



**"The fear of the Lord is the beginning of knowledge..."**

**Proverbs 1:7**

# Parent & Student Handbook

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## SECTION 1: INTRODUCTION

We believe that God ordains parents to take responsibility for training their children, but we also recognize that in our culture, parents may not be able to provide the depth of instruction and commitment of time required to do this job by themselves. Lifegate Christian School (LCS) desires to provide a viable alternative to assist parents in maximizing the intellectual, emotional, social and spiritual development of their children. Christian education is a process that requires the committed cooperation of the parents, the student, and the school.

This handbook is designed to provide you with an understanding of the school's philosophies and procedures in approaching many of the situations that occur at LCS. These policies have been developed over many years. While some elements are subject to change or reinterpretation periodically to reflect changes in personnel, cultural trends, and student needs; the essence of our program remains the same as intended by the founders of LCS.

Included in this manual are our policies dealing with spiritual programs, academic programs, standards of conduct, and extra-curricular activities, as well as some general information that will be of benefit to you throughout the school year. Please read this handbook carefully so that we may have a basis of discussion should any question arise during the school year. It is our desire to promote godliness and moral integrity in young people along with providing an academic program that teaches cultural literacy, communicative skills, and critical thinking. We attempt to provide such a program in an environment that also provides social and athletic opportunities for mature development. The policies and procedures presented in this handbook are designed to promote these goals.

This handbook has been prepared to fulfill two functions. First, to acquaint those who are considering enrollment at Lifegate Christian School with our scriptural position, the services we offer, and the methods we feel the Lord has directed us to use. The second function is to give basic school information to the parents and students of Lifegate Christian School.

## SECTION 2: ABOUT LIFEGATE CHRISTIAN SCHOOL

### MISSION AND VISION STATEMENTS – SECTION 2-A

**Mission Statement:** Lifegate Christian School exists to serve Christian families by providing a Christ-centered education to equip students to fulfill their callings in life.

Lifegate Christian School will obey Scripture to educate the children of Christian families

- Serving the church
- Partnering with parents and their church homes
- Building students' faith, character and skill
- As excellent stewards of the resources God provides
- Glorifying God and passing the Gospel of Jesus Christ to generations

**Vision Statement:** Our aim is for men and women to leave Lifegate Christian School with the tools they need to better understand the world God created through the lens of God's Word.

### ABBREVIATED EDUCATIONAL PURPOSE – SECTION 2-B

Our desire is for Jesus to be in the center of every part of this school and for the Holy Spirit to be free to move. The primary purpose is to glorify God within the school setting by:

- Providing opportunities for the student's faith to be encouraged and strengthened by example, study, and prayer.
- Training children in obedience and discipline.
- Providing a curriculum with high standards, challenging each child to do his very best, "as unto the Lord" (Colossians 3:23).

Buildings, desks, books, rules, and regulations do not make a school. People gathered for the purpose of education make a school. People gathered in the name of Jesus make a Christian school. People gathered as servants of Jesus, under the liberty of the Gospel, following the guidance of the Holy Spirit find not only the finest education in a unique setting, but they become changed into the likeness of Christ. 2 Corinthians 3:18 expresses this so well: "And we, who with unveiled faces all reflect the Lord's glory, are being transformed into His likeness with ever-increasing glory, which comes from the Lord, who is the Spirit." We hope that this excites you, also, to want to be part of Lifegate Christian School -- watching, yielding, and cooperating as the Holy Spirit works His life-changing miracle in you.

### EDUCATIONAL PHILOSOPHY - SECTION 2-C

What does it mean to "share the mission/vision of the school?" Our teaching ministry fits into Lifegate Ministries' overarching mission and vision. Lifegate Christian School (LCS) teachers and staff will:

1. Assist parents in educating their children. Scripture clearly declares that a child's training and education is the responsibility of his parents (Deut. 6:4-9, Eph. 6:1-4). Parents engage our help in this area, but maintain their responsibility for or authority over their child. In partnership with parents, our authority over is both legitimate and to be responsibly exercised. We are, in fact, temporarily standing in the place of the parents, and so serving the parents in this capacity. Consequently, LCS will
  - a. Always uphold and honor parental authority before students. A teacher's words and actions will be in concert with the Christian home and follow the policies set forth by the school.
  - b. Keep parents well informed about their child's progress. This is more than an institutional requirement for teachers. It is one way we help parents fulfill their God-given responsibilities.
  - c. Listen to parents' concerns and work with individual student needs within the policies outlined in the Parent and Student Handbook.
2. Implement a curriculum that is shaped and governed by God's Word. To be truly Christian, the educational process at our school must involve much more than the presentation of a Bible-enriched curriculum. It must be a process in which the Word of God governs and informs every subject, every activity, every idea we employ. We must actively "take every thought captive to the obedience of Christ" (2 Cor. 10:5). This involves:

- a. Presenting yourself, on a daily basis, to God as a living and holy sacrifice. Not being conformed to this world, but rather being transformed by the renewing of your mind, that you may show forth what the will of God is (Rom. 12:1-2)
  - b. Constantly re-thinking and re-working courses and teaching methods in terms of the framework and principles God shows you in His Word.
  - c. Seeking out the wisdom of other godly men and women in this area.
  - d. Mastery in subject areas to the extent that we separate the wheat from the chaff in the realm of secular thought and can guide students in developing a similarly discerning Christian mind.
3. Guiding students in the path of wisdom as well as of knowledge. Repeatedly, the book of Proverbs tells us that the primary objective of parents is to give their children wisdom (Prov. 2:1-2, 4:1-13). Wisdom is praised as the greatest treasure one can gain. Nothing desirable can compare with it; in fact, all other good gifts - happiness, honor, peace, long life, wealth - accompany wisdom. Wisdom is the special possession of the Lord who stores it up for His children. For these reasons the model father in Proverbs continually urges his son toward wisdom by saying, "seek it, love it, prize it, guard it, heed it."

Imparting wisdom is a central objective, as teachers and staff stand temporarily in the place of the parent. We should never be content merely to pass on information or academic skills with no regard for how those things are to be used for God's glory. Instruction that only furnishes the mind, making the student clever without cultivating godliness, has failed in the most serious way possible. The student has become an educated fool, doubly dangerous to himself and to others. Thus, our efforts must constantly be directed toward developing the following characteristics in students:

- **The fear of God.** Scripture tells us in several places that wisdom begins with the fear of God (Ps. 110:10; Prov. 1:7; 9:10). This godly fear is a heart attitude of awe, worship, and thanks before God that brings forth obedience to His commands. Because it flows out of the heart or inner person, an individual must be regenerated by God's Holy Spirit before he can truly fear God. This may seem to create a dilemma since instruction, even to begin to attain this objective, waits on something we have no power to do - give the student a new heart. Yet Scripture repeatedly commands parents (and so, LCS staff as well) to teach their children to fear God (Deut. 4:10, 5:29; Ps. 34:7; Prov. 2:5). We are to understand from this that the Holy Spirit normally works in and through people such as ourselves to bring salvation to others. Thus, we should teach the fear of God by precept and example, prayerfully relying on God's concurrent action to change the student's heart.
- **A Christian worldview.** A worldview is the framework of beliefs about God, man, creation, human society, and history held by an individual. This framework shapes and holds together everything the individual claims to know. Because it is his basis for understanding or interpreting everything he notices or thinks about, a worldview can be compared to a set of eyeglasses through which a person sees himself and the world. Speaking of these matters, Christ says, "The lamp of the body is the eye; if therefore your eye is clear, your whole body will be full of light. But if your eye is bad, your whole body will be full of darkness" (Matt. 6:22-23). The Christian worldview starts with the understanding that Scripture provides a normative guide for exploring academic subjects and topics and conceptualizing the material world as well as the world of ideas. Our task, then, is to make clear to the student the framework Scripture provides for each subject. We must sharpen the student's discernment by training him in the work of sound thinking. Continually prod him to look beneath the surface of the statements and claims he encounters so that he may examine the underlying beliefs. By this practice, the student will gain experience in distinguishing right from wrong and in detecting the falsehoods that may lurk beneath impressive rhetoric.
- **The skills of life-long learning.** Because most of the student's life will take place outside the bounds of formal schooling, most of his learning should be the result of self-teaching. If it is not, his learning will stop, or at best halt along when no teacher takes him by the hand. For this reason, equipping the student to learn for himself should be a fundamental objective in all teaching. The student must master certain skills in order to be a life-long learner. These fall into two broad areas. First, the student must enjoy a

thorough comprehension and command of communication skills such as reading, writing, speaking, and listening. Second, the student must be able to exhibit critical-thinking skills in research, logic, and ciphering, as well as in perceiving and coping with inference and ambiguity.

- **An orientation toward service in God's kingdom.** In an environment as highly social as is a school, there are many opportunities for you to encourage the student toward acts of service and kindness. Students in grades 7-12 are also capable of performing tasks that would be welcome outside the school proper, projects that benefit the church or the community. Scripture makes clear that everything a person does, not just those acts deemed religious by onlookers, can and should be performed as service to God (1 Cor. 10:31). Any work, if it is not against God's Law and if it is carried out as unto the Lord, is service in God's kingdom. For this reason, encourage your students to aggressively pursue their interests and aptitudes as they prepare for future employment. God has some sphere of activity that He wants each graduate to take in hand for His glory.
- **A commitment to excellence.** Your students are naturally inclined to travel easy paths, not challenging ones. But there is no easy path to excellence. Achieving it requires great patience and diligence. Reinforce this truth in your classroom by maintaining high standards for all student work and behavior. But also show your students that excellence is well worth the cost in self-discipline it takes to achieve. Praise students as they progress; encourage and prod those who lag behind; reward the diligent. By so doing you will help students internalize the standards to which you are holding them. They will come to have joy in a job well done and so prove to be highly valued and sought-after members of society. "Do you see a man skillful in his work? He will stand before kings; he will not stand before obscure men" (Prov. 22:29). More importantly they will please the Lord by exercising good stewardship of His gifts.

Of course, no teacher or school completely shapes the character and mind of any of the students, because students are not like products that can be assembled in a factory. They are persons, possessing minds and wills of their own that only God has the power to shape exactly as He wishes. Yet it is clear that God expects parents, and all those who instruct, to have great influence on children. "Train up a child in the way he should go and even when he is old he will not depart from it"(Prov. 22:6). The ordinary way God extends the blessings of wisdom to each succeeding generation of young people is through the faithful instruction of parents and teachers (Gen 18:18-19, 2 Tim 1: 5, Mal 4: 6).

## EDUCATIONAL CORE VALUES - SECTION 2-D

**SPIRITUALLY:** "Let the Word of God dwell in you richly..." Colossians 3:16

- To experience regeneration through personal faith in the Lord Jesus Christ.
- To study and apply the Bible so he or she might be conformed to the image of Christ Jesus.
- To share his or her spiritual experience with others.
- To effectively interact with the family as the primary source of spiritual growth.
- To desire to be pleasing to God in all things.

**ACADEMICALLY:** "Let this mind be in you which was also in Christ Jesus..." Philippians 2:5

- To be able to reason, conduct academic investigation, and think critically and creatively
- To learn to assume responsibility for one's actions
- To acquire common knowledge and skills
- To maintain an appreciation for, and competency in the scriptures
- To inspire a genuine desire to learn

**SOCIALLY:** "For none of us lives to himself..." Romans 14:7

- To acquire courtesy and respect for parents, teachers, those in authority, and others
- To assume responsibility within the family unit
- To learn sportsmanship, honesty and concern for the rights of others
- To assume responsibility toward supporting home and foreign missions
- To understand, appreciate, love and respect all people-groups

**PERSONALLY:** "But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, self-control..." Galatians 5:16-18

**Physical Development:** "Present your bodies a living sacrifice unto God." Romans 12:1

- To develop coordination, grace, poise in movement, muscle tone and balance, endurance and agility
- To develop worthy use of leisure time
- To develop desirable habits in the care of the body
- To learn respect for the body as the temple of the Holy Spirit

**Emotional Development:** "Be strong in the Lord and in the power of His might." Ephesians 6:10

- To grow in emotional maturity and stability
- To develop positive attitudes
- To develop artistic sensibilities and appreciation
- To develop a Christ-controlled personality as the source of true happiness
- To accept themselves as made by God with a specific purpose
- To grow in the fruits of God's Spirit

## STATEMENT OF FAITH - SECTION 2-E

### **The Scriptures**

We accept the Bible, including the 39 books of the Old Testament and the 27 books of the New Testament, as the written Word of God. The Bible is an essential and infallible record of God's self-disclosure to mankind. It leads us to salvation through faith in Jesus Christ. Being given by God the Scriptures are both fully and verbally inspired by God. Therefore, as originally given, the Bible is free of error in all it teaches. Each book is to be interpreted according to its context and purpose and in reverent obedience to the Lord who speaks through it in living power. All believers are exhorted to study the Scriptures and diligently apply them to their lives. The Scriptures are the authoritative and normative rule and guide of all Christian life, practice, and doctrine. They are totally sufficient and must not be added to, superseded, or changed by later tradition, extra-biblical revelation, or worldly wisdom. Every doctrinal formulation, whether of creed, confession, or theology must be put to the test of the full counsel of God in Holy Scripture.

### **God Is Triune**

There is one God: infinite, eternal, almighty, and perfect in holiness, truth, and love. In the unity of the godhead there are three persons, Father, Son and Holy Spirit, co-existent, co-equal, co-eternal. The Father is not the Son and the Son is not the Holy Spirit, yet each is truly Deity. One God - Father, Son and Holy Spirit - is the foundation of Christian faith and life.

### **God the Father**

God the Father is the Creator of heaven and earth. By his word and for his glory, he freely and supernaturally created the world of nothing. Through the same Word he daily sustains all his creatures. He rules over all and is the only Sovereign. His plans and purposes cannot be thwarted. He is faithful to every promise, works all things together for good to those who love him, and in his unfathomable grace gave his Son Jesus Christ for mankind's redemption. He made man for fellowship with himself, and intended that all creation should live to the praise of his glory.

### **Jesus Christ**

Jesus Christ, the only begotten Son of God, was the eternal Word made flesh, supernaturally conceived by the Holy Spirit, born of the Virgin Mary. He was perfect in nature, teaching and obedience. He is fully God and fully man. He was always with God and is God. Through him all things came into being and were created. He was before all things and in him all things hold together by the word of his power. He is the image of the invisible God, the first-born of all creation and in him dwells the fullness of the godhead bodily. He is the only Savior for the sins of the world, having shed his blood and died a vicarious death on Calvary's cross. By his death in our place, he revealed the divine love and upheld divine justice, removing our guilt and reconciling us to God. Having redeemed us from sin, the third day he rose bodily from the grave, victorious over death and the powers of darkness and for a period of forty days appeared to over five hundred witnesses, performing many convincing proofs of his resurrection. He ascended into heaven where, at God's right hand, he intercedes for his people and rules as Lord over all. He is the Head of his body, the Church, and should be adored, loved, served, and obeyed by all.

### **The Holy Spirit**

The Holy Spirit, the Lord and Giver of life, convicts the world of sin, righteousness and judgment. Through the proclamation of the gospel he persuades men to repent of their sins and confess Jesus as Lord. By the same Spirit a person is led to trust in divine mercy. The Holy Spirit unites believers to Jesus Christ in faith, brings about the new birth, and dwells within the regenerate. The Holy Spirit has come to glorify the Son who in turn came to glorify the Father. He will lead the Church into a right understanding and rich application of the truth of God's Word. He is to be respected, honored, and worshipped as God the Third Person of the Trinity.

### **Man**

God made man - male and female - in his own image, as the crown of creation, that man might have fellowship with him. Tempted by Satan, man rebelled against God. Being estranged from his Maker, yet responsible to him, he became subject to divine wrath, inwardly depraved and, apart from a special work of grace, utterly incapable of returning to God. This depravity is radical and pervasive. It extends to his mind, will and affections. Unregenerate man lives under the dominion of sin and Satan. He is at enmity with God, hostile toward God, and hateful of God. Fallen, sinful people, whatever their character or attainments, are lost and without hope apart from salvation in Christ.

### **The Gospel**

Jesus Christ is the gospel. The good news is revealed in his birth, life, death, resurrection and ascension. Christ's crucifixion is the heart of the gospel, his resurrection is the power of the gospel, and his ascension is the glory of the gospel. Christ's death is a substitutionary and propitiatory sacrifice to God for our sins. It satisfies the demands of God's holy justice and appeases his holy wrath. It also demonstrates his mysterious love and reveals his amazing grace. Jesus Christ is the only mediator between God and man. There is no other name by which men must be saved. At the heart of all sound doctrine is the cross of Jesus Christ and the infinite privilege that redeemed sinners have of glorifying God because of what he has accomplished. Therefore, we want all that takes place in our hearts, churches and ministries to proceed from and be related to the cross.

### **Man's Response to the Gospel**

Man's response to the gospel is rooted and grounded in the free and unconditional election of God for his own pleasure and glory. It is also true that the message of the gospel is only effectual to those who genuinely repent of their sins and, by God's grace, put saving faith in Christ. This gospel of grace is to be sincerely preached to

all men in all nations. Biblical repentance is characterized by a changed life, and saving faith is evidenced by kingdom service or works. While neither repentance nor works save, unless a person is willing to deny himself, pick up his cross, and follow Christ, he cannot become his disciple.

### **Man's Inheritance Through the Gospel**

Salvation, the free gift of God, is provided by grace alone, through faith alone, because of Christ alone, for the glory of God alone. Anyone turning from sin in repentance and looking to Christ and his substitutionary death receives the gift of eternal life and is declared righteous by God as a free gift. The righteousness of Christ is imputed to him. He is justified and fully accepted by God. Through Christ's atonement for sin an individual is reconciled to God as Father and becomes his child. The believer is forgiven the debt of his sin and, via the miracle of regeneration, liberated from the law of sin and death into the freedom of God's Spirit.

### **Sanctification**

The Holy Spirit is the active agent in our sanctification and seeks to produce his fruit in us as our minds are renewed and we are conformed to the image of Christ. Though indwelling sin remains a reality, as we are led by the Spirit, we grow in the knowledge of the Lord, freely keeping his commandments and endeavoring to so live in the world that all people may see our good works and glorify our Father who is in heaven. All believers are exhorted to persevere in the faith knowing they will have to give an account to God for their every thought, word and deed. The spiritual disciplines, especially Bible study, prayer, worship and confession, are a vital means of grace in this regard. Nevertheless, the believer's ultimate confidence to persevere is based in the sure promise of God to preserve his people until the end, which is most certain.

### **Empowered by the Spirit**

In addition to effecting regeneration and sanctification, the Holy Spirit also empowers believers for Christian witness and service. While all genuine believers are indwelt by the Holy Spirit at conversion, the New Testament indicates the importance of an ongoing, empowering work of the Spirit subsequent to conversion as well. Being indwelt by the Spirit and being filled with the Spirit are theologically distinct experiences. The Holy Spirit desires to fill each believer continually with increased power for Christian life and witness, and imparts his supernatural gifts for the edification of the Body and for various works of ministry in the world. All the gifts of the Holy Spirit work in the church of the first-century are available today, are vital for the mission of the church, and are to be earnestly desired and practiced.

### **The Church**

God by his Word and Spirit creates the Church, calling sinful men out of the whole human race into the fellowship of Christ's Body. By the same Word and Spirit, he guides and preserves that new redeemed humanity. The Church is not a religious institution or denomination. Rather, the Church universal is made up of those who have become genuine followers of Jesus Christ and have personally appropriated the gospel. The Church exists to worship and glorify God as Father, Son and Holy Spirit. It also exists to serve him by faithfully doing his will in the earth. This involves a commitment to see the gospel preached and churches planted in the entire world for a testimony. The ultimate mission of the Church is the making of disciples through the preaching of the gospel. When God transforms human nature, this then becomes the chief means of society's transformation. Upon conversion, newly redeemed men and women are added to a local church in which they devote themselves to teaching, fellowship, the Lord's Supper and prayer. All members of the Church universal are to be a vital and committed part of a local church. In this context they are called to walk out the New Covenant as the people of God and demonstrate the reality of the kingdom of God. The ascended Christ has given gift ministries to the church (including apostles, prophets, evangelists, pastors and teachers) for the equipping of Christ's body that it might mature and grow. Through the gift ministries all members of the Church are to be nurtured and equipped for the work of ministry. Women play a vital role in the life of the church but in keeping with God's created design, they are not permitted "to teach or to have authority over a man" (1 Tim. 2:11). [ ] Leadership in the church is male. In the context of the local church, God's people receive pastoral care and leadership and the opportunity to employ their God-given gifts in his service in relation to one another and to the world.

### **Sacraments of the Church**

Water baptism is only intended for the individual who has received the saving benefits of Christ's atoning work and become his disciple. Therefore, in obedience to Christ's command and as a testimony to God, the Church, oneself and the world, a believer should be immersed in water in the name of the Father, Son and Holy Spirit. Water baptism is a visual demonstration of a person's union with Christ in the likeness of his death and resurrection. It signifies that his former way of life has been put to death and vividly depicts a person's release from the mastery of sin. As with water baptism, the Lord's Supper is to be observed only by those who have

become genuine followers of Christ. This ordinance symbolizes the breaking of Christ's body and the shedding of his blood on our behalf, and is to be observed repeatedly throughout the Christian life as a sign of continued participation in the atoning benefits of Christ's death. As we partake of the Lord's Supper with an attitude of faith and self-examination, we remember and proclaim the death of Christ, receive spiritual nourishment for our souls, and signify our unity with other members of Christ's body.

### **The Consummation**

The Consummation of all things includes the visible, personal and glorious return of Jesus Christ, the resurrection of the dead and the translation of those alive in Christ, the judgment of the just and the unjust, and the fulfillment of Christ's kingdom in the new heavens and the new earth. In the Consummation, Satan with his hosts and all those outside Christ are finally separated from the benevolent presence of God, enduring eternal punishment, but the righteous, in glorious bodies, shall live and reign with him forever. Married to Christ as his Bride, the Church will be in the presence of God forever, serving him and giving him unending praise and glory. Then shall the eager expectation of creation be fulfilled and the whole earth shall proclaim the glory of God who makes all things new.

The Westminster Standards: A more detailed summary of the specific doctrinal position held and taught by Lifegate Christian School is contained in the *Westminster Confession of Faith* and its *Larger and Shorter Catechisms* (see [Appendix J](#)).

### **Final Authority for Matters of Belief and Conduct**

Our statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Lifegate Christian School's faith, doctrine, practice, policy, and discipline, the pastoral leadership of Lifegate Church is the final interpretive authority on the Bible's meaning and application.

## **SECTION 3: ADMISSION & ENROLLMENT**

### **NEW STUDENTS - SECTION 3-A**

Lifegate Christian School is available to Christian families interested in securing a Christian education, from kindergarten through twelfth grade. This school does not discriminate on the basis of gender, ethnicity, or age in the administration of educational policies, admissions procedures, athletics and other school administered programs. We, however, reserve the right to deny admission or continued enrollment to any individual whom we feel will not benefit from our educational program. We also reserve the right to deny admission or continued enrollment of any student whose lifestyle is not in harmony with the stated philosophy, purpose, or standards of LCS. Likewise, we reserve the right to deny admission or continued enrollment of a student whose parent or guardian's lifestyle is not in harmony with the stated philosophy, purpose, or standards of LCS.

The following standards have been established for entrance into Lifegate Christian School:

- A parent or guardian must give testimony of his or her saving relationship with Jesus Christ (1 Cor. 7:14).
- A parent or guardian must provide evidence that they, and the student, are "not forsaking the assembling of ourselves together, as is the manner of some (Heb. 10:25)," by providing a completed church verification form.
- Parents should be in agreement with our basic objectives and Statement of Faith and should be willing to actively support our educational program (Amos 3:3).
- The parents and students must provide evidence of a willingness to submit to the standards and regulations of our school by signing the Student and Parent Honor Code (Heb. 13:17).
- Parents must sign the Medical and Liability Release form.
- New students will be accepted, as space is available. Acceptance is determined from multi-faceted criteria. No enrollment request is processed until all the admission forms are returned to the school office.
- The applicant's record of behavior in his or her home, community, school, and church must indicate that we, at LCS, can be reasonably confident they will remain faithful to the promises made at the time of admission while associated with our school (Prov. 25:19).

- A transferring student must be in good standing with the former school.
- Should the applicant have performed below his or her grade level, evidenced by recent grade reports or standardized achievement test scores, the child may be admitted on academic probation or placed in a lower grade, upon consultation with the parent prior to enrollment.
- LCS is not a school equipped to serve students with significant special learning needs. Students with learning disabilities will not be evaluated differently, and the LCS admissions committee will take into consideration whether the needs of the student can be met. All special education plans must be shared with LCS.
- To be admitted all new families must be interviewed. Both parents should be present. It is desirable for children being admitted to attend the interview. For students in fifth grade or above, attendance at the interview is required. A separate interview with the student may be requested.
- Students entering all grades will be tested to determine appropriate grade placement.
- All new students are admitted on a probationary basis for the first quarter. Just as parents and students must determine how they fit into LCS' environment, so school personnel must evaluate the compatibility of new students with the present learning environment.
- Grades will transfer according to LCS standards.
- Lifegate will not admit students who are in the United States under the Student and Exchange Visitor Program (SEVIP) except in extraordinary circumstances and with approval from the pastoral leadership of Lifegate Church, the LCS principal, and Admissions Committee.

#### ENTRANCE AGE - SECTION 3-B

Children must be five by September 1 to be enrolled in kindergarten, and six by September 1 to be enrolled in first grade. Any exception to these must be cleared through the Admissions Committee after a readiness test is administered.

#### ENROLLMENT – SECTION 3-C

LCS requires families to apply for admission and accepts applications year round for kindergarten through twelfth grade. There is a \$25 application fee for each child which can be applied as a credit towards tuition if the child is admitted.

The following are required before a family interview can take place:

- Application
- Applicant's birth certificate and vaccination records
- Pastoral/church recommendation
- Teacher recommendation (one per student)
  - *Homeschool students should provide a recommendation from a non-relative adult that knows the child well.*
- Transcript and/or academic records
- Special education records (IEP, 504 plans)
- Standardized tests scores

Once the application materials are received, the school will set up a time for the child(ren) for grade level testing at LCS. Should the child test at a different grade level than applying for, the principal will discuss options with the family during the admissions interview. Family interviews will be scheduled once testing is complete; children should attend with their parents.

No enrollment will be conducted until all application forms, transcripts, and other required documentation are returned to the school office, and the Admissions Committee has duly admitted the student.

A parent or guardian must attend an initial orientation night, prior to class attendance. If enrolled after school begins, then parent or guardian must confer with the administrator.

The administrator has responsibility and final authority on class placement decisions.

#### RE-ENROLLMENT - SECTION 3-D

Each year it is necessary for parents to re-enroll their children for the coming school year. Children currently

enrolled receive first consideration for re-enrollment pending satisfactory behavior and academic performance.

- Re-enrollment forms will be made available to current families by the beginning of April 1<sup>st</sup> and shall be due back by May 1<sup>st</sup>. Failure to meet the May 1<sup>st</sup> deadline may result in the student losing their reserved spot in the class, especially if there is a waiting list of new students
- There is a \$50 reenrollment fee for each child not to exceed \$100 per family; the re-enrollment fee must be paid by June 1<sup>st</sup> and the student's tuition must be up-to-date at that time. If tuition is not up-to-date, re-enrollment fees will be applied to tuition owed and the student's spot in their class will not be saved.
- When re-enrollment forms are turned in, the admissions committee will review church verification for each family. If it is determined that the family is not attending church in accordance to admissions requirements, the admissions committee will meet with the family and student. After the interview, the admissions committee will recommend one of the following:
  - The family will not be accepted for re-enrollment, and all re-enrollment fees will be refunded.
  - The family will be given a written warning and a six-month period in which to begin attending church. At the end of the warning period, the family must submit a church verification, or the student(s) will be disenrolled.

## SECTION 4: SCHOOL PROGRAM

### ACADEMIC STANDARDS - SECTION 4-A

We contend that mediocrity is unacceptable. For the students to receive the maximum benefit from our educational program, they should plan to be attentive, alert, and responsive in the classroom. They should also plan to study outside of class. No teacher, regardless of how capable or qualified, can adequately teach a student who is unwilling to learn. The liberal arts core of English, history, mathematics, and science will be taught at a college preparatory level. Students who choose not to practice the skills and self-discipline needed, will probably not be successful at this school. All students have a responsibility to God, their parents, their teachers, and themselves to strive to accomplish their personal best.

### ACCREDITATION - SECTION 4-B

LCS presently holds member accreditation through the Association of Christian Schools International (ACSI). This accreditation status is maintained through an annual update of all aspects of the LCS program. ACSI is recognized by the State of Texas as a valid accrediting association through Texas Private School Accreditation Commission (TEPSAC).

### COMPETITION - SECTION 4-C

LCS high school is a member of the Texas Christian Athletic League (TCAL). TCAL is an organization made up of member schools that sets rules and guidelines to compete statewide in academics, music, art, and sports. Middle school sports are governed through the Christian Athletic League of San Antonio (CALSA) and the South Texas Football Conference. To compete in CALSA or TCAL events, students must maintain eligibility as described in section 4-E.

### STUDENT EXTRACURRICULAR ELIGIBILITY - SECTION 4-D

In order to participate in extracurricular activities at LCS, students must maintain passing grades. If a student has not met the minimum academic eligibility rules at the time of progress reports, he or she will become ineligible to practice, perform, or to play in games or tournaments for a minimum period of one week, beginning on the Friday after progress reports to the following Thursday. After the progress report period, eligibility will be checked every Friday morning. If a student is not passing all of their courses, he or she will lose eligibility. Students who are ineligible may regain eligibility if they are passing all of their classes at Friday eligibility checks.

If a student has not met the minimum academic eligibility rules at the nine-week grading period (passing grade in all courses), he or she is ineligible to practice, perform, or play in games or tournaments until the time of progress reports for the next grading period. At that time, if he or she is passing all classes, they will be eligible. All students are subject to eligibility checks every Friday morning after the time of progress reports.

A student will also be counted ineligible for exceeding discipline and attendance limits. **When a student has received six lunch or afternoon detentions or has exceeded four unexcused absences without prior**

**approval from the principal in a quarter, the student will be ineligible to compete or perform in, at a minimum, one event.** A student on disciplinary probation is ineligible for extracurricular activities for the entire duration of the probation period.

#### SPORTS - SECTION 4-E

- The Falcon program exists to glorify God. As such, we affirm that neither shabby performance, nor poor attitude reflects His glory.
- To participate, Falcon athletes must complete the entire season with any team that they participate in, unless they are academically ineligible or are disciplined by their respective coach.
- To remain enrolled in the program, the parent or guardian agrees to maintain a supportive attitude towards the athletic director, coaches, and/or parent volunteers.
- Parents, as well as students, are expected to exhibit good sportsmanship at all athletic events.
- The administrator may remove any student from the athletic program, or participation on any school sponsored team, upon violation of any of the provisions of this handbook or athletic code of conduct.
- Teachers have the option of removing a student from extracurricular practice at any time if the student is missing assignments for reasons other than an absence. Academic success is a priority over extracurricular participation, and students who have not met academic expectations do not receive the privilege of participating in extracurricular activities.
- Fees will not be refunded to those students who for any reason have been removed from the athletic program.
- Athletic practices and games, held outside of normal school hours, will be limited to no more than five (5) days within a seven (7) day week. The only exception to this would be during playoffs or tournaments. This will allow athletes and their families at least two (2) days a week (Wednesday and Sunday) without a practice or game.

--Falcon mascot should be a HS student, if not filled by HS student, an MS (6-8) can be mascot. Mascot can be a boy or girl.

LCS sports include an introduction to a wide variety of activities in PE classes, kindergarten through twelfth grade. We also encourage and offer interscholastic sports in the following grades:

|     |                                                                                                              |      |                                                                     |      |                                    |
|-----|--------------------------------------------------------------------------------------------------------------|------|---------------------------------------------------------------------|------|------------------------------------|
| 6-8 | <b>Girls...</b> Volleyball,<br>Basketball,<br>Cheerleading, Track<br><br><b>Boys...</b> Basketball,<br>Track | 9-12 | <b>Girls...</b> Volleyball,<br>Basketball,<br>Cheerleading<br>Track | 9-12 | <b>Boys...</b> Basketball<br>Track |
|-----|--------------------------------------------------------------------------------------------------------------|------|---------------------------------------------------------------------|------|------------------------------------|

## CURRENT HIGH SCHOOL CURRICULUM - SECTION 4-F

LCS currently offers two curriculum plans; both align with state graduation requirements.

**FOUNDATION PLAN:** A student graduating under the foundational plan should be aware that choosing this path may dramatically affect college admission opportunities. The Foundation Plan requires a minimum of 4 English credits, 3 math credits (achieving up to Algebra II), 3 science credits (one of which must be physics or chemistry), 3 history credits, 2 consecutive foreign language credits, and 4 elective credits (minimum of one in the fine arts and one in physical education/athletics). A Bible credit is required for as many semesters as enrolled at LCS. Seminar credits are required for students enrolled in LCS in the year their graduating class is assigned to take the course. A student graduating under the foundation plan will have a minimum of 23 credits.

**EXAMPLE FOUNDATION GRADUATION PLAN:** The below serves as an example of what a student's graduation track may look like upon completion of a foundation high school diploma at LCS. Please note that some courses are offered every other year, and students may take a course on an alternate year.

|                         | <b>Freshmen Year</b>                            | <b>Sophomore Year</b>                            | <b>Junior Year</b>                                | <b>Senior Year</b>                                |
|-------------------------|-------------------------------------------------|--------------------------------------------------|---------------------------------------------------|---------------------------------------------------|
| <b>Bible</b>            | Bible I                                         | Bible II                                         | Bible III                                         | Bible IV                                          |
| <b>English</b>          | English I                                       | English II                                       | English III                                       | English IV                                        |
| <b>Mathematics</b>      | Algebra I or Geometry                           | Geometry or Algebra II                           | Algebra II or Pre-Calculus                        |                                                   |
| <b>Science</b>          | Biology                                         | Chemistry                                        | Anatomy & Physiology                              | Physics                                           |
| <b>History</b>          | Geography                                       | World History                                    | U.S. History                                      | U.S. Government and Economics                     |
| <b>Foreign Language</b> | Foreign Language I                              | Foreign Language II                              |                                                   |                                                   |
| <b>Elective</b>         | 1 credit: Choir, PE, Art, Drama, Seminar I etc. | 1 credit: Choir, PE, Art, Drama, Seminar I, etc. | 1 credit: Choir, PE, Art, Drama, Seminar II, etc. | 1 credit: Choir, PE, Art, Drama, Seminar II, etc. |

**COLLEGE PREPARATORY PLAN:** A student graduating under the college preparatory plan will meet the prerequisite requirements for most 4-year colleges and universities. Students are responsible for checking the entrance requirements for their desired colleges. Graduating with a college preparatory diploma does not guarantee admission to a college or university. The College Preparatory Plan requires a minimum of 4 English credits, 4 math credits (achieving up to Pre-Calculus or another advanced math), 4 science credits, 4 history credits, 2 consecutive foreign language credits, and 4 elective credits (minimum of one in the fine arts and one in physical education/athletics). A Bible credit is required for as many semesters as enrolled at LCS. Seminar credits are required for students enrolled in LCS in the year their graduating class is assigned to take the course. A student graduating under the college preparatory plan will have a minimum of 26 credits.

**EXAMPLE COLLEGE PREPARATORY GRADUATION PLAN:** The below serves as an example of what a student's graduation track may look like upon completion of a college preparatory high school diploma at LCS. Please note that some courses are offered every other year, and students may take a course on an alternate year.

|                         | <b>Freshman Year</b>                             | <b>Sophomore Year</b>                            | <b>Junior Year</b>                                | <b>Senior Year</b>                                |
|-------------------------|--------------------------------------------------|--------------------------------------------------|---------------------------------------------------|---------------------------------------------------|
| <b>Bible</b>            | Bible I                                          | Bible II                                         | Bible III                                         | Bible IV                                          |
| <b>English</b>          | English I                                        | English II                                       | English III                                       | English IV                                        |
| <b>Mathematics</b>      | Algebra I or Geometry                            | Geometry or Algebra II                           | Algebra II or Pre-Calculus                        | Pre-Calculus or Calculus                          |
| <b>Science</b>          | Biology                                          | Chemistry                                        | Physics                                           | Anat.&Physiology                                  |
| <b>History</b>          | Geography                                        | World History                                    | U.S. History                                      | U.S. Government and Economics                     |
| <b>Foreign Language</b> | Foreign Language I                               | Foreign Language II                              |                                                   |                                                   |
| <b>Elective</b>         | 1 credit: Choir, PE, Art, Drama, Seminar I, etc. | 1 credit: Choir, PE, Art, Drama, Seminar I, etc. | 1 credit: Choir, PE, Art, Drama, Seminar II, etc. | 1 credit: Choir, PE, Art, Drama, Seminar II, etc. |

### SEMINAR II (11<sup>th</sup> or 12<sup>th</sup> grade)

The second seminar course is designed to assist students with the college application process and to assist them in facing life after high school. Topics covered in Seminar II may include the college application process, job interview skills, resume writing, personal accounting, and interpersonal communication.

### ENDORSEMENTS

The Texas Education Agency recognizes endorsements for students who complete additional requirements in specific subject areas. Students choosing the college preparatory graduation plan should see the LCS college counselor by the start of their sophomore year if interested in seeking an endorsement or a distinguished achievement recognition. Families should note that obtaining an endorsement or distinguished achievement in certain areas may require coursework outside of LCS.

#### Course Offerings:

| MATHEMATICS                                        |             | SOCIAL STUDIES                                                                                    |                                                        | LANGUAGE ARTS                                        |  |
|----------------------------------------------------|-------------|---------------------------------------------------------------------------------------------------|--------------------------------------------------------|------------------------------------------------------|--|
| Algebra 1<br>Geometry<br>Algebra 2<br>Pre-Calculus | Dual Credit | World Geography<br>World History<br>U. S. History<br>U. S. Government<br>Economics<br>Dual Credit |                                                        | English I<br>English II<br>English III<br>English IV |  |
| SCIENCE                                            |             | FINE ARTS                                                                                         |                                                        | FOREIGN LANGUAGE                                     |  |
| Biology<br>Chemistry<br>Physics<br>Anatomy & Phys. | Dual Cr.    | Chapel Musicians<br>Art<br>Choir                                                                  |                                                        | Spanish I, II                                        |  |
| PHYSICAL EDUCATION                                 |             | BIBLE                                                                                             |                                                        |                                                      |  |
| Physical Education<br>Athletics                    |             | Hermeneutics<br>O.T. Survey<br>N.T. Survey<br>Faith &<br>Practice                                 | Cults & Rlgn.<br>Worldviews<br>Early Church<br>Gospels |                                                      |  |
| ELECTIVES                                          |             |                                                                                                   |                                                        |                                                      |  |
| Yearbook, Speech/Debate                            |             |                                                                                                   |                                                        |                                                      |  |

## SECTION 5: ACADEMIC PROGRAM

### HIGH SCHOOL GRADUATION REQUIREMENTS – SECTION 5-A

The college preparatory diploma requires a minimum of 26 credits designated by LCS. The foundation requirements are a minimum of 23 credits. Students must attend Bible for every semester enrolled at Lifegate, thus the precise number of credits is determined by when the student enrolls in the high school.

Any student who wishes to participate in the graduation ceremony will be allowed to do so only after completing all of the requirements necessary according to their diploma plan. All work must be completed by dismissal (12:00 noon) on the last day of the school year. Anyone who does not meet this deadline will not be allowed to participate in the graduation ceremony. Those who complete their work in summer school will receive a diploma as soon as all requirements are met.

### TRANSFER OF CREDITS – SECTION 5-B

As a fully accredited institution, LCS credits are transferable throughout the state of Texas. If a student has a problem with transferring credits to schools outside the state, a scope and sequence is available upon request.

All credits will be transferred into the school according to LCS standards. Those credits from non-accredited institutions (e.g. home school, unaccredited private schools) must be accompanied by documentation validating the satisfactory completion of comparable learning objectives before credits will be awarded by Lifegate Administration.

Summer school credits from public schools do not automatically transfer for students already enrolled at LCS. These students must obtain permission from Lifegate Administration to take courses from the public school prior to applying for the course otherwise the credit may not transfer.

The Administration will determine whether a course is acceptable for credit at LCS.

### HOMEWORK – SECTION 5-C

PURPOSE: Homework is an important part of the total educational process and is assigned as it is deemed necessary for learning. Homework is given for several purposes including the following: for drill, practice, remedial activity and for special projects.

Daily homework should almost always be limited to a maximum of the following guidelines and should not be an everyday occurrence.

- Primary Grades: 30 - 45 minutes
- Grades 4 – 6: 40 - 60 minutes
- Grades 7-12: 60 - 120 minutes

TEACHER RESPONSIBILITIES: Teachers are expected to assign homework that the majority of students can do on their own with little to no help from parents. Homework should be an extension of classroom learning and should align with grade level and course objectives. Homework should not be used as a behavior or classroom management tool, though written reflections of behavior for individual students is acceptable. Teachers should establish objectives and guidelines for special projects, including any expectations for parent participation. Homework expectations should be communicated through email, classroom handouts, and/or postings on the classroom white board to parents and students. The teacher's weekly lesson plan should include notations regarding homework. Teachers are expected to notify parents as early as possible regarding homework problems and missing assignments.

STUDENT RESPONSIBILITIES: Students, in partnership with their parents and teachers, should establish an organizational strategy for the recording and completion of homework. Students are responsible for writing down homework, taking home all necessary resources, such as packets, textbooks, notes, and study guides, and asking for help if the assignment is not clear. Students are expected to do all homework assigned and to make sure it is turned in when due. When a student is absent, he/she is responsible for getting their make-up work and turning in all missed assignments within the designated acceptable time frame; however, major projects and research papers that are assigned days or weeks in advance must be turned in on or before the day due in order to receive full credit even in the event of an absence. Unless specific direction is given to permit group work, all

homework is expected to be the individual work of the student. Copying homework is a form of cheating and will not be accepted. Student should set aside time each day to complete homework and should check over their work.

PARENT RESPONSIBILITIES: Parents are expected to work in partnership with LCS in promoting a positive attitude towards homework assignments. It is essential that parents provide structure, a site, and the tools needed to help the child organize and complete homework. When necessary, parents may need to assist their student with homework and provide supervision and support; however, the student should be expected to complete most homework without assistance. It is the parents' responsibility to communicate with classroom teachers if they have concerns regarding their child's homework. While LCS encourages parents to use the teacher's posted lesson plans as a guide, parents must also understand that lesson plans can change last minute for a variety of reasons.

#### HOMEWORK GUIDELINES:

- Every student is permitted one (1) late homework assignment per quarter without penalty. Thereafter, turning in late assignments is not permitted and a zero (0) may be assigned. Under extenuating circumstances, and at the teacher's discretion, permission to turn in late work may be granted. Unless otherwise specified by the teacher, assignments must be turned in at the beginning of the class period on the day they are due otherwise the student will be assigned a lunch or after school detention.
- If a student is missing any class or homework, he/she will be assigned an after school or lunch detention to complete the work. Any work completed in lunch or after school detention will receive a grade no higher than a 70%. Administration will communicate all lunch and afternoon detention assignments to parents.
- **Excessive zeros (0) (Five or more) in a quarter will result in the student being placed on academic probation. Three or more additional zeros (0) during the probationary period will result in two Saturday schools. Any further zeros will cause the student to be referred to the discipline committee for dismissal or other punishment.**
- Many video productions of the classics have a different plot or ending to make them attractive to the popular taste. Students who attempt to use a movie of a classic instead of the reading assignment are often detected by changes in the movie rendition. If detected, the student will receive a grade of zero (0).
- **An incomplete (I) may be recorded on a report card at the teacher's discretion when a student has been absent several days within the last two weeks of the grading period or for an extended time during the grading period.**
- An extension of no more than two weeks into the new grading period will be given to make up the incomplete. If it is not made up within that time, the student will receive a zero (0) for any missing assignments and the zeros will be averaged in with his or her other grades for the course.

#### GRADES – SECTION 5-D

GRADE REPORTING AND CONFERENCES: LCS is on the quarter system. At the conclusion of the first and third quarter grading periods, there are parent-teacher conferences offered for all grades. Both parents are expected at these conference periods, if at all possible. Any time a parent wishes to have a conference, he or she may make an appointment with the student's teacher through the secretarial staff. The school reserves the right to withhold report cards for overdue books, unpaid fines and fees, or when tuition is not current.

REPORT CARDS: Report cards are issued each quarter for grades K-6 (Elem.). Secondary students report cards are available on the Lifegate grading portal; if parents would like a hard copy report card for Secondary students, please call the LCS office. Final grades for Elem. students are also posted online for parent viewing. We reserve the right to withhold report cards, transcripts, or other services, if all overdue books have not been returned, all fines and fees have not been paid, or when tuition is not current.

PROGRESS REPORTS: When a student is obviously not performing well, teachers will notify the parents through a phone call, email, a note mailed home, or a request for a personal conference. In addition, progress reports are posted online at the mid-quarter (usually 4 ½ weeks) of a grading period and printed copies are available on request. They may also be sent for major assignments that have not been turned in. In addition, teachers often use the progress reports to indicate potential problems, which, if dealt with early, may prevent more serious problems at a later time. The progress report is intended to bring about positive change, so it

should not be thought of as simply a report of failure.

**GRADING SYSTEM:** The grading scale is as follows for grades 1-12:

|   |              |           |
|---|--------------|-----------|
| A | Outstanding  | 90-100%   |
| B | Good         | 80-89%    |
| C | Satisfactory | 75-79%    |
| D | Poor         | 70-74%    |
| F | Failure      | Below 70% |

All grades are recorded numerically and placed on the report cards and transcripts as numerical grades. Letter grades are not used in middle or high school. However, if another school requests a letter grade, we will use the following conversion:

90 and above = A, 80 to 89 = B, 75 to 79 = C, 70 to 74 = D, below 70 = F

Seventh grade students must score at least an 85 in 7<sup>th</sup> Grade Math in order to take Algebra I in the eighth grade. Eighth grade students must score at least an 85 in Algebra I in order to go on to the next math upon entering High School.

**KINDERGARTEN GRADING SYSTEM:** Kindergarten grades are recorded as letter grades. Scripture memory, phonics, reading, numbers, writing and physical education are given letter grades A-D, A being excellent, D being below average. Developmental skills, social/emotional development, conduct, poetry and art are given letter grades S, N or U. Kindergarten children do not receive a report card for the first quarter of the school year.

**PROMOTION: Kindergarten- 2<sup>nd</sup> Grade:** Students are promoted to the next grade on an evaluation by the teacher and principal of the child's scripture memory and progress in all major subject areas which are: math, phonics, spelling and reading. Each of these areas needs to be successively completed in order to enter the next grade. The parent will be notified by the end of the re-enrollment period if the teacher is considering having the child repeat that grade.

**3<sup>rd</sup> – 5<sup>th</sup> Grade:** Students are promoted to the next grade if they have memorized their scripture and have a yearly average of 70 or above in three: (3) of their four (4) academic courses. Academic courses include: social studies, math, science and English. A student will not be promoted having failed the same academic subject two consecutive years. Having failed, the student will be evaluated by the teacher or principal to determine what recommendations should be made. The three most common recommendations are: the student should repeat the grade; the student is to be tutored to correct deficiencies, the student should find another school where the chance of success is greater.

**ACADEMIC HONORS:** Academic honors have been established to recognize students who have demonstrated excellence in academics. These honors are determined and posted each grading period. The following are the three categories that are used in the school system:

High Honor Roll - Each subject for the period has an average of 95 - 100.

A Honor Roll - Each subject for the period has an average of 90 - 100.

A, B Honor Roll - Each subject for the period has an average of 80s and 90s.

**SERVICE HOURS:** Service Hours, not to be confused with family service hours, are required for Middle School as well as High School students. A student service hour is an act of Christian charity that is done for someone outside the immediate family that receives no compensation in any form. LCS requires no fewer than six service hours every quarter. During the first quarter, students may use accumulated acts of charity done over the summer. To earn credit for service hours thereafter, each service hour must be performed in the quarter being graded. Of the six hours, three must be with an organization (church, philanthropic organization, mission, school, etc.). Of the six hours, no more than three hours may be acquired from LCS (mentoring, managing clock, helping teachers, etc.). The school may require students to work up to two hours during a quarter at a primary fundraising event such as the Supper and Auction. If students are unavailable to work at the assigned event, they will be required to give notice at least two weeks before the event date and have a note from a parent confirming they are unavailable. Parents will need to contact the school in the event of illness or a family emergency. No service hour can be awarded for performing acts of charity in the immediate family, unless prior permission is given from the Bible teacher. Service hours are a part of the student's overall Bible

grade. Six hours is given a 100 on a Bible test; five hours is given an 83 on a test; four hours receives a 66-test grade; three service hours produces a 49 on a test; two service hours a 32; one earns a 15, and no service hours is given a zero (0) on a test grade. If a student does not work on a mandatory fundraising event and does not provide a note from a parent, they will automatically receive a 20-point deduction in their service hour grade.

**NATIONAL HONOR SOCIETY:** To be considered for membership in National Honor Society, a student must have an 85 cumulative average. This average will be computed using the following courses: math, English, science, Bible, social studies and foreign language. They must complete an activity sheet showing leadership, service and character qualities. Teachers must evaluate each prospective member's character, service and leadership. The selection process will follow the NHS National Guidelines. Invitations to membership and information about the induction ceremony will be given when the selection process is complete. A one-time fee of \$20.00 is collected from each member of NHS to cover the cost of a pin and certificate.

Membership in the National Honor Society has merits as well as responsibility to be examples of character and leadership. Students who receive more than three lunch or after school detentions during any nine-week period must confer with the chapter advisor to discuss accumulated codes and plans for remediation. NHS members who receive more than three lunch or after school detentions will be placed on probation. If during the probationary period the student receives more than three lunch or after school detentions, the student will be dismissed from the chapter. In case of flagrant violation of school rules or civil laws, a member does not have to be warned. Membership may be revoked immediately and according to national constitution standards; the person will be ineligible for re-election as a member.

**7<sup>th</sup> Grade - 12<sup>th</sup> Grade** - Students in Middle School and High School must do their scripture memory and continually demonstrate that they are making progress toward graduation.

**FAILURE:** A grade equal to or greater than 70 per semester is required to pass a course. A student, however, may be given credit for the entire course or part of the course under the following circumstances and at the principal's discretion.

- If a student has a final year average of 70 or greater AND one failing semester grade of between 66 and 69, such student may be given full credit for the course. Example: the student receives a 66 in the fall semester and a 74 in the spring semester for a final year average of 70 and may receive full credit.
- If a student has a final year average of less than 70 but passes one semester of the course with a grade greater than 74, such student may be given one-half of a credit for the past semester. Example: the student receives a 50 in the fall semester and a 75 in the spring semester and may receive one-half credit for the past semester.
- If a student has a final year average of between 66 and 69, such student may be permitted to complete additional work, to be determined by the principal and teacher of the course, during the summer in order to pass the course. If such additional work is permitted and completed, the student will receive a grade of 70.
- Any student not meeting the above guidelines may petition for consideration of credit.

**SUMMER SCHOOL:** With permission from the Administration, summer school makeup can be scheduled at a public high school. However, under no condition will permission be granted to take more than three credits during the four years of high school through summer school course work at a public school while at the same time being enrolled at LCS. In addition, the school will not recognize credits from summer school courses at the public school while an equivalent course is being offered at LCS during the regular school year that may be attended during the student's term.

**ONLINE COURSEWORK:** With permission from the Administration, a student may take online courses to makeup or gain high school credits. The online provider must be approved by the Administration, and students are limited to a total of three credits from a public or secular source (including summer school at a public high school). An additional two credits may be taken from an online source approved by the principal which uses a Christian curriculum aligned with the LCS Statement of Faith, mission, vision, and core values. Students enrolled at LCS will not receive credit for more than five online courses. Whenever possible, students should complete credits in the classroom at LCS. Concerning Dual Credit courses, see section 5-J.

## ACADEMIC WARNING AND PROBATION – SECTION 5-E

Students who have failed a course during a nine-week period are given an academic warning. Parents should note that the academic warning is automatically communicated through a failing grade on the student's report card.

If after receiving an academic warning, the student continues to do poorly and fails again the next grading period, the student will be placed on academic probation for the remainder of the school year. Once placed on academic probation, the probation status cannot be removed until a full semester of work has been completed without any failing grades.

Excessive zeros (0) (Five or more) in a quarter will result in the student being placed on academic probation. Three or more additional zeros (0) during the probationary period will result in two Saturday schools. Any further zeros will cause the student to be referred to the discipline committee for dismissal or other punishment.

New students who have completed the admission process are accepted to LCS on academic probation. The student has one semester to demonstrate that he can perform at an acceptable level at our school. Once a student has successfully demonstrated his ability, he will be removed from academic probation. If he does not demonstrate ability to perform in that time, he may be recommended for disenrollment.

## TUTORING AND EXTRA HELP – SECTION 5-F

All teachers will make a reasonable effort to assist students when they fall behind or encounter academic difficulties. In this situation a student should approach his or her teacher and inform them of this need so the teacher can arrange a time before, during or after school to give extra help. Parents should make every effort to have their student at school at the designated time. The school or teacher does not charge for this extra help, and it should not be confused with outside tutoring.

Faculty members are not encouraged to become financially involved in tutoring students; however, at times permission to do so will be granted by the administration when it is deemed appropriate or necessary for the student's success.

Often there are upper-level students, who have a mastery of a lower-level course (such as math), who are willing to tutor. If this option is considered, the principal will seek to determine if any students are willing to tutor a specific individual. However, once the name has been provided, it is the parent's or student's responsibility to pursue scheduling a time and place for such tutoring.

## WITHDRAWAL – SECTION 5-G

High school students have until progress reports come out during the 1<sup>st</sup> and 3<sup>rd</sup> Nine Week grading periods to drop a course. If a course is dropped after this time, the transcript will designate that the student withdrew failing (WF).

## ASSESSMENT – SECTION 5-H

**DEFINITION:** Grades are numeric (or letter) values ascribed to a performance in response to specific criteria that truly assesses the level of learning by a student, who has been taught a manageable unit of information that corresponds to his abilities.

**ZEROS:** A zero is the student's failure to perform ANY of the criteria required by the assessment instrument. Zeros will not be used to punish the student for incomplete work. Every student is permitted one late homework assignment per quarter without penalty. Thereafter, turning in late assignments is not permitted and a zero (0) will be assigned. Under extenuating circumstances, and/or at the teacher's discretion, permission to turn in late work may be granted. Unless otherwise specified by the teacher, assignments must be turned in at the beginning of the class period on the day they are due.

No new material will be introduced on an assessment instrument that has not already been covered in class. Graded daily work, homework, quizzes, and tests are not to be learning vehicles. They are designed to reinforce what has been learned through lecture, class discussion and other classroom activities.

Only failing test grades may be raised. This must be done by retesting and the highest grade possible will be a

70%. Students wishing to re-take a test must complete the re-test within three school days of receiving their original test score. This rule does not apply to quarter/semester exams.

Each class must perform no less than 18 grades per quarter in Secondary and 12 in Elementary.

At the discretion of the teacher and principal, grading accommodations may be made for students who routinely score below a 70% but are putting forth tremendous effort in the classroom. Accommodations for grading and classwork may also be used to assist diverse learners with mild impairment. Long-term accommodations require permission and ongoing consultation with the principal. In addition, extra credit may be provided at the teacher's discretion; however, it must be offered to all students taking the course. Extra credit assignments must be fulfilled within the same quarter as the grade.

There will be no more than two tests scheduled in one day, except for make-up and special circumstances.

## TESTING - SECTION 5-I

Examinations are a fact of life. They allow us to evaluate our progress. The best way to demonstrate progress is to apply effective study techniques, conscientiously and consistently.

**SEMESTER EXAMS:** One of the most beneficial exams that students take in high school is the semester exam. Not only is the discipline of preparing for such tests beneficial in developing study skills, but it also serves as review over materials previously learned.

Semester tests are mandatory for all middle school and high school student core courses. Elective classes are not required to take a semester exam, but one may be given if the teacher chooses to give semester exam.

While the actual form of the test is left up to the teacher's discretion, the test is intended to be comprehensive. Any material covered in class during the semester should be considered as appropriate for inclusion on the final.

Seniors must take finals.

Semester exam grades must count 20% of the semester grade. No arrangement will be made for missing finals at the end of each semester, for any reason other than the student's illness or death in the family at the time of the final.

The testing schedule limits students to no more than two exams per day, except for make-up and special circumstances. Students must stay in the testing room until their next exam. Students may not assemble in the hallways and will not be permitted to go to their lockers until the completion of the full exam time.

Once on campus, students may not leave until the end of the day. Off- campus lunches will not be permitted.

### **EXEMPTION FROM SEMESTER EXAMS FOR SECONDARY STUDENTS (7-12)**

If a high school student has an average of 95 or above in a course, they may be exempted as follows:

- 9th Grade—One exam only (no Bible exemption)
- 10th Grade—Two exams only (no Bible exemption)
- 11th Grade—Three exams only (no Bible exemption)
- 12th Grade—All exams (except for Bible).

\*Students may choose which exam(s) is/are not taken if they meet all qualifications in more than the number of courses allowed for exemption at his/her grade level.

\*\*No exemption is allowed for any class in which a student has more than 4 unexcused absences during the semester. (Dr. note specifying the number of days allowed out are the only days that do not count toward the 4 absences allowed for the semester.)

**ACHIEVEMENT TESTS:** Students in grades K - 11 are given the Iowa Assessments in the spring to determine their progress and scholastic strengths and weaknesses. The Scholastic Aptitude Test (SAT) will determine progress of senior students. The results of these tests, as well as overall results of the school, will be

made available to the parents. Students in the 11th and 12th grades are strongly encouraged to take the SAT and ACT in both years.

PSAT TESTING: The PSAT is made available to sophomores and juniors each year as preliminary training for the SAT. The PSAT is also used to select students for National Merit Scholarships. Thus, it is not only helpful practice, but for the bright or gifted student, who does well, it can be a means of obtaining recognition for college scholarships. There is also an optional PSAT test for 8<sup>th</sup> and 9<sup>th</sup> graders.

The SAT and ACT tests are college entrance exams. They are not offered at our school, but information concerning testing dates, location, and application forms are made available to each junior and senior.

#### GRADE POINT AVERAGES 5-J

GRADE POINT AVERAGE (GPA): The personal grade point average is calculated at the end of each semester grading period and is published on the student report card and official transcript. This calculation will come from the academic core courses: Bible, English, mathematics, social studies, natural sciences, and foreign languages.

HONORS/DUAL CREDIT COURSES: Honor courses and Dual Credit courses taken at LCS are given a 6% bonus in the calculating of GPA. Honors and Dual Credit courses are offered at LCS through the Counselor when demand and school resources are adequate to accommodate the class. Additional work to ensure Biblical perspective is required for all courses.

DETERMINING CLASS RANK: Due to selective admission, Lifegate Christian School does not rank its students. The school reports the top ten percent of the senior class for the purpose of admission to Texas public universities. Averages are calculated based only on courses taken at accredited schools. This means that courses taken from non-accredited programs (e.g. home schooling and tutoring) will not be included in making the calculation. The student's complete grade average from ninth through twelfth grade must be determined.

The school computes the average at four different times:

- It is computed at the end of the junior year since many colleges request this information early.
- It is again compiled at the end of the first semester of the senior year.
- It is computed at the end of the third quarter of the senior year. This average will be used to determine the valedictorian and salutatorian of the class unless there is an extremely close race between two or more students (less than ½ point difference), in which case, the calculation will be made at progress report time of the final grading period.
- It is finalized at the end of the senior year when all work is complete.

#### VALEDICTORIAN AND SALUTATORIAN 5-K

The guidelines determining the valedictorian and salutatorian of the Senior Class are as follows:

- Class Rank - Valedictorian and Salutatorian are only chosen from those students who will receive a College Preparatory Diploma.
- The Valedictorian must have an average of 93 or above and the Salutatorian must have an average of 91 or above.
- Only those students, who have attended LCS high school for at least two full years (with a minimum of 13 credits) including the entire junior and senior year, will be considered for either of these two positions.
- Only those students who have not been on any type of disciplinary probation during the senior year will be considered for these two positions.
- To qualify for either of these positions students must be current in all class work and assignments and must be attending LCS full-time.
- When comparing two students, both the averages of their four full years of high school and their mutual time at LCS will be calculated. If both averages are 1/10 or less apart, the individual who has attended LCS the longest will be awarded the position being determined.

#### REFERRALS FOR STUDENTS WITH ACADEMIC AND/OR SOCIAL STRUGGLES 5-L

- The classroom teacher identifies students who may require additional academic or social support to be a successful learner. Concern may also be brought to the teacher by the parent, but often the concern is raised by the teacher through their personal observations.

- The teacher meets with the parents to discuss the concerns and outlines the basic plan of action and timeline according to what can be done at LCS.
- If, after the period of time, established in the plan the concentrated efforts of the teacher fail to alleviate the concern, the principal and teacher will meet with the parents and recommend a further course of action. This plan may include a recommendation for special education testing or summer work at a learning center.
- The classroom teacher and principal will continue to work in partnership with the student's parents to provide support for any learning and behavioral needs.
- Should a student's needs interfere with the learning of other students in the classroom or should the principal and teacher determine that the student's need cannot be met at LCS, the school may dismiss or disenroll the student with a positive recommendation to continue studies elsewhere.

## SECTION 6: ATTENDANCE

### ARRIVAL AND DISMISSAL – SECTION 6-A

**ARRIVAL:** It is important for students to arrive on time and to be prepared for class at the appointed time. The school day begins at 7:55 am. Students are to arrive no earlier than 7:35 a.m.

**DISMISSAL:** In the interest of safety, it is important for students to be in appropriate, supervised locations after school:

- Kinder – 2<sup>nd</sup> : Dismissed at 3:00 p.m.; waiting for pick up in their classroom
- 3<sup>rd</sup> – 5<sup>th</sup> grade: Dismissed at 3:15 p.m.; sitting and waiting for pick up in the grade numbered area outside the front doors.
- 6<sup>th</sup> – 12<sup>th</sup> grade: Dismissed at 3:30 p.m.; sitting and waiting for pick up at the picnic tables in the front of the school.

All students are expected to have been picked up by 4:00 p.m. unless attending a sports practice, game, or tutorial. All students remaining on campus after 4:00 p.m. must be under the direct supervision of an adult; therefore, remaining students will be sent to either tutoring or extended care. Families will be charged \$7 a day for older students sent to extended care.

**REMINDER:** A late fee will be charged to those picking up their children after the designated time. (See [Transportation](#))

### EMERGENCY SCHOOL CLOSING - SECTION 6-B

In the event of inclement weather, the local school districts are well-equipped to make a good judgement regarding closing, and Lifegate School will close/open late if Seguin ISD is closed/opens late in most cases. Additionally, families should listen to KWED (1580 AM), TV KSAT channel 12, and see the school Facebook page for information regarding the school schedule on bad weather days.

### SCHOOL CALENDAR - SECTION 6-C

In general, we align our school calendar with the local school district as closely as possible. This includes the following vacation days: Labor Day, Thanksgiving, Christmas, Easter, and Spring Break. School calendars are given to school families and posted on the LCS website.

### TARDINESS - SECTION 6-D

The first bell of the day for students to go to class is 7:55 AM. A tardy bell rings at 8:05 AM and first period begins. Students arriving at school after the 8 AM bell must report to the office to receive an admit note and will be recorded as tardy. Three tardies will constitute one absence in the class.

First period rule: beginning with the sixth tardy to first period class in a quarter, a student may receive a detention per tardy. (Principal's discretion).

Throughout the school day students are required to be in their classroom seats and ready to begin work when the bell sounds. Failure to do this causes disruption to the class and takes away from a teacher's preparation. In our school there is seldom a good reason for being late to class. Depending upon the teacher and the classroom procedures established, students may not be told that they are tardy because this just extends the disruption. If a student arrives after the bell has begun to ring for class to begin they should assume they have been marked as being tardy. Continual tardiness may result in suspension from school since it demonstrates disrespect for the school and its authority.

REMINDER: Every three tardies in a class constitutes one absence.

STUDENT CHECK OUT: Parents who need to take their student out of school during regular school hours must submit a written statement prior to the time the student is to be checked out. Allow enough time to come in and check your student out. You are welcome to call the office and have us send for your student. A student, licensed to drive, must have written parental permission to leave campus.

#### TRUANCY – SECTION 6-E

After an absence has been reported, the attendance secretary will determine whether the absence is due to the student's being at home, in a school activity, or the result of some other reason for which the child has signed out at the office. If the absence was associated with none of these reasons, it will be considered truancy. Truancy or "cutting class" is defined as failure to attend school without the permission of either a parent or school official. Parents are required to notify the attendance secretary if the student will not be in school, otherwise they will be considered truant. When a student is truant, all daily work is recorded as a zero. In addition, the student will need to attend Saturday School at least four hours. All work due or tests to be taken will be lowered at the teacher's discretion. All work must be made up by the following school day.

#### ABSENCE - SECTION 6-F

Regular attendance is essential to success; students should make every effort to be consistent in their attendance. Schoolwork involves more than paper work. It involves participation in discussions, demonstrations that cannot be repeated, laboratory activities, development of study skills, interactions among students and teachers, visual and oral presentations that are difficult if not impossible to repeat. Consequently, a student who has an excessive number of absences will miss out on a large percentage of the learning process at LCS.

ELEMENTARY: Students who arrive after 10 AM or leave before 2 PM will be considered a half day absent. Any student who exceeds 18 absences during the school year without a doctor's note will not be promoted.

EXCUSED ABSENCE: Lifegate Christian School determines if an absence may be considered excused. However, it should be noted that the student is only allowed 9 (for ½ credit) or 18 (for 1 credit) absences total. In the event of an illness, parents should notify the school and provide a doctor's note when possible.

SCHOOL ACTIVITY ABSENCE: Absences due to school functions (athletic events, TCAL competitions, senior college days (2), etc.) and 4-H are considered excused absences and do not go toward the student's maximum absences allowed. On these occasions, the athletic director, coach, teacher or sponsor is responsible for issuing a list for teachers and office use. The same requirements for makeup work as that of the excused absence will apply.

Any student, who has not previously and regularly participated in the extra-curricular activity requiring a classroom absence, may not miss any class due to a sporting event. A student-athlete who is ineligible may not miss any class due to extra-curricular activities. Only one manager, who has served in this capacity throughout the season, may miss any class to attend a contest. Only the team or designated class will have an excused absence.

Any student attending a contest during school hours, without written permission from the parent prior to the engagement, will be considered truant. Any student who attends a school-sponsored event with parent permission will be given a regular absence, not a school activity absence. Students who are not on the team may not ride to events with the team.

STUDENT ATTENDANCE PASS/FAIL POLICY: Since attendance is vital to school success, excessive absences can be a determining factor in student promotion to the next grade level. The Texas Education Code, as well as ACSI requirements, mandates that students are required to attend 90% of class time in order to receive credit. If the number of absences, whether excused or unexcused, during a given school year exceeds eighteen (18) full days (9 for ½ credit courses), the student may not be promoted or receive credit for coursework.

RECOVERY OF HOURS: If a student exceeds the maximum allowable days, they can be placed on an attendance recovery plan at the principal's discretion. The plan may include Saturday schools and/or

mandatory after school tutoring to complete missed work. LCS is committed to working with families if absences result from extenuating circumstances.

If there are any absences beyond the maximum number allowed, and without proper doctor's verification or confirmation of a family emergency, the student is subject to dismissal.

**NOTIFICATION:** If the absence is not related to a school function, a written note or phone call to the attendance secretary is required from a parent. It is the parent's responsibility to notify the school attendance office of unexpected and continuing absences. The attendance secretary will contact the parents at home or at the office to verify a student's unexpected or unexplained absence. In addition, a list of the number of absences in each class will be given on both the mid- quarter progress report and on the quarterly report card, which will provide further notification of the student's status.

**HOMEWORK RECOVERY:** Students with absences will have homework recovery following these suggested guidelines:  
One absence - three days;  
2-3 days absence – 4 days;  
4-5 days absence – 1 week (including a weekend)

New assignments, given after returning to school, should be completed at the same time as the entire class. Parents are expected to notify the office of any absences that might potentially disrupt the student's learning and require special service.

## SECTION 7: FINANCIAL PROCEDURES

### TUITION - SECTION 7-A

Lifegate Christian School remains committed to keeping tuition affordable. The tuition charges cover only a portion of the salaries for faculty and staff. LCS is supported by tuition, gifts from friends and church offerings. All donations made to Lifegate are tax deductible. Tuition payments and fees are not tax deductible. The following prices are for a 10-month payment plan.

| Tuition                            | Lifegate Church Members | Non-Members                            |
|------------------------------------|-------------------------|----------------------------------------|
| K – 5 <sup>th</sup>                | \$436                   | \$504                                  |
| 6 <sup>th</sup> – 8 <sup>th</sup>  | \$478                   | \$536                                  |
| 9 <sup>th</sup> – 12 <sup>th</sup> | \$499                   | \$567                                  |
|                                    |                         |                                        |
| Family Discount Plan               | Oldest Child            | Full Tuition                           |
|                                    | Second Child            | \$50 a month discount from their level |
|                                    | Third Child & Others    | 1/2 monthly tuition                    |

**We offer a 5% discount for those families paying yearly tuition in advance.**

### RESPONSIBILITY FOR PAYMENT - SECTION 7-B

Because Lifegate Christian School cannot get involved in personal situations, it is necessary to stipulate who is responsible for payment of the tuition charges and miscellaneous fees. We will bill only the student's legal guardian (or custodian) for school fees. In most cases, the legal guardian is the parent in whose home the student resides. In divorce cases where there is joint custody of the student, the parent who signed the tuition agreement will be held responsible for the payment. Student report cards will be withheld if any family is over 60 days in arrears until payments are caught up. **Unless other arrangements have been made in writing with the school, any family more than 90 days behind in tuition payments will be subject to disenrollment.** All financial responsibilities must be current for graduation.

### ADDITIONAL FEES - SECTION 7-C

**REGISTRATION FEE:** This fee helps to offset the cost of the initial registration and school startup costs formerly absorbed by the ministry. Full Registration fee, for the following year, is due in June. There will be a \$25 late fee for fees received after June 30<sup>th</sup>. However, fees paid after June 30<sup>th</sup>, will be applied to any outstanding balance on tuition accounts before being applied to the registration fee.

Registration & Facilities Use Fees: Due by June 30th:

K – 12th      \$140.00

**BOOK USE FEE:** This fee covers the basic cost of all curriculum needs, rotating reusable material every 3 years. It must be paid by July 1<sup>st</sup>. Book fees received from the 6<sup>th</sup> -19<sup>th</sup> will be assessed a \$25 late fee and it will be \$50 thereafter. Any outstanding balance on tuition accounts will be **applied toward those accounts before being applied to the book fee.**

Book Use Fee: Due by July 1<sup>st</sup>

K-12th      \$350.00

**ACTIVITY FEE:** This annual fee goes toward covering some of the expenses incurred by the school for extra-curricular activities, such as; standardized tests, art supplies, physical education equipment, music, as well as all middle and high school athletics. The initial \$30.00 uniform fee is due by August 1<sup>st</sup>; the remainder is due in November:

**ACTIVITY FEE: \$30.00 uniform fee due Aug. 1<sup>st</sup>, remainder in November**

|                                         |                               |                                                                                                                                          |
|-----------------------------------------|-------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|
| K-5 <sup>th</sup> Grades                | \$90 Activity/\$100 Security  | Fee includes PE Uniform, yearbook, free student admission to all home sporting events. (Does not include tournaments or playoff games.). |
| 6 <sup>th</sup> – 8 <sup>th</sup> Grade | \$125 Activity/\$100 Security |                                                                                                                                          |
| High School                             | \$200 Activity/\$100 Security |                                                                                                                                          |

**SECURITY & MAINTENANCE FEE:** This fee goes toward getting the school campus secure, maintaining it thereafter and off-setting incurred maintenance costs on school campus.

Security & Maintenance Fee: \$100.00/student. This fee is part of the above activity fee.

**Athletic Fees:**

|                     |       |               |       |
|---------------------|-------|---------------|-------|
| VB/BB---High School | \$275 | Middle School | \$200 |
| Cheer/Track---HS    | \$225 | Middle School | \$160 |

**SERVICE HOURS:** Each family will have a mandatory minimum 20 service hours each school year (June 1-May 31). Any volunteer help at any time during the school year would constitute service hours. Some examples of needed help are: fund raisers, tutoring, help during lunch, mowing, cleaning, repair projects, work at athletic events, painting, etc. **In lieu of service hours, you may pay \$500.**

POST-DATED CHECKS - SECTION 7-D

Due to the large volume of payments received each month, we are unable to accept post-dated checks. All checks will be deposited in a timely manner after processing.

DONATIONS - SECTION 7-E

Lifegate Church pays for many of the expenses not met by the tuition charges. We praise the Lord for the way He has touched the hearts of His faithful people to meet the needs of His work at this school. Pray for this support ministry to continue and pray for God's blessings to be poured out on Lifegate Church as well as upon those He leads to contribute to Lifegate Christian School.

INSURANCE - SECTION 7-F

LCS does not provide insurance on students.

BOOSTER CLUB - SECTION 7-G

The Booster Club is composed of concerned LCS parents. They provide tremendous financial support to the school. Their first priority is to support academic endeavors followed by athletics, facility, then building maintenance. There are two primary fundraisers each year in which parents are encouraged to participate. The Booster Club also runs the concession stand and door at all athletic events. These funds pay for the officials. The Boosters help keep tuition charges lower. It is also the primary organization where parents may be involved in improving the education of their children. We encourage your participation in the Lifegate Booster Club.

TUITION ASSISTANCE - SECTION 7-H

We encourage families with special financial needs to contact the pastor or elders of their church for assistance. Afterwards, they may consider an LCS scholarship and apply for assistance. Tuition assistance is available to families who have been enrolled at LCS for more than a year, demonstrate need, and if funds are available.

Ordained or licensed pastors of area Christian churches, full time ministerial staff from recognized Christian organizations, and missionaries on furlough, may request a pastoral discount. Those who qualify will pay the same amount as Lifegate church members.

## SECTION 8: STANDARDS OF CONDUCT

**CHEATING:** Cheating is any attempt to deceive a teacher concerning the extent of one's work or knowledge so as to cause the teacher to grant a higher grade than deserved. Therefore, cheating is a type of lie and demonstrates both a lack of respect to the one in authority as well as a lack of respect to the person from whom they received answers. Cheating, or intent to cheat, in any form is a major violation of school ethics and morality that can result in suspensions and expulsion. At the very least parents will be notified and consequences will be assigned (see page 40).

**PLAGIARISM:** Everyone who submits written work in the school must be the author of that work. When a student uses facts or ideas originating with others, they must make clear what is theirs and what is not. Anyone who knowingly offers as their own what is in fact someone else's work participates in a form of cheating, whereby if caught, will be subject to receiving consequences (See page 40). Plagiarism is a major violation of school ethics and morality that can result in suspensions and expulsion.

**PROFANITY AND VULGARITY:** We firmly believe that Christian institutions need to demand a speech free from profanity or cursing. Such speech demonstrates a lack of respect for God's name as well as a lack of respect of others who find such speech very offensive. An undisciplined tongue can cause much grief to others as well as undermining the witness of an individual or school. Once this problem manifests itself, the student will be corrected and parents will be informed of the problem. If it continues, a parent conference may then be held. In certain situations, the administrator may choose to take stronger disciplinary measures, such as, recommending suspension or dismissal.

**VANDALISM:** The Lord has provided the buildings we have. Sacrificial gifts on the part of the Lord's people have provided all the equipment we have. Realizing this, it is very important for all of us to use what God has given us in a way pleasing to Him. Violations of this trust may result in a parent conference. In certain situations, the administrator may choose to take stronger disciplinary measures, such as, recommending suspension or dismissal along with restitution.

**STUDENT USE OF LOCKERS, VENDING MACHINES, AND TELEPHONE:** Student locker assignments are made by the principal and may only be changed by the principal. Students are not to share lockers or occupy more than their assigned locker. Lockers must be kept clean and neat. No decals or other items having sticky surfaces may be attached to any locker surface. No items or pictures deemed inappropriate or questionable by the school are permitted as decoration. No student may open another student's locker without having been given explicit permission. An extra key or combination must be turned into the office if lockers are locked.

Vending machines are available to students at lunch time only. Vending machines are not to be used during class, change of class, student drop off (7:30-8:05 AM) or pick up time (3:30 – 4:00 PM). Use of vending machines for snacks during after school care is at the discretion of the staff person in charge of after school care students. Parents / guardians are encouraged to pack a snack for their students for after school care.

Students are permitted to use the school phone if it pertains to illness or an emergency situation and circumstances determined by the Principal or designee on a case by case basis. Parents must call the school if they wish to get a message to their family member or request that they talk to the student, at which time student will be allowed to use the school phone. Parents should not text or call students from the time they are dropped off at school until the end of the regular school day.

### TRANSPORTATION – SECTION 8-A

**AFTER SCHOOL PICK UP:** Students must be picked up by 3:50 pm, if they are not staying for a practice. Younger brothers and sisters are not allowed to stay during practices.

**PLEASE DO NOT LEAVE YOUR CAR UNATTENDED IN DRIVEWAY.**

#### SAFETY GUIDELINES FOR PICK UP/DROP OFF:

- Drive slowly and defensively. Please do not ever assume that the children see you! Safety is always the most important priority during drop off and pick up.
- Look for non-verbal indicators from the carpool attendant as to when it is safe to exit the drop off/pick up area. Please be patient.
- Do not park in the carpool line and vacate your vehicle.
- No cell phone usage during carpool. It is a school zone.
- If you park, park in designated spaces only. Use care while entering the carpool line or crossing traffic if you are walking. Pedestrians cross ONLY at crosswalks.
- Carpool is an everyday occurrence even if it is raining. The exception to this is if we are under an emergency warning. While under the warning, LCS will keep the children inside and delay carpool until the warning is lifted.
- Drop off and pick up at designated locations only, not on the driveway or behind the fellowship hall as it is unsafe.

FIELD TRIPS: School outings are a privilege allowed to our students. They are organized by our teachers to be age appropriate, and educational to a particular grade level. Therefore, only students enrolled in the grade or grades for whom the outing is organized will be permitted to go. Children not enrolled in LCS must receive special permission from the principal to participate on field trips. Parent drivers need to submit a copy of their driver's license and proof of insurance to the office.

STUDENT DRIVING: Students, with a current driver license, are permitted to drive to and from LCS and park in approved parking spaces. Students who drive regularly are required to register in the school office with a copy of their driver's license and proof of insurance. Driving is a privilege and not a right. Students who abuse this privilege by driving recklessly on or near the campus will have this privilege revoked. Cars are off limits to students during school hours so they must bring inside all that is needed for the school day.

\*Students drivers may not transport any students other than their own siblings without prior approval and written permission from both parents.

SCHOOL EVENTS: Written permission must be received from parents for students to ride in vehicles going to and from all school events. For all sporting events, field trips and other extracurricular events, each student must wear a seat belt and return to the school in the same vehicle in which he or she originally rode. Parents desiring to pick up their child at an event are responsible to inform the child's driver that he or she will not be returning to the school.

#### GENERAL ON-CAMPUS CONDUCT – SECTION 8-B

Students are asked to conduct themselves in a manner that honors the Lord and represents their families in a Godly way. The practice of good behavior is encouraged in the halls, lunch setting, library, gymnasium 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 (Library & Small Gym/Cafeteria) with the exception of the last ten minutes of first period for Secondary students, when students may eat a snack they have brought in; this is the only time students may have snacks of any kind in the classroom unless approved by Administration.
- **Except for drinks from the vending machine at lunch, water is the only drink that is allowed at school. Reusable water bottles, whether insulated or clear, are permitted, but may be subject to inspection by teachers or administrators.**
- The public display of affection between individuals such as hand holding, kissing and the like is inappropriate at school or during school sponsored functions.
- Students will respect and protect each other's personal space at all times and in all settings by keeping 6" of "daylight" between them and their fellow students.
- If a student wishes to record a classroom lecture or bring a recorder for academic purposes, he or she must secure permission from both the teacher and the principal.
- Students must always respect the rights and property of others.
- Adults are to be addressed as "sir" or "ma'am", or Mr., Mrs., Miss and a proper last name.
- There will be no hitting, pushing or shoving.
- Proper respect is to be shown to the flags and other symbols of our own country and faith.
- There will be no derogatory communication expressed of other students.

- 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 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. This includes hallways and stairwells.
- All literature brought to school (books, magazines, etc.) must be approved. Unauthorized material will be confiscated and returned at the end of the school year.
- There will be no chewing of gum on campus.
- There will be no playing on the driveway before or after school or other heavy traffic times.
- Students may not use the phone during school hours except in case of emergency (see section 8-F as to what constitutes an emergency).
- Students must follow the dress code.
- Pocket knives are not allowed on school property.
- Though the Rebel flag may be a symbol of pride for some, it is also a symbol of pain and prejudice to others. Because of the complicated history surrounding it, no rebel flags are to be visible on vehicles, clothing or personal property of a student on this campus.

#### PLAYGROUND RULES - SECTION 8-C

The following guidelines are for safety and the practice of Christian attitudes while at play.

- No children should be on the playground without supervision.
- All games should be played with a concern for others.
- The playground equipment is to be used properly.
- Tag and chase games are not permitted without teacher direction.
- Shoes are to be worn both in the school and on the playground.
- Fighting is not permitted.
- No weapons of any kind are permitted.
- Throwing of rocks, sand or dirt is not permitted.
- The playground is off limits during athletic events.

#### CLASSROOM EXPECTATIONS – SECTION 8-D

Teachers are instructed to have well prepared lessons that are profitable for learning. Students should keep in mind several responsibilities for good classroom performance:

- Be in their seats when the bell rings to start class.
- Pay attention in class and be recognized to speak.
- Participate in classroom lessons and activities.
- Bring the appropriate books and supplies to class.
- Have lessons prepared on time.

#### OUTSIDE SCHOOL CONDUCT – SECTION 8-E

LEAVING SCHOOL GROUNDS: Students are to stay in the building or on the school property throughout the school day unless accompanied by a teacher. Students may only leave the school grounds when accompanied by a parent/guardian or with administrative approval and after they have checked out in the office. Any student who leaves school premises during school hours for any reason without permission from parents and administration, will be subject to 4 hours of Saturday School.

**GENERAL OFF-CAMPUS REGULATIONS:** The school believes in the sanctity of the parent- child relationship, and that interference therein should not be done for light or transient reasons. However, students of LCS are also representatives of their school and Lord at all times. Because some activities tarnish the reputation of the school making it more difficult to maintain an excellent reputation with the community, some guidelines go beyond the school setting. The following constitute serious breaches of discipline and make the student subject to disciplinary review by the principal and possible action, even if the event occurred away from school:

- Arrest for a misdemeanor or felony
- Possession, use, or distribution of alcohol
- Sexual immorality
- Smoking or possession of cigarettes or vaping device
- Possession, use, or distribution of illegal drugs, prescription medications or paraphernalia
- Vandalism
- Stealing or shoplifting
- Malicious prank against a school representative (e.g. teacher, secretary)
- Public nudity (e.g. mooning)
- Involvement with the occult
- Inappropriate online conduct including but not limited to threats, harassment (cyber-bullying), profanity, etc.
- Any student who assists, conspires, or accomplices with any of the aforementioned activities.

We believe music that promotes rebellion, violence, sexual perversity, disrespect for authority, promiscuity, vulgarity, suicide, or satanic activity is not an acceptable form of entertainment for the Christian. Therefore, while at school or school-sponsored functions, students may not listen to such music nor have in their possession magazines, T-shirts, notebooks, or other personal items that promote this type of music. Violations will go through normal disciplinary procedures, which may ultimately result in the student being asked to leave LCS.

#### SOCIAL STANDARDS – SECTION 8-F

**OFFICE PROCEDURES:** The office phone is only to be used by students in emergencies or as determined by Principal or designee on a case by case basis. The copy machine is to be used only by school staff. Students must pay for any personal copies.

**BOY - GIRL RELATIONSHIPS:** We believe God's plan is for boys and girls to have activities and fellowship together learning much about each other in general, always holding the other up in the highest respect, and functioning as sisters and brothers toward each other as members in the larger family of God. Practically applied, this means "Hands Off" (no hand holding, no embracing, etc.) during school activities. All conversation between boys and girls must be Christ honoring, holding one another in respect. (1 Timothy 5:1-2, 5:22, 2 Timothy 2:22, and 1 Thessalonians 4:4-5, 5:22).

**MARRIED STUDENTS:** We will not enroll, retain in school, or allow graduation participation to married or pregnant students or unwed mothers or fathers.

**CHAIN OF COMMAND:** All authority comes from God, and obedience to it is His prescribed requirement (Romans 13:1). General disciplinary action involving such things as lack of courtesy, abuse of permission, incomplete homework, general disturbance, etc. will be handled by the teacher. Situations that the teacher considers chronic, flagrant, or needing special attention will be referred to the principal.

**COMPLAINTS:** From time to time, children take issue with actions that they do not agree with, and they are prone to criticize statements out of context. If this occurs, it is important that parents do not automatically support the criticism. Parents should call in for full details before supporting such criticism. Parents should use the following line of communication: teacher, principal, then the Policy/Grievance/Discipline Committee (initiated through the principal), moving only to the next level if satisfactory progress is not being made.

**DISSENSION:** Although we encourage parent participation in the school, it is necessary that we maintain harmonious relationships to foster sound academic progress. As a result, we follow the Biblical admonition to "reject a divisive man after two or three admonitions (Titus 3:10)." In situations where parental involvement becomes disruptive, and resolution is deemed unattainable by the administration, the school reserves the right to take any and all appropriate measures, including, but not limited to, the disenrollment of students, in order to restore and secure a harmonious academic environment.

## SECTION 9: DISENROLLMENT, SUSPENSION, DISMISSAL, & EXPULSION

Attending Lifegate Christian School is a privilege. That privilege may be denied to a student who continues to resist correction and whose attitude and behavior is detrimental to the spiritual and academic progress of other students. The offenses detailed in, but not limited to, 8-B through 8-F can lead to suspension, dismissal, or expulsion depending on the severity of the offense and the attitude of the student.

### DISENROLLMENT – SECTION 9-A

The administrator is responsible for recommending disenrollment of a student. Disenrollment is unrelated to misbehavior on the part of the student. It occurs whenever the student has given evidence that they are not able to perform at a satisfactory academic level. In addition, it may occur when the administration has determined that parental involvement has become disruptive and is irresolvable. Upon the administrator's recommendation, the Discipline Committee determines disenrollment.

### SUSPENSION – SECTION 9-B

The administrator is responsible for determining the suspension of a student, which includes all school activities. Suspension of a student will usually be for one to three days. Parent notification and consultation is a part of this procedure. Such offenses will typically be major violations of the root convictions of conduct mentioned elsewhere in this handbook. They may include gross disrespect, cheating, stealing, truancy, cursing and vulgar language, inappropriate physical contact, vandalism, possession of pornography or obscene illustrations or writings and similar incidents. Suspension should be a time of soul-searching and re-evaluation of oneself and one's relationship with God, and the school. The student is responsible for classwork missed.

### DISMISSAL – SECTION 9-C

Dismissal of a student may be for a period of time ranging up to one year. Such behavioral problems may include those listed under suspension or other misbehavior deemed inappropriate by the Discipline Committee. The Discipline Committee makes the final decision when the dismissal of a student is considered. During this time the committee will look for the following in the student:

- a repentant heart which is to be evident during the time the student is separated from the school;
- an interest in spiritual growth as evidenced by a discipling relationship with an appropriate spiritual leader
- making things right by asking forgiveness and/or making restitution
- a genuine desire to return to LCS and a willingness to be under the authority of the school.

Once a previously dismissed student has met the above guidelines he/she may reapply for admission to LCS. The Discipline Committee will then determine the wisdom of such a student returning to school. If allowed to return, the student will be on probation for at least one semester.

### EXPULSION - SECTION 9-D

Expulsion of a student is the most severe consequence a school can impose on a student. To be expelled means that a student's behavior is of such a severe nature that continuation at LCS is impossible. Reasons a student might be expelled include, but are not limited to: threatening a teacher or another student, possession of illegal drugs, drunkenness, possession of a weapon on campus, defiance of authority, fighting, inappropriate language, overt rebellion, scoffing of God or Christ, involvement with the occult, or other situations deemed inappropriate by the Discipline Committee.

Only the Discipline Committee, in agreement with Pastoral Leadership, may expel a student. (Please note that such problems are rare at LCS, but certainly possible).

## SECTION 10: DRESS CODE

Standards of dress are of importance to LCS. Modesty, safety, appropriateness and good taste should characterize the clothing for students at Lifegate. Certain exceptions are made for "cold weather" days. Cold weather is defined as a day that will see a morning low temperature of 45 degrees Fahrenheit or lower. Other weather-related allowances may be made at the principal's discretion.

The following dress code is clearly defined to promote consistency and allow enforceability.  
**Lifegate Christian School looks to parents to be responsible for the dress of their child.**

## **K-12 Dress Code Requirements**

### **Shoes K-12:**

- Closed toed & back shoes must be worn at all times. All shoelaces are to be tied at all times.
  - Crocs (even in sport mode), Uggs, clogs, and mules are not allowed.
- Boots (brown tones or black, with heel no greater than 2 inches) may be worn on the inside of the pant leg. Girls may wear non-cowboy style dress boots on the outside of the pant leg with principal approval.
- Girls may wear brown or black closed-toed & back heels no higher than 2 inches.

### **Socks K-12:**

- If visible, stockings/tights/leggings worn with skirts must be solid white, gray, navy or black with no patterns. The skirt must meet length requirements even if stockings/tights/leggings are worn.
- Socks are to be worn at all times.

### **Dress code pants, skirts, and shorts K-12:**

- Students may wear jeans, khaki, navy blue, black, brown or gray Docker/uniform style pants. All pants must be hemmed and not dragging the floor. They must be modest, appropriately sized for waist and length, and worn well above the hipbone of the student. They must be plain, not accessorized or excessively embellished, with no extra pockets or zippers. “Skinny” jeans or capris (as determined by Administration) are not acceptable.
- Students may wear khaki, navy, black, gray or brown shorts. Shorts must be within 1” of the top of the kneecap. All shorts must come well above the hipbone of the student.
  - Columbia-style fishing shorts or golf-style shorts are acceptable as long as they have a snap or button waistband with a zipper, meet the length and color requirements, do not have extra side pockets, and are not made of a thin and/or transparent material. These types of shorts made out of athletic short material are not acceptable.
  - Blue jean shorts are not allowed.
- Girls may wear an A-line khaki or navy blue uniform skirt. Skirts must touch within 1” of the top of the knee cap. No form fitting, straight skirts, or slits are allowed. All skirts must come well above the hipbone of the student.

### **Belts K-12:**

- Belts are only required if the shirt is tucked in.
- Belts are required on Chapel Days unless a girl is wearing a uniform skirt that does not have belt loops. This is the only exception on Chapel Days.
- Belts are to be plain (no writing, jewels, designs, etc), brown or black leather, leather-like or web-style belts.
- Plate buckles may only be worn if they are awarded or earned through a recognized 4-H and/or junior rodeo event.

### **Dress code shirts K-12:**

- Students may wear plain or patterned polo style collared shirts (short and long sleeve) of any color from any vender. Logos or brand insignia on polo shirts must be no bigger than the size of a quarter.
- Students may wear plain or patterned oxford-style button downs. Logos or brand insignia on oxford-style button downs must be no bigger than the size of a quarter.
- Students may wear Lifegate t-shirts every day except for Wednesday (chapel day).
- All shirts must be buttoned to the second button from the top and shirts must fit modestly. Low-cut collar shirts are not acceptable.
- Shirts must have regular sleeves – no cap sleeves.
- Shirts must not be sheer even if worn with an undershirt.
- Except during chapel, shirts do not need to be tucked in, but they should have a hemmed edge and fit in a modest manner.
- Shirts should be long enough that if the students’ arms were raised, the shirt would remain below the student’s waistband

## **Jewelry K-12:**

- **Specific to Girls:**
  - No more than two earrings per ear and these must only be in the earlobe. No ear spacers. Earrings should be no larger than a 50-cent piece.
  - No body tattoos or body piercing.
  - Jewelry is not to be a distraction. Earrings and necklace pendants should not in any way depict non-Christian values. Pendants should be no larger than a 50-cent piece.
    - Rings should be modest, not containing any inappropriate references or symbols.
      - No more than two rings per hand
      - No ring should extend beyond the knuckle on which the ring is worn
- **Specific to Boys:**
  - No earrings. No ear spacers
  - No chains attached to belts or wallets
  - No body piercing or tattoos.

## **Nails, Hair, and Accessories:**

Hair for both girls and boys should clear the eyebrows and be kept out of the line of vision. Bizarre haircuts, unusual haircuts, unnatural colors are not allowed.

- **Specific to Girls:**
  - Hair accessories, such as bows or hair bands may be worn to match color of shirts or pants.
  - Hats, caps, bandanas and beanies are not allowed.
  - Natural, moderate make-up and light lipstick are acceptable.
  - Fingernails should be kept neat, clean, and trimmed.
    - Clear polish or pale or light colors are acceptable as are French and American manicures.
    - There should not be any embellishments added to nails. Nails whether natural or artificial should have tips no longer than ¼ inch.
    - The shape of the nails should be limited to round or square. No points are allowed.
- **Specific to Boys:**
  - Boy's hair is to be no longer than the middle of the ear on the side and not over the collar in the back. Hair should be neat and well groomed.
  - Facial hair for boys is not permitted. Boys should be clean-shaven.
    - After three reminders to shave at school, students will be sent home to shave.
  - Sideburns are not to be longer than the middle of the ear.
  - No hair accessories for boys
  - No caps are allowed anywhere on campus during the school day.
  - Fingernails should be kept neat, clean, and trimmed. No polish is allowed for boys.
- **Pimple Patches (boys and girls):** These patches must be clear or flesh tone. No other colors are permitted.

## **Chapel wear (Wednesday):**

- Students may wear a polo or button-down collared shirt that is compliant with the dress code. Shirts must be able to be tucked in and be long enough that if the student's arms were raised, the shirt would remain tucked into the student's waistband. These shirts must be in dress code compliance.
  - No shiny material, no fringe, no embellishments and/or designs.
  - Any logo should be quarter-sized or smaller as previously stated above.
- Students must wear a belt on Chapel days and shirts must be tucked in through chapel.
- Students may wear khaki, navy, brown, black or gray pants that are in compliance with the dress code (no shorts or jeans).
- Girls may wear uniform style skirts that are dress code compliant.
  - No Sunday dresses.

- Only uniform skirts that are dress code compliant.
- Dress shoes will be worn on chapel days.
- No tennis shoes are allowed during chapel.

Students should exit the car on Wednesdays mornings dressed for chapel.

### **Friday wear:**

- In addition to shirts allowed within the regular dress code, students may wear a college T-shirt or sweatshirt.
- Other printed shirts, including faith-based shirts, will not be allowed.

### **Outer wear to be worn inside the school building.**

- When classrooms are cold, students may wear additional outerwear over their collared shirt. Outerwear may include:
  - Crewneck pullover sweatshirts or sweaters
  - Button-up cardigan sweaters
  - Hooded sweatshirts (hood must be kept down while in the building) with full length zipper or buttons only.
  - Lifegate letter jackets
  - Any sweatshirt/jacket with a kangaroo pocket is not allowed.
  - Pullover hooded sweatshirts (hoodies) are not allowed whether they have a kangaroo pocket or not.
  - Athletic front-zip jacket that have a slim fit, fashion fit, or are form-fitting are not allowed.
- Logos on any outerwear must be appropriate.

### **Heavy coats worn to and from school:**

If the students choose to wear a jacket to and from school during the cold months it is to not have any offensive writing, offensive designs, or offensive logos. Once the student arrives at the classroom, the jacket is to be removed and stored in the student locker.

### **P.E. Uniforms:**

- P.E. uniforms will be issued to grades 6-12.
- The athletic uniform will be dress code for P.E. classes 6<sup>th</sup> - 12<sup>th</sup>.
- Grades K-5 will not dress out for P.E. class.
- Girls (K-6) must wear navy blue shorts under their skirts during P.E. class.
- All students K-12 must wear tennis shoes and socks during P.E. class.
- Students that do not comply with dress code during P.E. class will have points deducted from their daily grade.
  - Specific to grades 6-12
    - Students in grade 6-12 returning to LCS main building will return to full dress code attire prior to returning to next scheduled class.
    - Students that have P.E. last period may remain in their school issued P.E. uniform.

### **Teams or groups departing campus and representing Lifegate:**

- Team players are to wear uniform assigned attire on designated days as determined by coaches and principal.
- The coach and/or teacher will be responsible for enforcing the approved attire.

### **Formal attire:**

- Formal attire guidelines apply to LCS guests as well as students.

#### **Specific to Girls:**

- Formal, elegant dresses preferred; backless dresses/strapless dresses not permitted; midriffs must be covered; slits no more than 2 inches above the knee; neckline modestly cut.

#### **Specific to Boys:**

- Formal tuxedos or dress suits; formal shirts or dress shirts with ties and dress slacks.

\*Homecoming/Graduation attire must receive visual approval prior to the event.

### **All academic and athletic events:**

- All students/fans representing LCS at academic and athletic events must be dressed in modest, non-offensive attire. Student/fans not complying will be asked to leave the event.

### **General Requirements:**

Students are required to comply with dress code. Students will be monitored throughout the day for dress code compliance. Dress code is enforced while the student is on school premises from 7:30 A.M. to 4:00 P.M. Students are permitted to change out of dress code after school if they are immediately leaving campus and have permission from the principal.

Students are required to be in compliance with the dress code from the time they step out of their vehicles in the morning until they get back into their vehicles in the afternoon. In high school, many students go directly to work or other activities where their dress is inappropriate. Consequently, high school students are permitted to change after school only if they are immediately leaving campus and first obtain permission from the principal.

### **VIOLATIONS – SECTION 10-A**

Any article of clothing or accessory added to or not in compliance with the dress code is a violation. If immediately correctable, the student will be asked to change into dress code appropriate attire. Any resistance on the part of the student will result in further disciplinary action. If uncorrectable, the student will be removed from the student population and either be required to go home or have the parent bring them replacement clothing.

It is not good stewardship to require a teacher to spend a large amount of time applying and interpreting a dress code. **THEREFORE, WE EXPECT PARENTS TO ENFORCE THESE DRESS CODE RULES WITH THEIR OWN CHILDREN.** If a student arrives at school dressed inappropriately, their parents will be notified. The guidelines are outlined thoroughly, but for any additional clarification, please reach out to the administrator.

### **SPECIAL PROVISIONS – SECTION 10-B**

**PHYSICAL EDUCATION:** PE uniforms are given to students as part of the activity fee. Only those PE or athletic uniforms purchased by the school may be worn. Students in K-5 will not dress out for PE. Issued PE uniforms will be used for field trips, kite day, etc.

## **SECTION 11: DISCIPLINE**

We believe that discipline is an integral part of the educational process. We understand discipline to be an environment in which children can best learn to follow the Lord and respect authority. Discipline is a total environment where growth is maximized by drawing proper boundaries and enforcing the necessary policies for personal development.

### **CORPORAL PUNISHMENT – SECTION 11-A**

The school reserves the right to use corporal punishment in Elementary through 8<sup>th</sup> grade, when it is felt to be appropriate by the teacher, principal, and parent. When staff administers the spanking, they must follow these guidelines:

- Parents informed
- Parental consent

- Student counseled by principal/teacher
- Administered in private by an Administrator or designee or parent.
- Administered in the presence of another staff member.
- Not to exceed three swats
- Written notification sent home
- Written notification signed by parent and put in student's file

Parents and students must realize that attending LCS is a privilege and not a right. Parents and students are expected to abide by the decisions and support the discipline of the administration.

**Exacerbating Events:** If a student worsens a violation by responding verbally or otherwise to the individual correcting them, the principal may increase the consequences.

# DISCIPLINARY ACTIONS– SECTION 11-B

Lunch and afternoon detentions are given when a child has *not* followed the behavioral rules or codes in effect at the school. In some cases, a specific warning may have been given to the child, identifying the rule being broken. In other cases, the child is informed of our expectations and held accountable for his behavior.

Below are the guidelines for disciplinary actions on the middle and high school level.

| Behavior – Minor “Green” Disruptions                                                                                        | Positive Support Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-----------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Forgotten Item; unprepared for class                                                                                        | In most cases, the students will be allowed to retrieve the item from their locker or borrow the item from a peer. If the problem becomes excessive, the teacher may contact the parent for further support and take action under “continuous behavior issues.”                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Needing to visit the restroom                                                                                               | In most cases the student will be permitted to use the restroom though the teacher may ask the student if they can wait until an appropriate time. Student should indicate if they need to go right away, and teachers may not prevent them from using the restroom as needed. However, if restroom visits become excessive, the teacher may contact the parent for further support and take action under “continuous behavior issues.”                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Minor classroom disruptions (Horseplay, chewing gum, etc.)                                                                  | Teachers have the authority to handle minor issues in their classroom with classroom level discipline pre-established by the teacher and communicated to parents. If the problem becomes excessive, the teacher may contact the parent for further support and take action under “continuous behavior issues.”                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Dress Code Violation                                                                                                        | Minor issues that can be addressed and fixed immediately will be given a positive verbal correction. Parents may also be asked to bring students appropriate clothing or the school will provide an option for the student. The student will not be permitted to attend class until the dress code violation is corrected. If the problem becomes excessive, the teacher may contact the parent for further support and take action under “continuous behavior issues.”                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Misbehavior – Moderate “Yellow” Disruptions                                                                                 | Discipline                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Continuous behavior issues (3+ of any one of the above in a single 9 weeks as well as resistance to improvement guidelines) | The parent will be contacted by the teacher and informed of any continuous behavior issues, and after school or lunch detention will be assigned as needed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Missing homework                                                                                                            | Whether the student forgot their homework or did not do it, it is still missing. The school’s reaction will always be the same in either circumstance. The student will be assigned an after school detention to complete their work or an alternative assignment provided by the teacher. Sending a student to detention to complete work is recognized as grace on behalf of the teacher, and the teacher may also enforce a no-late work policy and require the student to write a half page letter during silent lunch which acknowledges misbehavior using Biblical references and seeks forgiveness.<br><i>If allowed to complete the assignment:</i> Should the student complete the assignment and turn it in by the end of the day, they will receive 70% of the possible grade. Should they turn it in the next day, the student will receive 50%. If on the second day, the student does not complete their work, the student will be issued a 0%, and the parent will be contacted a second time. |
| 3+ Tardies in a                                                                                                             | See Tardiness Section 6-D                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

|                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| single 9 weeks                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Inappropriate Physical Contact/Intimidating behavior (includes PDA and pushing, shoving, threatening, etc.) | Students will be assigned detention or Saturday school to be decided by the principal depending on the seriousness of the situation involved. Regardless, the student must write a one-page apology to the offended party which acknowledges misbehavior using Biblical references and seeks forgiveness. The student may be assigned detention until this letter is complete and may also be referred to counseling with a pastor.                                                                                                                    |
| Disrespect/ Lying/ Name Calling                                                                             | Students will be assigned detention or Saturday school to be decided by the principal depending on the seriousness of the situation involved. Regardless, the student must write a one-page apology to the offended party which acknowledges misbehavior using Biblical references and seeks forgiveness. The student may be assigned detention until this letter is complete and may also be referred to counseling with a pastor.                                                                                                                    |
| Misbehavior – Major “Red” Disruptions                                                                       | Discipline                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Profanity                                                                                                   | Students will be assigned detention or Saturday school to be decided by the principal depending on the seriousness of the situation involved. Regardless, the student must write a one-page apology to the offended party which acknowledges misbehavior using Biblical references and seeks forgiveness. The student may be assigned detention until this letter is complete and may also be referred to counseling with a pastor.                                                                                                                    |
| Cheating/ Plagiarism                                                                                        | For a first offense in the student’s academic history with LCS, the assignment or a similar one determined by the teacher will be completed by the student for 50% of the possible grade. The student will also complete a three-page paper defining cheating/plagiarism and explaining the harm it causes. Bible reference must be used. The student will be assigned silent lunch and after school detention until these assignments are complete. A second offense will result in a zero (0). See Plagiarism under Section 8, Standards of Conduct. |
| Destruction of School Property                                                                              | Students will be assigned detention or Saturday school to be decided by the principal depending on the seriousness of the situation involved. Regardless, the student must engage in restorative action or pay for the damage to the school. In extreme cases, the student may be suspended or dismissed from Lifegate School. See Vandalism under Section 8, Standards of Conduct.                                                                                                                                                                    |
| Stealing                                                                                                    | Students will be assigned detention or Saturday school to be decided by the principal depending on the seriousness of the situation involved. Regardless, the student must engage in restorative action, returning the stolen property and writing an apology letter using Biblical references. In extreme cases, the student may be suspended or dismissed from Lifegate School.                                                                                                                                                                      |
| Skippping Class/School                                                                                      | Students will be assigned Saturday school. In extreme cases, the student may be suspended or dismissed from Lifegate School. See Truancy, Section 6-E.                                                                                                                                                                                                                                                                                                                                                                                                 |
| Misbehavior – Dismissal level, Severe “Purple” Disruptions                                                  | Discipline                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Fighting/Endangering Safety of Fellow Students/Threats of Harm or Violence                                  | Depending on the severity of the infraction, the student may be suspended by the principal or referred to the Discipline Committee for immediate expulsion. Any student that the Discipline Committee determines poses a threat to his/her fellow students will not be allowed to return to school. In all cases, before returning to a                                                                                                                                                                                                                |

|  |                                                                                                                                                                                                                                               |
|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | classroom environment, the student must complete a three-page paper which acknowledges their misbehavior using Biblical references and seeks forgiveness. Before returning to school, the paper must be approved by the Discipline Committee. |
|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

- A student who receives one purple code item above in one year may be referred to the discipline committee for further discipline or expulsion.
- A student who receives five code red items above in one year may be referred to the discipline committee for further discipline or expulsion.
- A student who receives 10 items code yellow items above in one year may be referred to the discipline committee for further discipline or expulsion.
- A student who receives a combination of 8 red and yellow coded actions in one year may be referred to the discipline committee for further discipline or expulsion.
- LCS recognizes green code items as training issues, and will work with students and families to teach students proper procedures. Should a student resist instruction or fail to implement suggestions for improvement, disciplinary action will follow.

#### LUNCH DETENTION:

- May be assigned by any teacher or staff member.
- The student must be notified on the lunch detention and the parent must be contacted by the assigning teacher or staff member.
- The assigning teacher or staff member will complete the top portion of the detention assignment form and place it in the appropriate folder in the lunch detention room.
- The lunch detention monitor will use the form as a guide to assist the student in completing any missing assignments or disciplinary letters.
- Completed forms are to be returned to the principal.
- Lunch detention will last the entire lunch period.
- Students do not report for an assigned lunch detention may be given additional days. If they fail to report for more than two days, they will automatically receive Saturday school.

#### AFTER SCHOOL DETENTION:

- May be assigned by any teacher or staff member.
- The student will be informed about after-school detention, and the assigning teacher or Administration will contact the parent by phone. Teachers will coordinate with parents to confirm that students can attend the detention.
- Students assigned to after school detention may miss or be late to sports practices and be subject to discipline established by their coach.
- After school detentions must be supervised by the assigning teacher and will last from 3:25 p.m. until 3:50 p.m. If the teacher has afternoon duty, the detention may be assigned from 4:00 p.m. to 4:30 p.m.
- The assigning teacher or staff member will complete the top portion of the detention assignment form and will use the form as a guide to assist the student in completing any missing assignments or disciplinary letters.
- Students do not report for an assigned after school detention may be given additional days. If they fail to report for more than two days, they will automatically receive Saturday school.

Repeated discipline issues may lead to a change in disciplinary status as well as Saturday school. Our intention is to develop a sense of accountability as well as discourage repeated negative behavior. If the child repeatedly violates those standards, they will be moved through the following levels of disciplinary alert:

|                               |                                                                                                                                                                |
|-------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>DISCIPLINARY SUPPORT</b>   | Saturday School, Four hours<br>Assigned for more than 2 detentions in a single week                                                                            |
| <b>DISCIPLINARY WARNING</b>   | Lasts for 9 weeks<br>Saturday School, Four hours<br>Interview may be required, Student accompanied by parent<br>Assigned for 6 detentions within 9 week period |
| <b>DISCIPLINARY PROBATION</b> | Lasts for 9 weeks<br>Saturday School, Four hours                                                                                                               |

|                                     |                                                                                                                                                     |
|-------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
|                                     | Interview required, Student accompanied by parent<br>Assigned for 3 detentions while on Disciplinary Warning or 9 detentions within a 9 week period |
| <b>RECOMMENDATION FOR DISMISSAL</b> | Assigned for 3 detentions while on Disciplinary Probation or 12 detentions within a 9 week period                                                   |

**SPECIAL NOTE ON BULLYING:** Bullying is defined as repeated use by one or more students of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a target that

- a. causes physical or emotional harm to the target or damage to the target's property
- b. places the target in reasonable fear of harm to himself or of damage to his property
- c. creates a hostile environment at school for the target
- d. infringes on the rights of the target at school
- e. materially and substantially disrupts the education process or the orderly operation of a school.

There are numerous biblical passages which speak against bullying behavior (Matthew 5: 43-48, 1 John 2:9, Proverbs 6:16-19, Ephesians 4:29, Romans 12:19-20, etc.) Bullying behavior will not be tolerated at LCS. If a student repeatedly targets another with verbal harassment or physical threats, inside or outside of school, whether online or otherwise, that students will be subject to removal.

LCS students who believe they have been subjected to bullying, cyber-bullying, or who witness or become aware of an instance of bullying involving a student are expected to report it to a teacher or the principal. Students will be provided practical, safe, private and age-appropriate ways to report and discuss an incident of bullying with the principal or their teacher during the first week of school each year. This report is best if done in direct conversation with the staff member with at least one witness.

#### SATURDAY SCHOOL – SECTION 11-C

Students reaching six detentions in a single quarter will be required to spend four hours in Saturday School. Students reaching nine detentions in a single quarter will be required to spend four additional hours in Saturday School. Parents will be notified by mail, be informed of the exact infraction(s), as well as the date to be served. Saturday School will run from 8:00 a.m. to noon and parents will be charged \$50, due at the latest the previous day.

Saturday School is one form of disciplinary action taken by the administration. Students will be monitored, and there will be absolutely no talking. The time is to be used for studying, reading or other academic work. The student will work alone and must come prepared with the necessary materials. Student attire will comply with the regular school dress code. There will be times when manual labor will be done instead and the dress code may be altered for that time.

No student will be rescheduled without a written request or call from the parent to the principal prior to the assigned day. School functions including athletic contests are usually not considered a reason for rescheduling. Students who do not attend on the day assigned and have not requested a reschedule date from the principal, will be given additional hours.

Repeated assignment of Saturday School may result in disciplinary probation, dismissal, or expulsion. Saturday school is the primary punishment for middle school and high school students who exceed discipline points, or to make up absences. Punishment for middle school students may include corporal punishment at the discretion of the principal and with agreement from the parent or guardian.

#### SECTION 12: MEDICAL

**MEDICAL CARE:** In instances where a student needs medical attention, we will call the parent or a family doctor (in that order). Teachers will not administer any medicines, tranquilizers, aspirin, etc. to any student for headaches, fever, or other reasons. **Students who develop symptoms of illness (fever or vomiting) while at school must be sent home.**

**MEDICATION:** Any medication sent to the school must be in a suitable container and must be brought to the office for safekeeping as soon as the student arrives at school. A note from the parent must accompany necessary medications. The following information must be written on the container: name of child, reason medication is needed; time medication is to be taken, dosage and parent signature. Prescription must be in a prescription bottle from your pharmacy (your pharmacist will give you an extra bottle with the pertinent prescription label info.).

HEALTH: Every reasonable provision is being made to provide a wholesome, healthful atmosphere for each child during his stay at school. We have found that there is a correlation between a child's health and his enjoyment of school and ability to profit from it. To prevent disease from spreading to other students and teachers, if a child is brought to school sick, or becomes ill during the day, his parents will be called and asked to pick him up.

MENTAL HEALTH: Any student who exhibits evidence of a mental health need such as cutting, expressed suicidal thoughts, abnormal aggression, etc. will be reviewed on an individual basis and parents may be asked to provide the child with counseling services. If the student's behavior significantly detracts from the school environment or endangers other students, the child may be referred to the discipline committee or for disenrollment.

## SECTION 13: MISCELLANEOUS

LUNCH: Children are to bring their own lunches, or they may choose to purchase lunches provided by the Lifegate Sports. Students are to eat their lunches in the designated area. Food is to be eaten at lunchtime and breaks. Lunches are to be kept in designated areas until that time. No food is to be left overnight. Trading of lunches is discouraged. Children will not be able to leave for lunch unless accompanied by parent/teacher and they have checked out at the front office. Children who forget their lunch will be provided a simple office lunch which will be billed to the parents. Parents are welcome to join their students for lunch or to drop off lunch when necessary, but, to ensure campus security, delivery services should not be utilized.

LOST AND FOUND: There is a lost and found in both gyms. All clothing, books and personal articles left un-stored in school buildings or on school grounds will be collected each day by the maintenance personnel and placed in a central depository. Items are kept for approximately one month. If not claimed, they are given away or discarded. Parents of small children should check "Lost and Found" regularly. Proper labeling of clothing avoids lost articles. The school cannot be responsible for things left on the playground or in the buildings overnight.

ITEMS FROM HOME: Students are not to bring to school any items not pertaining to curricular or extracurricular activities. Items will be confiscated (radios, candy, toys, games, pocket knives, etc.), especially if they are displayed in class.

FIRE DRILLS: The school is equipped with a fire alarm system. When activated, it sets off an alarm in the buildings. To train the students in proper emergency exit habits, fire drills are held throughout the school year. A fire drill exit chart is posted in each room. Observe the following rules:

- When the alarm is sounded, all class activities must cease and the class will exit promptly.
- Walk quickly in a single file line, no running or pushing.
- Close classroom doors and turn off lights
- No talking in or out of the building.
- Listen to the teacher's directions.
- Teachers will check their class lists to make sure all students are out of the building.

EMERGENCY PROCEDURES: In case of severe storm warning or other unusual disturbance, children will be taken by their teachers to the safest parts of the building. In most cases, this will be the lower level hallway. Special cooperation will be required from all students for quietness and orderliness.

STUDENT INFORMATION FOR OUR RECORDS: Please keep the office informed as to any change of address, telephone numbers, place of employment of both mother and father, and the current phone number, name, and address of the person to be called in case of an emergency so that your child's records may be accurate. Please keep the office updated of cell phone number and email changes, also. All changes of address, which affect your child, should be made with the office.

VISITORS: Student visitors are welcome on campus after the first quarter of school. They may only come one time and *must* stay with the friend they are visiting. Students should approach obvious visitors, greet them and then direct them to the office. Students may bring guests to school only with the principal's permission. Parents are welcome to visit; if more than just a drop-in visit is planned, please call the office for an appointment.

Prospective families are welcome to visit. Please call the school office to set up an appointment if you wish to visit a classroom. The office is open for information from 8:00 a.m. to 4:00 p.m. Monday through Friday. All parents and visitors are asked to check in at the front office.

TELEPHONE: Telephone calls to the school office may be made between 8:00 am to 3:45 pm Monday through Friday. Children will not be permitted to use the school phone except in case of extreme necessity. They will not be allowed to call home for forgotten items, (ex. PE clothes, shoes, homework, etc).

WITHDRAWAL: In the event that a student withdraws from LCS, the following policies apply:

- 2 weeks written notice is required
- Registration fee is forfeited
- LCS requires payment of tuition until the end of the current month plus a \$100 processing fee.
- All books, uniforms, etc. must be paid up to date.
- An exit interview is requested between the student(s) and parent, and a school pastor or the principal.

LCS INTERNET POSITION STATEMENT: There is much which is helpful and much which is harmful on the internet. LCS maintains the internet can be used as a tool of evil, e.g. giving predators access to our children and homes, etc. or as a tool for the edification of God's children in learning.

LCS will seek only to use internet technology for the glory of God in learning and encourages students and parents to do the same! Therefore, LCS computers will seek to block all sites deemed inappropriate/harmful by the School's Administrator and its Education Committee.

Ephesians 5:1-21 "...live a life of love ... there must not be even a hint of sexual immorality ... nor should there be obscenity ... coarse joking ... live as children of the light ... find out what pleases the Lord ... have nothing to do with the deeds of darkness, but expose them ... be very careful, then, how you live, not as unwise, but as wise ... find out what pleases the Lord ... etc." gives very helpful principles which inform our use of internet technology or any technology for that matter. Furthermore, LCS holds its reputation and name dear. "A good name is more desirable than riches ..." Proverbs 22:1. The school expects LCS parents to monitor their children's home internet use and considers them responsible for ensuring their children are using the internet according to biblical principles. LCS students are expected and required not to visit or participate in websites/social chat rooms which do not fall in line with Ephesians 5:1-21.

The School's Administrator and the Board of Trustees reserve sole discretion in all ethical judgments concerning student internet use. Students who do not adhere to these scriptural principles in their internet use, as determined by LCS, may be subject to disciplinary action, including expulsion from LCS.

LCS FACEBOOK PAGE POLICY: The purpose of the Lifegate Christian School Facebook page is to tell the story of our school on a monthly, weekly, daily basis. There is so much going on within our campus that our extended community of parents, grandparents, and other friends never get to see. We see this page as a window into our world. While this window is primarily to reach our outside community, we must never forget that it is a reflection of our internal community as well. All online comments are representative of our community to the world. The Bible reminds us over and over about the power of our words:

"Whoever guards his mouth preserves his life; he who opens wide his lips comes to ruin." Proverbs 13:3, "I tell you, on the day of judgment people will give account for every careless word they speak..." Matthew 12:36, "The good person out of the good treasure of his heart produces good, and the evil person out of his evil treasure produces evil, for out of the abundance of the heart his mouth speaks." Luke 6:45, "Let no corrupting talk come out of your mouths, but only such as is good for building up, as fits the occasion, that it may give grace to those who hear." Ephesians 4:29

The only allowable comments on the Lifegate Facebook page will be positive. Any comments that are negative, passive aggressive, or that could cause our community pain will be removed from the page and a warning will be issued to the poster. If inappropriate postings continue, the user will be blocked from the page. Students may also receive school discipline for any inappropriate comments. If you have an issue you would like to discuss, please feel free to contact us to schedule a meeting. We are committed to solving challenges Biblically – Matthew 18: 15-17, Luke 17:3, Ephesians 4:31-32.

House Bill 1481 in Texas, effective this school year (2025-26), mandates that public schools and charter schools prohibit students from using personal communication devices during school hours. This means schools must implement policies restricting the use of devices like cell phones, smartwatches, and tablets on school property during the school day.

Here's a more detailed breakdown:

**Scope:**

The law applies to all Texas public school districts and open-enrollment charter schools.

**Prohibition:**

It requires schools to adopt policies that prevent students from using personal communication devices during the school day.

**Definition of "Personal Communication Device":**

This includes any wireless electronic device, excluding devices provided by the school for instructional purposes.

**Implementation:**

Schools are required to develop and implement specific policies to enforce this ban.

PERSONAL ELECTRONIC DEVICE (PED) POLICY: LCS recognizes that devices such as cell phones, smart watches, and laptops can be useful instructional tools. The devices can also be a significant distraction for students. When PEDs support the educational goals of the class, teachers have the right to allow their use within the classroom, but this must be approved by the administration prior to use. Non-academic activities on laptops and cell phones are strictly prohibited on school grounds at any time of day.

While on campus and under the supervision of LCS staff. (including lunch periods and breaks), student PEDs must be **kept out of sight** and **powered off**. Students may not use a cell phone at the end of the school day unless they receive permission from a staff member on duty.

**Any time a student wishes to use their cell phone while under LCS supervision for any reason, they must have the permission of a supervising adult, or the phone will be confiscated.  
Students will most likely be sent to the office to use that phone.**

The school and its employees and volunteers are in no way responsible for any theft or damage to any PED, even those confiscated by the school. All PEDs should be labeled or clearly marked to identify the owner.

CONSEQUENCES FOR VIOLATING PERSONAL ELECTRONIC DEVICE POLICY:

|                       |                                                                                                                                                          |
|-----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>First Offense</b>  | The PED is surrendered immediately by the student. The device can be picked up by the student, parent or guardian once a \$20 fine is paid.              |
| <b>Second Offense</b> | The PED is surrendered immediately by the student. The device can be picked up by the parent or guardian once a \$40 fine is paid.                       |
| <b>Third Offense</b>  | The PED is surrendered immediately by the student, to be picked up by a parent and the student will be assigned to Saturday school (8 AM-noon, \$50 fee) |

## SECTION 14: GRIEVANCE

The Lord Jesus came to reconcile us to the Father. In the same way, Jesus taught us to seek reconciliation and restoration with brothers and sisters in him. There will be times when members of the LCS family will disagree and come into conflict with each other. To serve the needs of the LCS community, a committee is available to lead those in conflict to resolution and restoration of relationships. The purpose and role of this committee is described in the School Government Appendix H. Below is a list of criteria that must be met before a grievance may be heard by the committee.

### CRITERIA FOR SUBMITTING A GRIEVANCE

- Grieved or offended parties must first meet face-to-face with person(s) directly involved in the conflict. A legitimate meeting must have these characteristics
  - Basis for grievance is shared humbly, openly and without judgment
  - Options for resolution are discussed and agreed on
  - Resolution plans are documented with timelines and responsibilities
  - Parties express forgiveness and desire for reconciliation of the relationship
- If either party has taken the above first step and still lacks resolution, the matter is escalated to the principal. The meeting with all directly involved parties and the principal must have the same characteristics and goals as listed above. A revised plan for resolution may be set by the principal. Note, if the principal is involved in the first meetings, then this second step will be escalated to a member of the church leadership team
- Results of the plan from each meeting must be documented
- Only cases involving claims regarding the neglect or contradiction of LCS policies and procedures will be reviewed by the grievance committee. Any and all such claims must be substantiated by documented evidence or written testimony. The policy and grievance committee will meet with the parties in conflict if and only if the committee determines there is a legitimate case.
- The grievance committee will not accept as hard evidence or testimony differences of opinion and/or philosophy between the offended party and the alleged offender. Nor will the committee accept as evidence or testimony any or all unsubstantiated rumors or judgments of the alleged offender's character or motives.
- The documented results and a written request for review must be submitted to the principal within 60 days of the last meeting held at the escalated level.

If all attempts are taken to complete the escalated plan for resolution and the conflict is not resolved, then the grievance committee may be asked to review the conflict.

### PROCESS AND ROLE OF THE COMMITTEE

- The committee will meet within 2 weeks of a written request to determine the validity of the case to be reviewed.
- A written response to all parties will be given as to whether the conflict and results will be reviewed.
- If reviewed, the committee will ask for agreement from all parties for the review and decisions of church leadership to be the final remediation for the conflict.
- After the first meeting with the parties in conflict, the committee will work as quickly as possible to resolve the conflict. However, there is no set time limit for resolution if the committee is still gathering facts and conducting further interviews.
- The committee then will present a recommendation for resolution to church leadership for approval. The leadership team will communicate the final decision to the parties in conflict.

## Appendix A – Church Verification

### Church Verification Form

Dear Pastor,

You have been asked by the family listed below to complete this reference form. They have applied for the admission of their child(ren) to Lifegate Christian School. LCS is an interdenominational, accredited Christian school serving Christian families in Seguin and surrounding communities. The mission of LCS is for our students to strive for excellence in all aspects of spiritual, academic, social and personal development. LCS's ministry is to serve Christian parents who desire a Christian education for their children and who have high academic and personal standards for their children in accordance to their faith. Thank you for your assistance in the admissions process as we seek to learn more about this family's involvement in their church.

Parents' names: \_\_\_\_\_

Students applying to LCS: \_\_\_\_\_

1. Please describe this family's membership status at your church (example: members for 2 years and in good standing): \_\_\_\_\_

2. Do you feel this family will uphold the school's Biblical philosophy and standards? \_\_\_\_\_

3. How would you describe this family's church attendance?      Regular                      Occasional                      Rare

Additional notes on attendance? \_\_\_\_\_

4. Please briefly describe the involvement of the parents and the student(s) in your church (i.e. attend church weekly, teach Sunday School, attend youth group, etc.): \_\_\_\_\_

5. What evidence do you see that demonstrates this family's faith and obedience to Christ? \_\_\_\_\_

6. Please provide any additional information that may help us to ensure that LCS is a good placement for this family and that the children have a good chance of success. You are welcome to attach an additional page or letter of recommendation: \_\_\_\_\_

7. Do you recommend this family for admission to Lifegate Christian School? \_\_\_\_\_

\*If there is any additional information you would like to share, please call the school at 830-372-0850 and ask to speak to the principal.

Pastor Name: \_\_\_\_\_ Church Name: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Thank you for your assistance. Please return this form to the Office of Lifegate Christian School by fax, mail, or email as soon as possible: Fax: 830-372-0895; Lifegate@lifegateschool.org

## Lifegate Christian School

395 LIFEGATE LANE ♦ SEGUIN, TX 78155 ♦ (830) 372-0850

### DISCIPLINE POLICY

We at Lifegate Christian School believe that discipline is an integral part of the educational process. We understand discipline as an environment in which children can best learn to follow the Lord and to respect authority. Discipline is more than correction; it is a total environment where growth is maximized by drawing the proper boundaries and enforcing the necessary policies for good personal development.

When correction is necessary, the school reserves the right to use the rod of correction when appropriate. We also reserve the right to place students on probation or to dismiss a student should this become necessary.

I realize that from time to time children take issue with actions that they do not agree with, and they are prone to criticize statements out of context. This being normal for children, I pledge that should such occur, I will not criticize the teachers in front of my child. I will try to be supportive of the school personnel, and call in for full details any time I have a question concerning an incident.

I further realize that building strong relations with my child's teacher to aid in their training is as much my responsibility as it is the school's. I will pray for the staff and program, cooperate with them in discipline, and give them the benefit of the doubt until I have checked with them. I will endeavor to lay spiritual foundation by providing a good example in the home. I will support the spiritual training of chapel.

I will follow through with any work assignments or slips to be signed; see that the child reaches school on time, send written excuses for absence or tardiness, cooperate in training the child to respect school property and pay for irregular abuse of the same, attend all parent functions, and assist in publicizing the school and its programs among friends.

I realize that attending LCS is a privilege and not a right. It is my intention to abide by the decision and support the discipline of the administration.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Spouse Signature

\_\_\_\_\_  
Date

## Lifegate Christian School

395 LIFEGATE LANE ♦ SEGUIN, TX 78155 ♦ (830) 372-0850

### **MEDICAL AND LIABILITY RELEASE**

I realize that Lifegate Christian School does not provide student insurance; therefore, I am responsible to provide accident insurance for my child if I so desire.

I do not hold Lifegate Christian School or any individual liable for injury or death of my child (children) sustained at school or on any school related outing or function. This will apply not only to school staff, but also to any other sponsor involved with my child.

I also release Lifegate Christian School to secure emergency medical treatment for my child at a doctor's office or hospital if the need should arise.

---

Parent/Guardian Signature

---

Date

---

Parent/Guardian Signature

---

Date

## Lifegate Christian School

395 LIFEGATE LANE ♦ SEGUIN, TX 78155 ♦ (830) 372-0850

**(Please read and initial each line).**

\_\_\_ I will pray earnestly for Lifegate Christian School.

\_\_\_ I will faithfully attend a Bible-believing Christian church realizing that scripture guides us in this very matter:

*“... not neglecting to meet together, as is the habit of some, but encouraging one another, and all the more as you see the Day drawing near.” Heb. 10:25 ESV*

*“Train up a child in the way he should go; even when he is old he will not depart from it.”*

Ps.22:6 ESV

\_\_\_ I will cooperate fully in the educational functions of Lifegate Christian School, faithfully attending the parent meetings and corresponding quickly to requests from teachers for conference

\_\_\_ I understand that my child/children will be taught Christianity as defined in the LCS Statement of Faith (see Handbook

2-D) and Position Statements (see Handbook Appendix F & G).

\_\_\_ I will pay all of my financial obligations to Lifegate Christian School on or before the date due. If I am unable to pay on time, I will notify the bookkeeper to make arrangements for payment.

\_\_\_ If I become dissatisfied with the school in any respect, I will seek to resolve the matter with the person or persons involved, rather than begin to spread criticism, listen to criticism, or hold a negative attitude in my heart

\_\_\_ I will seek for the excellence and advancement of Lifegate Christian School in all areas, spiritually, academically, and physically.

\_\_\_ I agree to pay for a full semester for my child/children, even if I have to move or for some *reason take* my children out of Lifegate. I realize that staff must be hired by contract, so my obligation is to finish paying for the semester in which my children are currently enrolled.

\_\_\_ I agree to support the school by completing at least 20 service hours (per family). Service hours may be completed during athletic events, fundraisers, work projects, tutoring, etc.

\_\_\_ I understand no progress reports, report cards, transcripts or other such services will be provided unless all tuition and fees are current.

\_\_\_ No transcripts will be sent until all financial obligations to Lifegate Christian School are paid in full.

\_\_\_ I understand that the fall Parent Orientation meeting is compulsory and at least one parent must attend.

\_\_\_ I understand that there will be a trial period of nine weeks – a “get acquainted” time for students to be certain that

Lifegate is right for the student and the student is right for Lifegate

\_\_\_ I understand if my child is in sports, I will help with the gate and concessions at games.

\_\_\_ I will support all fundraisers with my time and my resources.

\_\_\_ At sporting events, I will maintain godly character.

\_\_\_ I have read the parent/student handbook and understand it to be the agreement between school and home.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Spouse Signature

\_\_\_\_\_  
Date

## Lifegate Christian School

395 LIFEGATE LANE ♦ SEGUIN, TX 78155 ♦ (830) 372-0850

### STUDENT CODE

- I will pray for Lifegate Christian School.
- I will abide by all the rules of classroom behavior and school standards as stated in the Lifegate Handbook.
- I will show respect for those in authority over me, even when I disagree with them.
- I will abide by the stated dress code and try to maintain a good attitude when judgments about clothing are not settled according to my desires.
- If I become dissatisfied, I will seek to resolve the matter with those involved, rather than becoming critical or bitter.
- During sporting events, I will conduct myself with good sportsmanship and uphold the values of LCS.
- I will not drink alcohol, vape, smoke cigarettes or take drugs. I will not bring alcohol, vaping devices, cigarettes or drugs to Lifegate Christian School.
- Regarding social media, I will not abuse others by language, pictures or any other means, realizing that hurtful images and words are sinful on social media just as if spoken in person. I will abide by LCS policy regarding use of computers, cell phones, smart watches and any other communication and data sending devices.

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Student's Signature

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Date

## LCS INTERNET POSITION STATEMENT

There is much which is helpful and much which is harmful on the internet. LCS maintains the internet can be used as a tool of evil, e.g. giving predators access to our children and homes, etc. or as a tool for the edification of God's children in learning.

LCS will seek only to use internet technology for the glory of God in learning and encourages students and parents to do the same! Therefore, LCS computers will seek to block all sites deemed inappropriate or harmful by the School's Administrator.

Ephesians 5:1-21 "...live a life of love ... there must not be even a hint of sexual immorality ... nor should there be obscenity ... coarse joking ... live as children of the light ... find out what pleases the Lord ... have nothing to do with the deeds of darkness, but expose them ... be very careful, then, how you live, not as unwise, but as wise ... find out what pleases the Lord ... etc." gives very helpful principles which inform our use of internet technology or any technology for that matter. Furthermore, LCS holds its reputation and name dear. "A good name is more desirable than riches ..." Proverbs 22:1. The school expects LCS parents to monitor their children's home internet use and considers them responsible for ensuring their children are using the internet according to biblical principles. LCS students are expected and required not to visit or participate in websites/social chat rooms which do not fall in line with Ephesians 5:1-21.

The School's Administrator reserves sole discretion in all ethical judgments concerning student internet use. Students who do not adhere to these scriptural principles in their internet use, as determined by LCS, may be subject to disciplinary action, including expulsion from LCS.

I do hereby submit to LCS's Internet Policy. "Submit one to another out of reverence for Christ." Ephesians 5:21

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Parent Signature

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Date

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Parent Signature

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Date

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Student Signature(s)

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Date

---

Student Signature(s)

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Date

## **Lifegate Christian School**

395 LIFEGATE LANE ♦ SEGUIN, TX 78155 ♦ (830) 372-0850

### **Church and School Leadership**

#### **Pastors**

Bob Odom  
Joshua Jordan  
Jack Deetjen

#### **Deacons**

Gerard Lopez  
Ken Wolfe

#### **School Administration**

Hosea Stredic

## LIFEGATE'S HERITAGE

This is a unique Christian School. It began in 1981 and is governed by Lifegate Church.

LCS is for those who know the *Way* of the Lord and have purposed to *walk* in it. It is for those who *want* the character of Christ developed in themselves so that they can serve Him effectively. Any student who proves to be a detriment to the spiritual growth of other students will be dismissed.

LCS had a miraculous beginning. God's hand was moving even before the land was purchased. He moved in the minds of His people. He put the conviction in their hearts that education needed to be returned to the church. The conviction had been there for some time but now (1981) was the time for His will to be made manifest.

In June 1981 the Lord revealed some land, approximately 7.6 acres on FM 466 that was to be the site of Lifegate Ministries. The only "problem" with that was the sum of \$22,000.

The leaders of Lifegate Ministries had an assurance from the Lord who gave them confidence on which to stand. The land officially became the property of Lifegate. The trustees headed to the title company that day short \$12,000, allowing that our God would supply all of their needs. Well, sure enough, He did! A man, obedient to the voice of God, walked into the Title Company with a check for the balance. Praise God for His faithfulness to His Word.

Now the land was ours, and it was time to build a building, eventually, the slab was poured and the building framed. Our gracious Heavenly Father provided \$50,000 toward the building and the work began-- hours and hours of it.

Families sacrificed time and money for Christian education. Many late nights were spent at the building, and it began to take shape. God provided an architect, an electrician and numerous others who volunteered their time.

Talents were discovered and put to use – anybody that could do anything was put to work. With an extra measure of strength and energy the last couple of weeks before school started, the building was ready for students.

Teacher workdays were very unique – insulation and sheet rock were hung, tile was put on the floors, trim was painted and put up, desks were made, ceilings were textured. You name it, our teachers probably had a dose of it.

Water and bathrooms were hooked up, only to find out that there was an obstruction somewhere in tile slab and the commodes did not work. Hurrah! for portable bathrooms. They were rather unpleasant, but they served the purpose.

The weather was hot the first few months, but somehow, we made it without air conditioning. (Praise the Lord, we have it now.)

On August 31, 1981, Lifegate Christian School opened its doors to greet the new students. Some of them were very skeptical, not knowing exactly what to expect, but they adjusted very well and we closed the year with 50 students.

We had an exciting first year. We had a lot of learning to do – staff as well as students. The A.C.E. program was new to many of us.

Our year was full of activities. We had numerous guest speakers for our Wednesday chapel services. Several field trips were taken. Among them were: Candee's Ice Cream Parlor, The Seguin Gazette-Enterprise, San Antonio Zoo, Golden Age Home in Lockhart, and Superdrum in Austin.

During the fall we met some other ACE schools in Gonzales for a volleyball tournament. We lost every game, but we had fun. Later, in the spring, some of the older girls challenged Gonzales' girls at volleyball and this time brought home the first victory in the history of LCS.

The Lifegate Twirlers marched in Seguin in October. At Christmas we had our first Christmas program and reception. It was termed as a big success.

At mid-term there was a "teacher switch" in the Older Learning Center and school went on. Our Awards Banquet was held May 27 and history was made – school was out for the summer at Lifegate Christian School.

God really blessed our first year. We saw students grow immensely in the Word and their relationship with the Lord and with their friends.

Many years have passed, seeing hundreds of graduates, several new buildings and remodeling projects, curriculum changes, etc. Through it all, we have seen the faithfulness of God. We look to the future, desiring to be of service to the Body of Christ, serving Christians families and helping to prepare young people (the next generation) to enter every major field of learning and vocation with confidence in the Lord and His Word.

## Appendix H – School Government

1. **Admission committee** – made of a pastor, the principal and a teacher.
  - Committee will meet on an as needed basis to interview students for admittance.
  - Requires three “yes” votes to admit student.
  - All currently required references and paperwork must be completed and verified before the interview. (Application, church verification, reference and any signed forms.)
  - Will meet during school, or after school, or at night depending on need of prospective student family and administration.
  - Will interview and look at qualifications to admit students.
  - Minutes of the meeting and vote will be kept and submitted to the pastors.

These will be the only jobs of this committee.

2. **Personnel committee** – made of a pastor, the principal, and a teacher.
  - This committee will also meet on an as needed basis to hire new personnel. This committee will interview and consider the qualifications of prospective personnel that have come up for consideration for positions as teachers, coaches, aides or substitutes. Requires three votes to take action.
  - This committee will also consider all changes to be made to the teacher/personnel handbook. All changes suggested by the principal or other personnel will be reviewed and approved by this committee.
  - This committee will also be consulted for any disciplinary or other issues that may arise regarding teachers, coaches, aides or substitutes that the principal feels is beyond his/her ability to handle. However, if personnel may be considered for termination the principal will take the matter to the pastors.
  - Minutes of the meeting and vote will be kept and submitted to the pastors.

These will be the only jobs of this committee

3. **Curriculum committee** – made up of a group of teachers (selected by principal), the principal and one of the pastors.
  - This committee will be appointed only on an as-needed basis.
  - Will only meet when a curriculum is being considered for LCS that strays from A Beka, Bob Jones or other currently used curriculum.
  - Teachers will present their views on the new curriculum to the committee and why they approve or disapprove, but the committee will have final say as to the changes in curriculum.
  - This committee will meet at times that are convenient for the administration.
  - Minutes of the meeting and vote will be kept and submitted to the pastors.
4. **Policy/Grievance/Discipline committee**
  - Review with principal any discipline cases that have exhausted normal procedures
  - Meet with parents or faculty members who may have a grievance that they feel needs to be heard. Grievances will be heard after parties directly involved with the grievance have met and made reasonable efforts toward resolution and reconciliation. See definitions and criteria for submitting a grievance in Section 14 of this handbook.
  - Join with other appointed personnel to recommend changes to the Handbook for Parents and Students or the Faculty Handbook. The timeline for these proposed changes is as follows: Principal solicits faculty input during the first two weeks of February; Committee is called together, proposals are formalized and submitted to the pastors by the end of Spring Break and in print for April re-enrollment.

Criteria for those who serve on the Policy/Grievance/Discipline Committee:

- Involved in Lifegate Ministries for at least three years
- Holds a thorough understanding and grasp of Lifegate’s mission and vision
- One who is aware of Peacemaking teachings/skills and conflict resolution from a Biblical perspective. Materials for reading will be provided for the committee members

- The Principal and one Pastor will be standing members of the committee
- Members should not be same personnel as on Admission or Personnel committees
- All recommendations from this committee should be submitted to the pastors
- Recommended to meet quarterly or as called

#### Process and role of the committee

- The committee will meet within 2 weeks of a written request to determine the validity of the case to be reviewed.
- A written response to all parties will be given as to whether the grievance will be reviewed.
- If the grievance involves conflict, the committee will ask for agreement from all parties for the review and decisions of the pastors to be the final remediation for the conflict.
- After the first meeting with the parties in conflict, the committee will work as quickly as possible to resolve the conflict. However, there is no set time limit for resolution if the committee is still gathering facts and conducting further interviews.
- The committee then will present a recommendation for resolution to the pastors.
- The Lifegate pastoral team makes the final decision for grievance or conflict resolution.

## Lifegate Christian School

395 LIFEGATE LANE ♦ SEGUIN, TX 78155 ♦ (830) 372-0850

### POSITION STATEMENTS

Lifegate Christian School takes specific positions on many contemporary issues. These teachings are the result of the school's interpretation of scripture. We desire that you, as parents of students in our school, be aware of the position we take in the four areas mentioned below.

CREATION: Students in our school are taught that God created the earth. Scripture declares that "God created the heavens and the earth (Genesis 1:1)," and that "it is He that has made us (Psalm 100:3)." Furthermore, it declares that men resist this truth because they choose to harden their hearts to God, refuse to give Him glory, and profess themselves to be wise, yet are foolish (Romans 1:19-25).

We do not believe this contradicts scientific evidence; however it conflicts with contemporary scientific dogma. Without providing evidence to verify that any matter could originate *ex nihilo*, or any life could come into being *ex nihilo*, some evolutionists insist that their theory explains how all *genus* and *species* came into existence. We affirm that such claims, without evidence, are patently unscientific. In addition, the philosophical assumption of uniformity in a closed system, required to maintain these tenants, is philosophically and theologically absurd.

Although Christian scientists maintain differing opinions regarding the interpretation of the scientific evidence, some aligning themselves within the spectrum of evolutionary theorists, we affirm the superiority of the ancient, inspired wisdom of Scripture declaring God as the Creator, Sustainer, and Governor of His creation.

Consequently, we reject any notion of evolution that would usurp the affirmation that the universe, with all its component parts, is the result of a direct act of God as Creator. Second, we reject any belief that would substitute evolutionary determinism for the Providence of God.

SANCTITY OF LIFE: We believe the Bible teaches the sanctity of life even in the womb. Exodus 21:22-23 teaches the death penalty for an accidental abortion that results in the death of the child; how much more severe would God's judgment be on one who practiced premeditated abortion! In Psalm 139 the psalmist declares "I will praise thee; for I am fearfully and wonderfully made; marvelous are your works, and that my soul knows right well. My substance was not hid from you. When I was made in secret... Your eyes did see my substance, yet being unprotected; and in your book all my members were written...when as yet there was none of them." In addition to these verses there are several references to God's care over the child in the womb, even to the filling of the fetus with His Spirit (Judges 13:2; Jeremiah 1:5; Luke 1:15,44).

SEX & MARRIAGE: We interpret scripture to approve of sexual relationships only in a marriage between male and a female. Sexual activity outside of marriage is consistently denounced in scripture, whether it be after a person has been married (adultery, Exodus 20:14; Galatians 5:19) or before a person marries (Fornication: Galatians 5:19; I Corinthians 6:18). Homosexuality is likewise denounced and is called abomination to God (Leviticus 18:22, Romans 1:27). Practically, this means that we teach sexual abstinence until marriage and repudiate any homosexual lifestyle.

NEW AGE: We interpret scripture to be in opposition to that form of teaching that is presently called New Age. By New Age any teaching that instructs people to obtain special revelations, insights or knowledge through the use of spirits, séances, horoscopes, Ouija boards, prisms, crystal balls, metaphysical techniques, imaging and other similar means. Most of these techniques are built upon the premise that one can release hidden innate powers, become one with the universe, and become like unto a god. The Bible, however, speaks strongly against seeking such special knowledge and practicing any form of divination (Lev. 19:31). Christians are warned to be aware of deceiving spirits and philosophies (Col. 2: 8, I John 4:1) and not to add to the teachings of scripture (Rev. 22:18). Seeking knowledge apart from God's grace and God's ordained

means, is characteristic of false prophets and deceiving philosophies. The primary issue is not a new teaching, but whether we humble ourselves to God and obey His word or whether we decide that we can be like God, deciding for ourselves what is good and what is evil.

**FREEDOM OF INTELLECTUAL INQUIRY:** As a Christian school, we are devoted to truth wherever it may be found. We believe that the historic Christian faith will prevail against all challenges. We are not afraid of claims that contradict our perceptions of reality. We do not advocate arguing for argument sake. Yet, we do not forbid the exploration of theories contrary to the historic Christian faith. Indeed, we are enjoined by the Scripture to be prepared to confront them (1 Pet. 3:15).

As adherents to the historic Protestant faith, *sola Scriptura*, we hold that there is no truth that is self-existent, to which both God and man stand mutually in the same relation. As such, all truth is dependent, and therefore to be regarded as subordinate to God's revelation. Consequently, we insist that all such theories be viewed with a critical eye through the lens of sound Scriptural interpretation.



*"Know that the LORD Himself is God;  
It is He who has made us, and not we ourselves..."*  
**-Psalm 100:3**

#### **Preamble**

Evangelical Christians at the dawn of the twenty-first century find themselves living in a period of historic transition. As Western culture has become increasingly post-Christian, it has embarked upon a massive revision of what it means to be a human being. By and large the spirit of our age no longer discerns or delights in the beauty of God's design for human life. Many deny that God created human beings for his glory, and that his good purposes for us include our personal and physical design as male and female. It is common to think that human identity as male and female is not part of God's beautiful plan, but is, rather, an expression of an individual's autonomous preferences. The pathway to full and lasting joy through God's good design for his creatures is thus replaced by the path of shortsighted alternatives that, sooner or later, ruin human life and dishonor God.

This secular spirit of our age presents a great challenge to the Christian church. Will the church of the Lord Jesus Christ lose her biblical conviction, clarity, and courage, and blend into the spirit of the age? Or will she hold fast to the word of life, draw courage from Jesus, and unashamedly proclaim his way as the way of life? Will she maintain her clear, counter-cultural witness to a world that seems bent on ruin? We are persuaded that faithfulness in our generation means declaring once again the true story of the world and of our place in it—particularly as male and female. Christian Scripture teaches that there is but one God who alone is Creator and Lord of all. To him alone, every person owes glad hearted thanksgiving, heart-felt praise, and total allegiance. This is the path not only of glorifying God, but of knowing ourselves. To forget our Creator is to forget who we are, for he made us for himself. And we cannot know ourselves truly without truly knowing him who made us. We did not make ourselves. We are not our own. Our true identity, as male and female persons, is given by God. It is not only foolish, but hopeless, to try to make ourselves what God did not create us to be.

We believe that God's design for his creation and his way of salvation serve to bring him the greatest glory and bring us the greatest good. God's good plan provides us with the greatest freedom. Jesus said he came that we might have life and have it in overflowing measure. He is for us and not against us. Therefore, in the hope of serving Christ's church and witnessing publicly to the good purposes of God for human sexuality revealed in Christian Scripture, we offer the following affirmations and denials.

#### **Article 1**

WE AFFIRM that God has designed marriage to be a covenantal, sexual, procreative, lifelong union of one man and one woman, as husband and wife, and is meant to signify the covenant love between Christ and his bride the church.

WE DENY that God has designed marriage to be a homosexual, polygamous, or polyamorous relationship. We also deny that marriage is a mere human contract rather than a covenant made before God.

#### **Article 2**

WE AFFIRM that God's revealed will for all people is chastity outside of marriage and fidelity within marriage.  
WE DENY that any affections, desires, or commitments ever justify sexual intercourse before or outside marriage;  
nor do they justify any form of sexual immorality.

#### **Article 3**

WE AFFIRM that God created Adam and Eve, the first human beings, in his own image, equal before God as persons, and distinct as male and female.  
WE DENY that the divinely ordained differences between male and female render them unequal in dignity or worth.

#### **Article 4**

WE AFFIRM that divinely ordained differences between male and female reflect God's original creation design and are meant for human good and human flourishing.  
WE DENY that such differences are a result of the Fall or are a tragedy to be overcome.

#### **Article 5**

WE AFFIRM that the differences between male and female reproductive structures are integral to God's design for self-conception as male or female.  
WE DENY that physical anomalies or psychological conditions nullify the God-appointed link between biological sex and self-conception as male or female.

#### **Article 6**

WE AFFIRM that those born with a physical disorder of sex development are created in the image of God and have dignity and worth equal to all other image-bearers. They are acknowledged by our Lord Jesus in his words about "eunuchs who were born that way from their mother's womb." With all others they are welcome as faithful followers of Jesus Christ and should embrace their biological sex insofar as it may be known.  
WE DENY that ambiguities related to a person's biological sex render one incapable of living a fruitful life in joyful obedience to Christ.

#### **Article 7**

WE AFFIRM that self-conception as male or female should be defined by God's holy purposes in creation and redemption as revealed in Scripture.  
WE DENY that adopting a homosexual or transgender self-conception is consistent with God's holy purposes in creation and redemption.

#### **Article 8**

WE AFFIRM that people who experience sexual attraction for the same sex may live a rich and fruitful life pleasing to God through faith in Jesus Christ, as they, like all Christians, walk in purity of life.  
WE DENY that sexual attraction for the same sex is part of the natural goodness of God's original creation, or that it puts a person outside the hope of the gospel.

#### **Article 9**

WE AFFIRM that sin distorts sexual desires by directing them away from the marriage covenant and toward sexual immorality— a distortion that includes both heterosexual and homosexual immorality.  
WE DENY that an enduring pattern of desire for sexual immorality justifies sexually immoral behavior.

#### **Article 10**

WE AFFIRM that it is sinful to approve of homosexual immorality or transgenderism and that such approval constitutes an essential departure from Christian faithfulness and witness.  
WE DENY that the approval of homosexual immorality or transgenderism is a matter of moral indifference about which otherwise faithful Christians should agree to disagree.

#### **Article 11**

WE AFFIRM our duty to speak the truth in love at all times, including when we speak to or about one another as male or female.  
WE DENY any obligation to speak in such ways that dishonor God's design of his image-bearers as male and female.

### Article 12

WE AFFIRM that the grace of God in Christ gives both merciful pardon and transforming power, and that this pardon and power enable a follower of Jesus to put to death sinful desires and to walk in a manner worthy of the Lord.

WE DENY that the grace of God in Christ is insufficient to forgive all sexual sins and to give power for holiness to every believer who feels drawn into sexual sin.

### Article 13

WE AFFIRM that the grace of God in Christ enables sinners to forsake transgender self-conceptions and by divine forbearance to accept the God-ordained link between one's biological sex and one's self-conception as male or female.

WE DENY that the grace of God in Christ sanctions self-conceptions that are at odds with God's revealed will.

### Article 14

WE AFFIRM that Christ Jesus has come into the world to save sinners and that through Christ's death and resurrection forgiveness of sins and eternal life are available to every person who repents of sin and trusts in Christ alone as Savior, Lord, and supreme treasure.

WE DENY that the Lord's arm is too short to save or that any sinner is beyond his reach.

## Position Paper on Abortion

Adopted by Lifegate Ministries Used by  
permission of the  
Evangelical Presbyterian Church

Lifegate Ministries is convinced that the Bible strongly affirms the dignity and value of every human life.

*"Before I formed you in the womb I knew you, and before you were born I consecrated you: I appointed you a prophet to the nations." (Jeremiah 1:5)*

*"My frame was not hidden from Thee when I was being made in secret, intricately wrought in the depths of the earth." (Psalm 139:15)*

*"Listen to me, O coastlands, and hearken, you peoples from afar. The Lord called me from the womb, from the body of my mother He named me." (Isaiah 49:1)*

*"For he will be great in the sight of the Lord, and he will drink no wine of liquor; and he will be filled with the Holy Spirit, while yet in his Mother's womb." (Luke 1:15)*

*"And when Elizabeth heard the greeting of Mary, the babe leaped in her womb; and Elizabeth was filled with the Holy Spirit." (Luke: 1:41)*

The Westminster Shorter Catechism, a confessional statement shared by most Reformed churches, forbids the taking of life while demanding the preservation of life.

"The Sixth Commandment requireth all lawful endeavors to preserve our own life, and the life of others." (Question 68)

"The Sixth Commandment forbiddeth the taking away of our own life, or the life of our neighbor unjustly, or whatsoever tendeth thereunto." (Question 69)

Scripture teaches that we are not merely to avoid involvement in injustice. God's people are called upon to speak for the oppressed and defenseless. The Scripture passages cited above are evidence that God accords human value and dignity to the unborn child.

Lifegate Ministries affirms that the Bible does not distinguish between prenatal and postnatal life. It attributes human personhood to the unborn child. Because we hold these convictions concerning unborn children, we urge the promotion of legislation that brings our judicial and legal system into line with the Scriptural view on protecting the poor and weak. Christians are called to be good citizens by impacting the

state in positive ways. All citizens, Christians and non-Christians alike, must have freedom of conscience on all private moral ethical issues, since God alone is Lord of the conscience. But the issue of equal protection of life under the laws of the state is not a private, but a public matter.

The Bible teaches that all persons and nations are responsible before God for their ethical decisions, including those which relate to the preservation of human life.

In addition to prayers and general assistance, the Church urges that the following steps be implemented by individuals, congregations and judicatories in an effort to provide substantial support for those impacted by problem pregnancies.

1. Women facing problem or unwanted pregnancies should receive support, love, acceptance, and counsel from pastors, counselors, physicians, and Christian friends both during and after the decisions they face. The Church must provide compassionate Biblical and spiritual guidance to these persons.
2. The men involved who respond with indifference must be confronted with their responsibilities and role in such crises.
3. The Church must support and nurture women who decide to carry an unwanted pregnancy to full term.
4. The Church must seek ways to support and care for all children who result from unwanted pregnancies.
5. The Church must serve as a therapeutic community to those who have experienced physical, emotional, or spiritual wounds from abortion or giving up a child for adoption.
6. Both individual Christians and the Church should oppose abortion and do everything in their power to provide supportive communications and alternatives to abortion.
7. The Church should declare to the world and teach its members that abortion must never be used as a convenience or a means of birth control.

The purpose of this statement is pastoral. It is best proclaimed by those who are profoundly aware of their own continuous need for the mercy and forgiveness of God. The Church must always follow the compassionate example of Christ, who said, "Neither do I condemn you. Go and sin no more."

## Appendix J – Student Leadership

In support of our mission to foster the development of positive character traits in the students of LCS, any student wishing to serve in a leadership role, including but not limited to, the Student Worship Team, Falcon Council, and the Nation Honor Society, will be required to fill out the following student leadership application including the appropriate recommendation forms. A separate application will be required for each desired position.

**Lifegate Christian School**  
**Student Leadership Application**

**Position Desired:**

☐ Falcon Council ☐ Praise Team

☐ NHS

☐ Other: \_\_\_\_\_

Number of years at Lifegate: \_\_\_\_\_

Current GPA: \_\_\_\_\_

Why do you want to serve in a student leadership position?

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Describe any activities/teams/committees/groups, in or out of school where you have taken on a leadership role, a role of responsibility, or a role of importance.

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Describe any qualities, skills, or experience you possess that will help you serve in this role:

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## LCS Student Leadership Teacher Recommendation Form

### Bible/Math/Science/English/History/Elective Teacher (please circle one)

Please complete this form and return it to the appropriate group sponsor by \_\_\_\_\_.

Forms will be kept confidential.

Student's Name: \_\_\_\_\_

Teacher's Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Position Desired:**

☐ Falcon Council    ☐ Praise Team    ☐ NHS    ☐ Other: \_\_\_\_\_

**What are the first three words that come to mind to describe this student?**

\_\_\_\_\_

**Please rate this student in the following areas:**

|                         | Excellent | Average | Below Average | No Basis |
|-------------------------|-----------|---------|---------------|----------|
| Motivation              |           |         |               |          |
| Self-Confidence         |           |         |               |          |
| Initiative              |           |         |               |          |
| Role Model              |           |         |               |          |
| Class Participation     |           |         |               |          |
| Integrity               |           |         |               |          |
| Respectfulness          |           |         |               |          |
| Works Well With Others  |           |         |               |          |
| Leadership in Classroom |           |         |               |          |
| Love                    |           |         |               |          |
| Patience                |           |         |               |          |
| Kindness                |           |         |               |          |
| Humility                |           |         |               |          |
| Servanthood             |           |         |               |          |

| How strongly do you recommend this student for their desired position? | Enthusiastically Recommend | Recommend | Recommend with Reservation | Do NOT Recommend |
|------------------------------------------------------------------------|----------------------------|-----------|----------------------------|------------------|
|                                                                        |                            |           |                            |                  |

**Teacher's Signature:** \_\_\_\_\_

*You may add additional comments on the back if you like.*