bible are the foundations upon which this school is built. Every activity, both in and out of class, takes place in the context of the Christian faith. The key to this is a competent, dedicated Christian staff, which by the example of their own lives and by the design of their classroom instruction, intends to affect a strong Christian influence upon each student.

## **Statement of Faith**

Lifegate Christian School aims to bring students to the knowledge that when one walks in the grace of God, he is truly free. Each student is encouraged to recognize that the commandments of God are the supreme criteria of living victoriously. Our goal is to mirror the example of Christ in human relationships.

We believe --

- the Bible to be the inspired, the only infallible, authoritative written word of God.
- there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
- in the deity of our Lord Jesus Christ, His virgin birth and sinless life, His miracles, His victorious atoning death through His shed blood, His bodily resurrection and ascension to the right hand of the Father, and His personal return in power and glory.
- that for the salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential.
- in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.
- in 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.
- in the spiritual unity of believers in our Lord Jesus Christ.

## School Hours

The School day for all students runs Monday through Friday.

	Office Open	Students allowed on Campus	School Starts	School Ends	Students not allowed on campus after	Office Closed
School	8:00	8:00	8:25	3:25	4:00	4:00

Extracurricular activities and programs may be scheduled before and after school.

There will be no adult supervision outside of the time students are allowed on campus. The building will be locked. If staff has to stay to supervise youth that are left after hours the parents will be charged \$10 per half hour. Special arrangements for school activities must be worked out in advance. In no case should students stay continuously after school until evening events.

## Chapel Program

Lifegate Christian schedules chapel activities monthly to glorify and worship God, edify our students, hear a spiritual message, and recognize merited achievement among our student body. Chapels are generally scheduled once a month and require dress clothing. (See Dress Code)

## Closed Campus

We have a closed campus and students shall remain on the Lifegate Christian campus from their time of arrival until the end of the school day. The administration must receive written permission from parents for special field trips and special occasions.

Students leaving during the school day are subject to the LCS attendance policy (See Absences, Excused and Unexcused). Leaving without a school/parent approved reason at break or lunch is considered truancy (see Truancy). Failure to sign out when leaving constitutes an unexcused absence no matter how valid the reason. Any student leaving and then returning to school during the school day must sign back in at the office upon returning to school.

## School Closure and Inclement Weather Policy

In the event of inclement weather, school may be closed or delayed. Listen to local radio stations KUGN (590AM), KPNW (1120AM), KMTR TV (channel 16), KEZI TV (channel 9), and KVAL TV (channel 13). At any time you personally feel the road conditions are not safe for either yourself or your child, please stay home and notify the school before 8:15 AM. Media announcements will be made after 6:00 AM. You may also call the school at 689-5847 for an inclement weather message on the answering machine.

## Student Visitors

Student visitors are welcome at Lifegate Christian School if the primary purpose of their visit is to help the student make a decision regarding future enrollment in the school. Students who desire to have a visitor must complete a visitor form with the school office indicating teacher and parental approval before the visit (at least 3 days in advance). Parents may be required to accompany the visiting student. All visitors must report to the main office. Visitors must sign in and abide by Lifegate Christian School dress code and school policies, they must also wear a guest label or tag while in the school. Any student visitors arriving on campus without approval will be sent off campus.

Visitations will not be scheduled during exams or the last two weeks of any quarter. Teachers will be asked to ensure that testing is not taking place on the date requested.

Students who desire to have a visitor must complete a visitor form and file with the school office indicating teacher and parental approval.

## Telephone Use

Parents who wish to contact their child may call the school office and a message will be forwarded to the classroom. If necessary, the student may return the call at break on the school phone, or at lunchtime on their cell phone. If an emergency exists, we will send for the child immediately. Students returning a call to parents or students with an emergency are allowed to use the telephone. Other student phone access is limited to necessary calls if lines are not in use by staff.

## Cell phones (and other electronic devices)

**Cell phones and other electronic devices must remain in lockers during school hours (8:20 am – 3:20 pm) with the exception of lunch period when students may retrieve cell phones ONLY and use them. Violation will result in confiscation of the phone or electronic device which will be stored in the Administrator's office and can be picked up at the end of the school day by a parent/guardian only. The second violation will require a meeting with the administrator, parents and student. The third violation will result in the loss of the privilege of bringing a cell phone to school. (It is the responsibility of the student to keep their property secured in their locker.)**

## Lost & Found

Lost and found items will be kept in a container in the front office accessible to students. At the end of each quarter, items not claimed will be donated to a charitable organization. We encourage students to store their belongings appropriately so the building is neat and materials are taken care of.

If a book is not reclaimed within one week, office staff may check through records to find to whom it belongs, deliver it to that student and bill the parents.

## Vandalism

The Lord has provided a generous host, Fairfield Church of the Nazarene, and entrusted us with this facility. Sacrificial gifts on the part of the Lord's people have provided the equipment we have. Recognizing this, it is very important for all of us to use what God has given in a way pleasing to Him. **The facility must be used respectfully and be well cared for by all.** Furniture and equipment are to be used appropriately and in the manner in which they were intended. Proper use of the building, taking care to **keep it clean** and to follow the rules of the host church (i.e., no gum chewing, eat only in designated area [the fellowship hall] pick up personal belongings, etc.) is a way to honor and thank our hosts.

## II. ACADEMIC EXPECTATIONS

Students are expected to:

Attend classes unless properly excused.

Do their best. A "C-" average is the minimum standard (2.0 GPA) for an acceptable academic year.

Every effort will be made to help the student be successful. We encourage and ask for parental involvement with academics. Students that do not extend the effort to achieve passing grades will be placed on academic probation. Unwillingness to improve failing grades may result in academic suspension or expulsion.

Lifegate Grading Standards

A+	97-100	C+	77-79
A	93-96	C	73-76
A-	90-92	C-	70-72
B+	87-89	D+	67-69
B	83-86	D	65-66
B-	80-82	F	Below 65

### High School Graduation Requirements

Students must fulfill the following requirements to graduate from Lifegate Christian School:

Satisfactorily complete the required course work.

Meet attendance requirements.

Complete CRLE requirements.

Tuition payments are current. Please note that student transcripts will not be forwarded unless tuition has been paid in full.

### High School Diploma Requirements

Subject		Subject	
Language Arts	4 credits (AP Eng.)	Fine/Applied Arts/Electives	4 credits
Math	3 credits (Pre. Calc.)	Physical Education	1 credit
Science	3 credits	Health	1 credit
Social Studies	3 credits	Bible	4 credits
Foreign Language	2 credits	Career Learning	.5 credit
		Worldview	1 credit
Total			26.5

Students and parents should understand that universities are free to set their own requirements for entrance. This specifically includes Algebra I and above.

## **Student Community Service Expectations**

### **General**

Students at Lifegate Christian School will be expected to complete service hours as part of their career related learning experience. Galatians 6:10 says, "as we have opportunity, let us do good to all people." Jesus' life was focused on others. As His children, our attitudes should be the same. The development of a servant's spirit is a critical key to successful living. It needs to be practiced during the developmental years in order to become a way of life when adulthood is attained.

In general, the community service hour credit will be granted for volunteer work that benefits someone other than the student's own family members and is not in the benefit of a commercial company that is conducting its normal business (helping a company do a service project is acceptable.) If you have questions about a particular activity meeting Lifegate service hour requirements, please contact the school guidance counselor.

### **Service Hour Expectations**

The community service hour expectation for each high school academic year is 25 hours, totaling 100 hours upon graduation for students who spend four school years at Lifegate.

The community service hour requirement for the Honor Society is fifty hours per year above any school expectations.

### **Recording Hours**

Community service hours will be recorded on service hour forms that may be obtained from the guidance counselor. Students are responsible for recording their hours and having their volunteer supervisor verify and sign them. These forms will be kept in the student's Lifegate portfolio. This portfolio is maintained in the files of the school guidance counselor and may be updated as necessary.

### **Tutoring**

Lifegate's teachers are available to help students outside of class. If a student needs significant help beyond what a teacher is able to provide before or after school the school office can recommend a tutor to help get the student back on track.

### **Schedule Changes**

Class changes are permitted only after the counselor, all teachers involved, and parents have reviewed the request and found that it is in the best interest of the student. All schedule changes must be completed by the end of the second week of a quarter. If a class is dropped in the first two weeks of a new term, the student must register for another class. Dropping a class after two weeks will result in a failure for that course.

The faculty may initiate a schedule change based on the student's placement in subject areas.

In order to drop or add a class, students will need to secure the Drop/Add Form from the guidance counselor, obtain parental & staff signatures, and follow the steps indicated.

### **Incompletes**

No grade of incomplete will be given unless permission is granted by the administration and arrangements made with the course instructor. Two weeks, or at a time set by the assigned teacher after the term ends, all incompletes will become F's. Any exception must have administrative approval.

### **Academic Probation**

Students who earn below a 2.0 GPA on their progress report will be placed on academic probation. Administration and faculty will meet with the student and parents to determine the cause of the poor performance. If the student receives below a 2.0 on a succeeding quarter, the staff will again meet for the above reasons and to discuss whether there is sufficient progress or cooperation to merit the student's continued enrollment. Factors considered will be homework completion, extra help sought, student attitude, and student character. Lifegate values academic standards and firmly believes that all students who make a diligent effort can meet this school's requirements. Parents are encouraged to call teachers if there are any questions.

Academic probation will include exclusion from Lifegate sports team participation, extra curricular activities and field trips.

### **Grade Reports**

All students will receive a formal report card at the end of each quarter and semester (for a total of four). In addition, progress reports will be issued twice a quarter for all students receiving a C- or below. The reports are primarily used to notify parents of unsatisfactory progress or marked grade improvement. Regular informal updates on grades should be available to students on a regular basis from each teacher.

### **Improving/Changing a grade**

Students may repeat a course in high school with the goal of improving their grade and increasing their understanding. If the student successfully completes the course the second time, the failed/ lower grade will continue to show on transcript, but the higher of the two grades received will be used to figure cumulative GPA.

### **Homework**

Homework is designed to be a constructive tool in the teaching-learning process and an aid to learning. The amount and difficulty of homework will vary between classes and among students.

### **Late Homework**

Since classes differ in academic rigor, content, and teacher style, there will be differences in the handling of the following:

Late work due to sickness

Amount of credit allowed for late homework

Time allowed for make-up

Students should check with the class teacher and syllabus to understand how each of the above is handled in each class.

Because a considerable amount of time is required for teachers to correct tests, homework, and to calculate final grades each teacher may determine a late work and homework cut-off date when no more work may be turned in. It is the teacher's responsibility to publish this date and the student's responsibility to abide by it.

### **Plagiarism**

Academic dishonesty in any form is not tolerated at LCS. Cheating will result in a failing grade on the assignment in which the dishonesty occurred. Students are expected to understand the definition of plagiarism. Parents will be called and discipline will range from school service to suspension. This is the minimum standard of the school; individual faculty members are permitted to uphold more strict guidelines and consequences.

### **III. STUDENT RIGHTS & RESPONSIBILITIES**

All individuals have a right to be treated with care and respect by staff members and other students.

#### **Freedom of Speech**

Students have the right of free expression and also bear the responsibility for the consequences of such expression. Symbolic or actual expression shall not interfere with the freedom of others to express theirs, nor shall it substantially disrupt the order.

#### **School Publications**

School publications are those that are in any way sponsored, funded, or supported by the school. Newspaper, newsletter, or yearbook editors and staff must be mindful of their responsibility to the school and its mission statement and goals. Profane or obscene material, knowingly or recklessly false or libelous statements, and any material that would substantially disrupt the school or offend the moral standards of others are prohibited. Advisors and teachers need to approve material that is published at Lifegate Christian School.

#### **Prohibited Speech**

The use or display of language that threatens harm to persons or property, creates an immediate danger or disruption to the orderly operations of the school, violates the law, violates scriptural principles, or otherwise violates school rules or the school's statement of non-discrimination will not be tolerated.

Profanity and vulgarity will not be tolerated. If this problem manifests itself, the student will be corrected and parents will be informed. If it continues, a parent conference may be held. In certain situations, the administrator may choose stronger disciplinary measures.

#### **Freedom of Assembly**

Students as citizens have the right of assembly and must also bear the responsibility for the consequences of such assembly.

#### **Speakers**

The administration or a designated school official in advance of any meeting will approve invitations to speakers. No speaker will be allowed to make a speech that advocates breaking the law or otherwise violates the school's policies or the provisions of the student handbook.

#### **Distributions of materials**

Students have the right to distribute and receive written material from each other. This right, however, also carries responsibility. Profane or obscene material, knowingly or recklessly false or libelous statements, and any material that would substantially disrupt the school or offend the moral standards of others are prohibited. Materials to be distributed or posted within the school or in the community representing the school must first be approved by the school administration.

Materials to be distributed or posted within the school or in the community representing the school must first be approved by the school administration.

Students shall not distribute or display announcements or advertisements of a commercial nature, or sell materials, or engage in activities to solicit financial support without the approval of the school administration.

## **Attendance Policy**

**Lifegate Christian School expects parents and students to cooperate with the school in promoting responsibility and punctuality. It is assumed that students will attend classes unless there is an emergency or illness. Every attempt shall be made to schedule conflicting doctor or orthodontic appointments outside of school hours.**

Daily attendance and active participation in each class is a critical part of the learning process. The following policies and procedures are designed to help all Lifegate Christian School students maintain consistent daily participation in their education and increase their potential for success.

### **Attendance expectations**

With this in mind, students are expected to attend all classes, be on time when reporting to school and to class, make up all work missed due to an absence in order not to forfeit the learning opportunity and to maintain the best grade possible, and take responsibility for obtaining assignments and completing work.

Parents who monitor attendance closely increase the likelihood of success for their students.

Parents are encouraged to promote the value of attendance.

Attendance will be taken each period in each class by the teacher. Office personnel will call daily to advise parents of same day absences.

### **Absences**

An absence is defined as any time a student misses class or when a student is more than 15 minutes late to class. The school has divided absences into two categories: excused absences and unexcused absences.

### **Unexcused Absences**

An unexcused absence is when a student is not present in class and a school approved reason is not provided, or when a school approved reason is provided without proper documentation. In the case of unexcused absences, school work to be turned in on the day of the absence may be refused or accepted at diminished credit at the discretion of the teacher or administrator. Parents will be called to alert them of the unexcused absence.

- Examples of unexcused absences are as follows:
- Doctor's appointment without a signed note from the doctor's office or parent
- Being with family, unless pre-arranged per preplanned absence policy
- An unexcused tardy beyond fifteen minutes of class start time

If a student does not attend school regularly because of unexcused absences, the student may be suspended from school and a parent conference may be requested. If nonattendance continues after the student returns to school, we will request that the student explore alternative education plans.

### **Excused Absences**

An excused absence is when a student is not present in class with a school approved reason for the absence. Proper documentation establishing the reason should be provided. In the case of an excused absence the student will be given one day per day absent to make up their work without penalty. Teachers may choose to extend the time at their discretion.

Reasons excusing a student's absence are as follows:

- Personal illness
- Medical Appointment (with a note from the Doctor's office upon return)
- Family emergencies (i.e. death of an immediate family member)
- School-sponsored activities which occur during scheduled class time
- Leaving ill from school

Report excused absences to the office (689-5847) by 9:00 AM on the day of the absence.

### **Arranged Absences**

Preplanned absences may be excused within the following guidelines:

- A prearranged absence form is obtained from the school office.
- The form is filled out and taken home for parent's signature.
- The student takes the form to the teachers for class assignments and signature.

The form is returned to the school office at least two days prior to the absence, where an administrator will review and approve or decline the request.

Students are to check out through the school office when leaving the building and when they return. Use of the form will ensure that the student receives all assignments for the period to be missed.

### **Early Dismissal**

A student may be dismissed before the end of the school day under the following guidelines.

- A note, school visit or telephone call from the parent/guardian
- Scheduling of the event through the school office

The status of the early dismissal absence will be evaluated according to the standard excused/unexcused absence policy and subject to the consequences thereof.

### **Truancy**

Any absence not cleared by the office within three school days of the date of absence is considered truant. The normal consequence of truancy is suspension.

### **Absence Accumulation**

When a student accumulates:

1. Five (5) absences in a class in one semester, the appropriate teacher will conference with student and contact the parents/guardian by telephone. If for some reason the teacher is unable to reach the parents/guardian, a letter will be mailed home informing them of the number of absences in the class or classes.
2. Nine (9) absences in one semester, the appropriate teacher will send an attendance alert to the office. An administrator will have a conference with the student and send a letter home. At this time the administrator may choose to review the student attendance record and as a result of the review amend the record to more accurately reflect attendance patterns and circumstances.
3. Twelve (12) absences in one semester, the student and parent or guardian will be notified that there may be a loss of credit. The student may be removed from the class at this time. The student has the right to appeal within five (5) school days to the school administration. Any student who does not appeal at this level will forfeit his/her right to further appeal. If a student schedules a hearing and fails to attend, the hearing will be conducted without them. If he/she does appeal, he/she will remain in class pending the outcome of the appeal.

School related activities, which require a student to miss class, do not count as one of the 12 absences. Pre-arranged absences are included in the 12 absences. The only exception will be in the case of pre-arranged absences for religious observance.

### **Tardy**

Tardiness is disruptive to the educational process of the student, class, and teacher. Tardiness is arriving to class after the designated start time or arriving to class (on time) without necessary materials.

Lifegate Christian School expects students to be in class on time. We expect parents to honor this policy by bringing their students to school on time, for the benefit of the entire Lifegate community.

## **Tardy Policy**

1. Students will be seated in class with appropriate materials when the bell rings at the beginning of each period.
2. After five tardies per quarter, students will receive detention.
3. Each following tardy will result in another detention.
4. Along with the third detention, a meeting will be set up with parents.
5. After three detentions and a parent meeting, a following offense will result in an in-school suspension.
6. Tardies will restart at zero at the beginning of each quarter.
7. Tardies will only be excused for advisory period if parents complete an "Excused Tardy" form and the tardy is deemed to be not due to student action. This form is located in the school office; a parent/guardian must complete this short form no more than 24 hours after the offense. An excused tardy can also be accomplished by a parent phoning the office.

## **Student Conduct**

### **Discipline**

Discipline comes from within or from the outside. Our desire is that Lifegate students possess self respect and that that self respect is reflected in the way they respect others. We approach all matters of discipline from this perspective and all corrective measures are oriented in this direction.

### **Overarching Guidelines/Standards**

The practice of good behavior is encouraged in the halls, lunch setting, library, gym and all areas of the campus. This produces an environment conducive to learning.

- During class hours, all students must use hall passes going to and from classes.
- Opened food or drinks are not permitted in any area, other than designated eating areas.
- The public display of affection between couples such as hand holding, kissing and the like is inappropriate at school or during school sponsored functions.
- Students must always respect the rights and property of others.
- Proper respect is to be shown to the flags and other symbols of our country and faith.
- Derogatory comments about other students will not be tolerated.
- There will be no arguing with any teacher or staff member concerning any matter of discipline. Questions or explanations may be asked in a polite manner.
- There will be no talking among students during prayer or devotions.
- Students are expected to be on time and prepared for class.
- Proper seating posture is expected in class and chapel (no slouching, feet propped up, etc.)
- Students are not to make excessive noise in the building, including hallways and stairs.
- No personal radios, CD players or any other electronic devices are allowed at school. These will be confiscated and returned at the end of the school year.
- Cell phones are not allowed during school hours. If brought to school, they must be locked in student locker except during lunch hour. If violated, they will be confiscated and a parent must come to the office to retrieve.
- Gum chewing is prohibited. We honor the rules of our host church.
- Students may not use the office phone during school hours except in case of emergency.
- Students must follow dress code.
- Pocketknives are not allowed at school.

Gum	Gum in mouth	Warning, Detention
Rough-housing	Running or being rough during an inappropriate time or place.	Warning, Detention
Profanity	Foul language, sexual slurs, threatening use of language	Warning, Detention, Suspension
Nuisance items	Use of cell phones, electronic devices, toys water guns, skateboards, distracting contraband etc.	Confiscation, Detention
Cheating	Academic dishonesty in any form. Plagiarism, crib sheets, etc.	Failure, Suspension, Expulsion
Theft	Unauthorized possession of another's belongings	Suspension, Expulsion
Fighting	Physical or Verbal threat to abuse.	Suspension, Expulsion
Displays of affection	Inappropriate demonstration of affection, verbal or physical (e.g. Front hugs, kissing, etc)	Warning, Detention, Suspension, Expulsion
Harassment	Unwanted behavior of a nonverbal, verbal, written, graphic, sexual, or physical nature related to disability, race, color, gender, national origin, ethnicity, age, religion, marital status, socioeconomic status, cultural background, familial status, physical characteristic, or linguistic characteristics.	Detention, Suspension, Expulsion, Referral to the Police
Drugs/Alcohol	Possession, use, or sale of drugs, paraphernalia, tobacco, or alcohol.	Suspension, Expulsion, Referral to the Police
Weapon	Possession or use of weapons, firearms, fireworks, knives, or similar devices including those that may cause fire or explosion. These may not be on any person or among their belongings at school, on school property, in the car, or at school-sponsored activities.	Expulsion, referral to the Police

## **Explanation of Sanctions**

### **Detention**

Parents will be notified of detention time that has been accrued and scheduled times it is to be served. Except in the case of normal excused absences a detention that is missed will incur an additional detention and/or further disciplinary action.

After school detention begins between 3:20 and 3:50 pm at dean's discretion. Students arriving after 3:50 will be seen as skipping detention and will incur the appropriate consequence.

### **Within one Semester:**

The fourth detention earned will result in a student essay which will be signed by the parent and returned to the office.

The fifth and sixth detentions earned will result in a 1-day in school suspension and parent contact from the administration.

The seventh, eighth and ninth detentions earned will each be counted and served as one day out of school suspensions accompanied with parent contact for each case.

If more detention is earned then expulsion proceedings will begin.

Students whose first offence is more severe than detention will forgo the prior steps and be subject to the discipline scheme subsequent to their offence. For instance if a student who had served one detention gets a one day in school suspension (say for fighting) and then gets detention (say for tardies) the detention from tardies will be counted and served as the sixth offence and will result in a one day in-school suspension.

### **Suspension**

Suspension is defined as being excluded from school, classes and school activities (on or off school grounds) from 1 to 10 days. Suspensions are at the discretion of the administration and are for major or consistent violations of the school conduct code, or a pattern of non-compliance with school rules. Parents will be notified, and involved in the suspension meeting when possible. Suspensions may include special assignments and other tasks or restitution. In addition, all school work missed while on suspension must be made up. However, reduced or no credit for this work may be a consequence of suspension.

### **Expulsion**

Expulsion is defined as exclusion of a student from school attendance for up to one calendar year, although certain violations may incur a permanent expulsion from the school. Students may not participate in any school functions while under expulsion. Expulsion is at the discretion of the School Board. Reasons for expulsion include but are not limited to:

- Failure to submit to the authority of Lifegate teachers and staff.
- Commission of a crime as defined by state or local laws.
- Failure to remedy problems of a recurring nature.

### **Probation**

Some students function better within more specific parameters or the administration might be interested in keeping closer track on a student's progress, for this we have probation. A special written contract developed jointly by the administration, parents and student that addresses an area of concern and lists agreed upon steps to remedy the issue. Non-academic probation is applied only in situations in which a student displays a serious problem. Probation may also be used as part of a new student enrollment for someone who may need to demonstrate appropriate attitudes and behavior. Recurring offenses may constitute grounds for suspension or expulsion. Academic probation is instituted for insufficient academic progress. (See the Academic Expectations section of this Handbook for additional information on Academic Probation).

### **Dress Code Enforcement**

It is not good stewardship to spend a large amount of time interpreting and applying dress code. THEREFORE, WE EXPECT PARENTS TO ENFORCE THE DRESS CODE WITH THEIR OWN CHILDREN.

Dean/Teacher enforcement of the dress code will be in accordance with the SPIRIT of the rules as well as the wording. If student is in doubt as to the acceptability of an article of clothing, ask the Dean of Men or Dean of Women ahead of time. The school administration reserves the right to judge any article of clothing on an individual basis for appropriateness, neatness, and modesty. Because styles change, the administration reserves the right to define more specifically what is in good taste. Final interpretation as to dress or grooming, which is immodest or disruptive to the educational process, will be determined by the administrator/dean.

### **Borderline Attire**

Students with borderline or questionable offense shall be issued a verbal warning with citation date and clothing articles in question recorded in the office. A second offense will result in a 30-minute detention.

If attire is deemed not appropriate, the student may remain at the office until acceptable clothing is available and the student may be given an appropriate consequence. This will be a dean/administration decision. Academic periods missed in such cases are counted as unexcused.

### **Blatant Defiance**

Dress Code violators will appear before the administration.

1<sup>st</sup> Offense: Violation will be documented and student will be asked to change the article of clothing by having clothes brought from home or use clothes provided by school.

2<sup>nd</sup> Offense: 1 hour detention and parents notified by phone.

3<sup>rd</sup> Offense: 1 hour detention and parents notified by letter or phone.

4<sup>th</sup> Offense: Detention, plus a parent conference will be required.

5<sup>th</sup> Offense: Suspension, plus a parent conference will be required.

6<sup>th</sup> Offense: A parent conference will again be required to discuss dismissal.

### **Fines and Charges**

#### **School Property**

Damaged property belonging to the school must be paid for at replacement or repair cost. When damage does occur as a result of carelessness or deliberate destruction by a student, the student will be required to pay restitution.

#### **Library Fines**

If you received an overdue notice, the amount listed under "price" is the replacement cost of the book. Fines are not assessed until books are returned but you can calculate from the day it was due to today's date at 10 cents per day per book. Billing notices reflect the amount that is owed on a book that was returned overdue. Failing to return a library book, a student will be assessed fines based on replacement cost.

Students will not receive report cards or diplomas nor may they compete in sports or activities if fines or fees are due or past due.

## **Classroom Guidelines**

Evidence has shown that students who succeed in their studies do so because they have adopted a serious attitude about their class work. They have learned to separate work from play. They have learned that class time is not the place for social and/or recreational activities. The rules listed below apply to all students in all classes. Teachers may add their own rules that may apply specifically to their classes.

- Be in your seat when the bell rings to start class.
- Come to class with the proper books and materials.
- Pay attention in class and be recognized to speak.
- Participate in classroom lessons and activities.
- Behave in a cooperative manner that is not disruptive or distracting.
- Treat others with courtesy and respect.
- Show respect for and take care of the furniture, equipment, and others' property.
- Do your best at all times. This will bring honor to you and God.

## **Grievance Procedures for Students**

### **Essential elements of due process:**

Matthew 18 tells us to go directly to the one with whom we have a conflict. When misunderstandings arise between students and teachers or coaches, the following grievance process is available to all students to resolve the problem(s):

- Fair and equitable rules/regulations.
- Proper notification of the decision-making process (rules of the game).
- Opportunity for a hearing (on a student's issue) and appeal.
- When feasible, the student should meet with the teacher or coach to discuss the issue.

If the initial meeting does not resolve the situation, the parent or guardian may confer with the teacher or coach involved.

If still unresolved, the matter should be referred to the administration.

In extreme situations, unresolved issues may be referred to the school board.

Students may file a grievance or submit a request for remedy by completing a formal grievance form available from the school office, by informal written statement, or by verbal statement to any staff member.

A parent or guardian may also file a grievance in behalf of the student.

## **Campus Restrictions**

Students are restricted from certain areas of the school building. Without approval and a staff member present, students may not be:

- In the church sanctuary
- In the kitchen off the fellowship hall
- In the Music Room

## **Food**

Gum chewing is not allowed in the school and church buildings.

No food may be eaten in the building outside of the designated areas of the gym or fellowship hall (unless approved by school staff).

Students may have water (only) in clear plastic water bottles.

## **Lunch Rules**

Students may purchase lunch items from the Paw Shop. Lunch will be eaten in designated areas to facilitate supervision and cleanup. Lunch is not to be eaten in classrooms.

Students are responsible for handling their own garbage and cleaning up their spills, etc. Students will be expected to clean up the lunch area, to be assigned on a rotating basis, as posted on the lunch clean-up roster.

## **Dress Code**

The primary responsibility for dress and grooming resides in the home. However, dress and grooming which are problematic for health or safety, or which interfere with the educational process become a matter of concern within the school setting. Regardless of one's position concerning the school dress standard, compliance is expected of all students and guests during classroom hours and after hours at school events.

Objectives--

- To dress in such that our lives are testimonies which glorify the Lord Jesus Christ (Col. 3:17).
- To practice cleanliness, modesty, neatness, and good grooming to help us develop social graces.
- To express differentiation between the sexes (Deut. 22:5).
- To be dressed suitably for the activity of the wearer.
- To respect others in our consideration to not offend (1 Thes. 5:22); thus refraining from extreme or immodest appearance (Phil. 4:5).

## **Clothing expectations**

Appropriate - The fabric, style, cut, occasion, etc. are to be taken into consideration so that the final result is modest, considerate attire for both ladies and gentlemen.

Modest - Ladies are expected to appear feminine and modest; and gentlemen are expected to appear masculine and modest. By definition modest attire does not attract undue attention nor is it disruptive to school proceedings.

## **Dress Standards for all students**

- Clothing must fit properly; neither too tight, too large, nor too revealing. The size of the garment is to correspond with the size of the wearer.
- Midriffs are to remain covered at all times (including when arms are raised).
- Undergarments are to be worn and not seen.
- Pants must be worn with the waistband within 2 inches of the top of the hipbone.
- Neat/Clean - This means clothing that is clean and in good shape **without holes or fraying**.

- Hem of shorts must be no more than three inches above the knee (including when seated, etc).
- Shoes must be worn at all times.
- No sharp jewelry or belts.
- No chains hanging from pockets.
- Messages on clothing, accessories or any other place must be compatible with the Christian faith.
- Hats, bandanas, or head coverings are not to be worn.
- Studded belts are okay as long as they aren't distracting or dangerous.
- Studded choke-type necklaces and bracelets are not allowed.
- Tank tops and sleeveless tops will not be worn. All sleeves must be capped or longer.
- No visible tattoos.
- Camouflage fatigues, militia attire, sweats, pajama bottoms, athletic shorts and warm-up/nylon pants are not appropriate for school dress.
- Special “unique” dress styles not mentioned above will be handled on an individual basis.

### **Men**

- Hair should be neatly trimmed and of a natural hair color. Hair must be cut above the eyebrows and not fall below the base of the neckline. Ponytails, as with mullets, are not allowed.
- Facial hair must be neatly trimmed.
- Piercings shall go unadorned (no ring or stud/clear plastic plug is acceptable).

### **Women**

- Hair should be neatly trimmed and of natural hair color.
- Hem of skirt must be no more than three inches above the knee (including when seated, etc). Slits in skirts follow the same standards.
- Tight fitting attire and revealing cuts are inadmissible.
- Piercing shall be limited to three earrings in each ear. Any other piercing shall go without adornment (no ring or stud/clear plastic plug is acceptable).

### **Gym Clothes**

PE uniform (Lifegate T-shirt & black shorts) Shorts no shorter than 5 inches above the knee are acceptable.

### **Exceptions for Teams**

On game days, the coaches of the various sports may exercise their prerogative to have the team dress uniformly (within the dress code) in a manner signifying team unity.

### **Chapel Attire**

On a chapel day, chapel dress is to be worn for the entire day.

### **Men's Chapel Dress**

Dress pants (no denim) can be conservative, muted colors that are dressy. A dress shirt, dress shoes (non sport), and a necktie will be worn.

**Women's Chapel Dress**

Almost any color of skirts or dress slacks (no denim) and blouses may be worn as long as they are of a non-clashing, non-distracting nature, with the following exceptions: Blouses may not be t-shirts or t-shirt type. Dress shoes (non sport) are required.

**Formal Dress for Special Events**

Formal occasions are graduation, banquets, and any other formal Lifegate School sponsored event. Students who invite guests will be responsible to ensure their dress and appearance meets these standards.

**Men's Formal Dress**

Dress slacks, dress shirt and tie are appropriate.  
Dress shoes (non sport) are required.  
Jacket or tuxedo are acceptable but not required.

**Women's Formal Dress**

Modesty is the goal, elegance is expected.  
Shoulders must be covered. Strapless or spaghetti strap attire must be covered.  
Low-cut or backless dresses are prohibited.  
Dress length to be no more than 3 inches above the knees.

**Safety**

Students are urged to observe every safety precaution while at school. Students must report any accidents to their teacher or to the office. Students who persist in unsafe behavior will be disciplined. A school safety committee will inspect the facility monthly and will make or recommend corrective actions. Students will participate in fire and emergency drills.

**Medication & Immunizations**

All students must be current for immunizations and vaccinations. Oregon State law prescribes that students who do not comply with this law may be suspended.  
Only the school office staff may administer prescription and non-prescription medicines. The school office must have a prescription container specifically for the student and the medication involved must be labeled with the student's name, name of medication, time to be given, proper dosage, and the physician's name. All medications, both prescription and non-prescription, must be kept in the school office. Parents must sign an authorization for administration of medication in order for the school staff to do so.

**Emergency Procedures**

Our campus has a set emergency procedure for each classroom. We will address these procedures and their specifics for each classroom. Be sure to familiarize yourself with each room's specific emergency procedures.

**Student Automobile Policy**

Students will register their cars in the school office. Proof of insurance and a valid license are required.

## **Lockers**

Lockers will be provided for high school students at Lifegate Christian. Locks are available for a \$5.00 deposit from the school office. Students are strongly encouraged to use the locks, especially overnight and on weekends. Valuables have been stolen from unlocked lockers. Use your locks. For the safety of all students, the administration reserves the right to search lockers or any other items and their contents at any time without prior notice and hold in possession any questionable items for inquiry.

## **IV. EXTRACURRICULAR ACTIVITIES**

### **Policy for Trips, Activities, Tours, Etc.**

#### **Students**

**Lifegate has no insurance policy for student drivers. Please be advised that some Lifegate sponsored events may be off campus. The school is not responsible for transporting your student to any events.**

**Parents are responsible to communicate with your student driver(s) your wishes concerning driving other students to and from events that may or may not be Lifegate sponsored.**

**Parents also need to communicate with the parent/guardian of any other student, whether your student is the driver or the passenger.**

In order to participate in school-sponsored field trips and activities, students have the following responsibilities:

- They must be passing all of their classes.
- Any detentions earned must have been served.
- They must make arrangements with teachers to obtain their assignments in advance for the classes they will miss.
- They must meet school standards for clothing and appearance.
- They must meet particular team, group, or club standards if the requirements are different from those in the Student Handbook.

### **Student Clubs/Athletics**

#### **Student Council**

Elected Student Body Officers and class representatives meet regularly to plan activities and work on school issues. To run for office you need to have a 2.0 GPA with no F's.

#### **National Honor Society**

Students that have completed at least the first semester of their sophomore year and have a cumulative G.P.A. of 3.5 or higher, have the opportunity to be selected by staff committee for the National Honor Society. Students must also show evidence of leadership, service and character to meet membership requirements. The Honor Society plans and hosts the fall high school retreat, as well as other activities and service projects.

## **Worship Team**

This student organization provides worship leaders and musicians for chapel programs and other school activities. Students need to be passing all classes and be a positive, Christian role model to serve on the Worship Team.

## **Athletics**

### **Current sports opportunities for Middle school students:**

Volleyball and Basketball teams are organized each year based on student interest. We participate in the local Kidsports or YMCA leagues. Notice to students and parents: Games in these leagues take place on weekends and may occasionally take place on a Sunday.

### **Current sports opportunities for High school students:**

Fall: Women's Volleyball  
Winter: Women's Basketball, Men's Basketball  
Spring: Coed Track

## **Student Clubs/Athletics Eligibility**

Participation in student clubs/athletics is a privilege for students that work to meet certain academic standards. Below is a synopsis of the policy; for further details see the athletic policy.

1. Students are required to attend all classes on the day of the contests (until team departure).
2. Students are required to attend school the day following a contest.
3. Eligible student must be attending regularly and passing in subjects "equivalent to at least five (5) semester units of work, and who during the immediate preceding semester was enrolled in school, attended regularly and passed subjects equivalent to at least five (5) semester units of work." The student must also be making satisfactory progress toward graduation requirements. (Ref. OSAA Rule 8)
4. Lifegate Christian Students must attain grades of 69.5% or higher to participate in student clubs/athletics. Academic eligibility will be verified for every participant at three-week intervals. (including home school students). When a student receives a progress report or quarter grade which disqualifies their eligibility he/she must bring all of his/her course grades back up to a minimum 69.5% (C-) before they become eligible once again.

In the event of ineligibility the following guidelines will be followed:

- \* Automatic one-game suspension for the first game after grade reports are distributed.
- \* One or more "F's". Cannot practice or play.
- \* One or more "D's". Can practice. Cannot play in contests/performances.
- \* Teachers have a 24-hour to grade 'make up' work and provide an updated GPA. Example, if a student turns work in at 9:00 AM on Tuesday, they will receive their grade at 9:00 AM on Wednesday.

## **Behavior**

The student is responsible to conduct him/herself in a manner that will bring honor to the Lord, the school, his/her family, and him/herself. Unsportsmanlike conduct in any form will be grounds for immediate removal from the game (event) and possible suspension or dismissal from the club/team and/or the school.