



FAMILY AND STUDENT POLICY HANDBOOK

Revised June 2026

“Education is an atmosphere, a discipline, a way of life” Charlotte Mason

“Trust in the Lord with all your heart and lean not to your own understanding; in all your ways acknowledge Him, and He will direct your paths” Proverbs 3:5-6

Rev. Kendall Penton
Pastor, LifeGate
President, LifeGate Academy

Rev. Michele Penton, MEd
Head of School, Principal, LifeGate Academy

TABLE OF CONTENTS

Accreditation.....	8
Discrimination Policy.....	8
Handbook Policy.....	8
Statement of Faith.....	9
Our Beliefs.....	9
Vision Statement.....	10
Mission Statement.....	10
Purpose Statement.....	10
Christian Philosophy of Education.....	10
Statement of Core Values.....	12
Spiritual Development.....	12
Academic Development.....	12
Social Development.....	12
Physical Development.....	12
Application for Admission.....	13
Admission Policies.....	13
Children with Exceptional Needs.....	13
Admissions Guidelines by Grade.....	14
Kindergarten.....	14
1st-4th Grades.....	14
5th-12th Grades.....	14
Re-enrollment.....	14
Annual Enrollment and Re-Enrollment Schedule.....	15
Hours of Supervision.....	16
Extended Care (before and after school care).....	16
Absence Policies.....	16
Make-up Work for Excused absences.....	17
Make-up Work for Unexcused absences.....	17
Excused, Unexcused and Exempt Absence definitions:.....	17
Excused absences:.....	17
Unexcused absences include (but are not limited to):.....	17
Exempt absences:.....	18
Late, Tardy, Early Check-Out.....	18
Late Arrival.....	18
Tardies.....	18
Late-to-class.....	19
Early check-out.....	19

Weather Policy.....	19
Curriculum.....	21
Graduation Requirements.....	21
Graduation.....	21
Grading Scale.....	21
Kindergarten.....	21
1st grade and Elementary Specials.....	21
Grades 2nd-12th.....	21
GPA Scale.....	21
Communication of Grades.....	22
Incomplete Grades.....	22
Make-up Work for Missed Class.....	22
Late Work.....	23
Middle School Late Work Policy (grades 6-8).....	23
High School Late Work Policy (grades 9-12).....	24
Homework.....	24
Elementary.....	24
Middle and & High School.....	25
GPA Requirements.....	25
Academic Eligibility for Extracurricular Activities.....	25
Weekly Eligibility Requirements.....	25
Semester Eligibility Requirements.....	26
Ineligibility.....	26
Student Retention.....	26
Elementary.....	26
Middle School.....	27
High School.....	27
Honor Rolls.....	27
Elementary.....	27
Junior High & High School.....	28
Valedictorian & Salutatorian.....	28
Awards Chapel.....	28
Elementary.....	28
Middle School.....	28
High School.....	29
Learning Differences.....	29
Standardized Testing.....	29
Conduct, Behavior, and Discipline.....	30
Parent/Guardian Responsibilities.....	30

Student Code of Conduct.....	31
Student Governance Policy.....	32
Discipline Policy.....	33
Elementary Behavior.....	33
Middle and High School Behavior.....	34
Student Due Process and the Student Affairs Committee.....	36
Search and Seizure Procedures.....	36
Alcohol, Tobacco, Vaping, or Illegal Drugs/Substances.....	36
Uniform Infractions.....	37
Infraction 1.....	37
Infraction 2.....	37
Infraction 3.....	37
Suspension & Expulsion.....	37
Academic Dishonesty.....	38
Bullying Policy (definitions adopted from stopbullying.gov).....	38
Purpose of Technology.....	39
Student Internet Policy.....	39
Student Electronic Devices.....	40
Uniform Guidelines.....	42
Uniform Purchases.....	44
Friday Attire Shirts.....	44
LGA Shirts, Plaid Skirts, and Jumpers.....	44
Backpacks.....	44
Birthdays.....	45
Classroom Parties.....	45
Communication.....	45
Field Trips.....	46
Food Services.....	46
Gum, Water, and Snacks.....	45
Hats and Coats.....	45
Lockers.....	45
Lost and Damaged Property.....	46
Lost and Found.....	46
Office Hours.....	46
Office Telephone.....	46
Parent/Teacher Conferences.....	46
Pictures.....	47
Recess Weather.....	47
Recess and Playground/Gym Rules.....	47

School Volunteers.....	48
Senior Trips.....	48
Spirit Days and Dress Down Days.....	48
Spirit Weeks.....	49
Spring Banquet.....	49
High School Gentlemen.....	49
High School Ladies.....	49
Student Drivers.....	50
Visitors.....	50
Unnecessary Items.....	51
Child Abuse and Neglect Policy.....	52
The Federal Family Educational Rights and Privacy Act (FERPA).....	52
Release of Student Information.....	52
Confidentiality Policy.....	53
Issue Resolution Policy.....	53
Video Surveillance.....	53
Non-Custodial Parent.....	54
Immunizations.....	56
Control of Contagious/Infectious Diseases.....	56
At-School Illness.....	56
First Aid.....	56
Medication.....	56
Head Lice.....	56
COVID-19, Masks, and Quarantines.....	56
Relationships.....	57
Statement on Marriage, Gender and Sexuality.....	57
Sexuality Policy.....	57
General School Policy.....	58
Employees.....	59
Student Policy.....	59
Sexual Harassment.....	59
Legal Definition.....	60
Payment Agreement and Financial Probation.....	63
Refund Policy.....	63
Arrival & Departure Procedures.....	64
Elementary Arrival and Dismissal.....	64
MS/HS Arrival and Dismissal.....	64
Spiritual Emphasis.....	65
Guidance Counseling Services.....	65

Elementary school.....	65
Middle School/High School.....	65
Clubs and Activities.....	66

Accreditation

LifeGate Academy is an accreditation candidate of the International Christian Accrediting Association (ICAA), which is parented by the Oral Roberts University Educational Fellowship (ORUEF), and is recognized by the Alabama Department of Education.

Discrimination Policy

LifeGate Academy does not discriminate on the basis of race, color, age, national and ethnic origin in its admission procedures, educational procedures, athletic procedures, and employment opportunities.

Handbook Policy

Handbook Policy, Acknowledgment, and Acceptance

The LifeGate Academy Family and Student Policy Handbook establishes the policies, procedures, expectations, standards, and financial requirements applicable to students and families enrolled at LifeGate Academy.

Parents and guardians are responsible for reviewing the current handbook before their student begins attending LifeGate Academy. A copy of the handbook will be made available electronically and/or in printed form.

Enrollment, attendance, or participation in classes at LifeGate Academy for any portion of even one school day constitutes acknowledgment of receipt or access to the handbook and acceptance of the policies contained within it.

By allowing a student to attend LifeGate Academy, the parent/guardian acknowledges that they have been given the opportunity to review the handbook and **agrees that the student and family will be governed by and comply with all applicable school policies, procedures, expectations, and financial policies contained within the handbook, whether or not a separate handbook acknowledgment form has been signed.**

Failure or refusal to sign a handbook acknowledgment form does not exempt a student or family from compliance with LifeGate Academy policies once the student has attended school.

If a parent or guardian does not agree to the policies contained in the handbook, the student should not begin attendance at LifeGate Academy.

LifeGate Academy reserves the right to revise school policies and procedures when reasonably necessary. Families will be notified of substantive changes. Continued enrollment and attendance following notice of a policy revision constitutes acknowledgment of and agreement to comply with the revised policy.

Nothing in this handbook guarantees continued enrollment, specific educational services, staffing, programming, placement, or enrollment for any particular period. LifeGate Academy reserves the right to withdraw or dismiss a student in accordance with school policy.

FOUNDATIONAL DOCUMENTS

Statement of Faith

LifeGate Academy, a religious and educational ministry of LifeGate Church, practices and teaches the Apostolic Doctrine as put forth in the Articles of Faith in the Manual of the United Pentecostal Church International and in the Position Papers of the UPCI. We believe in the divine inspiration of the whole Bible and in the infallibility of the original writings.

The basic and fundamental doctrine of this organization shall be the Bible standard of full salvation, which is repentance, baptism in water by immersion in the name of the Lord Jesus Christ for the remission of sins, and the baptism of the Holy Ghost by the initial sign of speaking with other tongues as the Spirit gives the utterance.

Our Beliefs

LifeGate Academy is a ministry of LifeGate Church. As such, we believe, teach, and practice what is explicitly taught in the Bible. We believe and teach the following:

The Bible is the inspired, inerrant, and perfectly preserved Word of God. It is true in all that it teaches. As the flawless Word of God, it is our only authority for what we believe and how we live (2 Tim 3.15-17).

There is only one God. The One God has revealed Himself to us as our Father, in His Son Jesus Christ, and through the Holy Spirit. Jesus Christ is the Son of God, that is, the One God manifested in and through an authentic human life. The fullness of the godhead dwells in Jesus bodily. To see Jesus is to see God. (Deut 6.4; John 14.9; Eph 4.4-6; Col 2.9; 1 Tim 3.16).

Everyone has sinned and needs salvation. Salvation comes by grace through faith based on the atoning sacrifice of Jesus Christ (Rom 3.23-25; 6.23; Eph 2.8-9).

The Gospel is the good news that Jesus lived a perfect life, died for our sins, was buried, and rose again three days later. We express our belief in God's Word through our obedience to the Gospel. We obey the gospel and apply it to our lives by repenting of our sins (death to sin), being baptized by immersion in water in the name of Jesus Christ for the remission of our sins (burial), and receiving the gift of the Holy Spirit (resurrection) with the initial evidence of speaking in other tongues as the Spirit gives the utterance. This threefold experience is the consistent pattern of conversion in the early church (1 Cor 15.1-4; 2 Thes 1.8; 1 Pet 4.17; Mark 1.15; Acts 15.7; Rom 6.3-4; Acts 2.4, 37-39; 8.9-17; 10.1-48; 19.1-7).

As Christians, we are to love God and love others. We are to worship God joyfully and seek to live a life that is pleasing to him both inwardly and outwardly—in our thoughts, words, and actions. We are empowered to live a life pleasing to God through the Holy Spirit. As a Pentecostal church, we believe that the supernatural gifts of the Spirit are at work in and for the church today and are available to all Spirit-filled believers (Mark 12.28-31; 1 Cor 12.8-10; 2 Cor 7.1; Rom 8.13-14; Gal 5.19-26; Heb 12.14).

Jesus Christ is coming again to rapture his church. In the end will be the final resurrection and the final judgment. The righteous will inherit eternal life in heaven with Jesus Christ, and the unrighteous eternal death. (1 Thes 4.16-17; Rev 20.11-15).

Vision Statement

LifeGate Academy envisions graduates who are **Christ-centered, academically equipped, spiritually grounded, and purpose-driven**, prepared to confidently pursue their God-given calling

and impact their families, churches, communities, and world through lives of faith, character, and servant leadership.

Mission Statement

The mission of LifeGate Academy is to provide a **Christ-centered, Apostolic education** that equips students academically, strengthens them spiritually, and develops godly character. Through academic excellence, biblical truth, and intentional discipleship, we prepare students to discover their God-given purpose and confidently fulfill His calling on their lives.

Purpose (Our Why)

We exist to provide a Christ-centered education that pursues academic excellence, nurtures spiritual formation, and develops godly character so that every student is equipped to discover and fulfill their God-given purpose.

Christian Philosophy of Education

LifeGate Academy must be actively involved with and have the cooperation of parents, since parents have the primary responsibility for educating their children. (Deut. 4:9; 6:7-9, 11-19)

Teachers at LifeGate Academy are responsible for being skilled in their profession, to integrate Biblical truth into their curriculum, and to have a relationship with Christ that exemplifies Christ-like character. (Luke 6:40)

All of us are made in the image of God (Gen. 1:27), but differ in how we are ‘fearfully and wonderfully made’ (Ps. 139:14). Therefore, instruction must be differentiated to bring out the talents, gifts, and callings in each child. (Prov. 22:6)

The primary goal of Christian education is to bring a child to the knowledge of God, leading to saving faith and helping them grow in their trust in Christ. With trust that the righteousness of Jesus is sufficient to save and transform us, seek to provide an environment of grace and acceptance that allows for imperfection and struggles. (Rom. 3:21-27; Gal. 3:24; Col. 2:20)

To be fully and truly educated, a person must come into a relationship with Jesus Christ, who is the ultimate truth. (Rom. 1:19,20; Col. 2:3) As a Christian school, we see ourselves as partners with parents in assisting them to fulfill their Biblical responsibilities. This requires LifeGate Academy personnel to be actively involved and working in conjunction with parents in the education of their children.

Recognizing that a student when fully trained will become like his teacher (Luke 6:40) makes it imperative that a teacher at LifeGate Academy not only be skilled in teaching methods and knowledgeable in his or her subject area, but he or she must also have a relationship with Jesus Christ, be able to integrate Biblical truth in his or her subject area, and exemplify Christ-like character.

True education, most simply stated, is teaching about God's creation and His providence. Each area of study: science, math, literature, history, etc. leads us to a greater understanding of God's creative power, order, providential work in man and nations, man's nature, and God's attributes. Ultimate truth is found in Jesus Christ. And our response to Him is the ultimate test of whether or not we are aligned with truth or error. The Word of God is true and the church is to be the pillar of truth. Therefore to be fully and truly educated, a person must come into a living, saving relationship with Jesus Christ. (Rom. 1:19, 20; Col. 2:3)

If we educate students to the exclusion of Biblical truth, we have failed in true education. We educate not only to impart skills and information about how our world and culture works, but to also teach a worldview that includes God in everything with no divide between secular and spiritual. Christ is all in all. (Jn. 1:3; Eph. 1:22, 23; Col. 1:15-18) As Christian educators, we desire to be faithful in our generation to communicate a Godly vision that inspires our children to walk in Biblical truth.

Statement of Core Values

Spiritual Development

- To see students come to a personal, saving relationship with Jesus Christ.
- To train children in all aspects of the Christian faith and help them develop a genuine, deep love for our Lord.
- To create an understanding of how the Lord, in and through the Scriptures, creates a context for all things in our lives.
- To teach God's Word for personal application.

Academic Development

- To train students in the development of knowledge, learning skills, and the contextual application of all academic disciplines.
- To teach all disciplines from a Christian worldview with a natural integration of biblical absolutes in all areas.
- To prepare students for continual development and achievement, regardless of God's specific calling on their lives.

Social Development

- To aid students in understanding the importance of fellowship, cooperation, selflessness, and persistent service in the process of self-development.
- To create an environment where each student can discover, examine, and utilize God-given gifts for personal good and the benefit of others.
- To develop in students a sense of personal responsibility to God and His creation, including school, church, family, community, country and the world.

Physical Development

- To encourage an understanding that God has fearfully and wonderfully made us, with divine purpose and blessing in mind.
- To develop the context for the proper and excellent use of physical skills, be they athletic, artistic, or otherwise.
- To create an environment of opportunity and safety in every physical aspect, so that students may learn and grow in security and confidence.

ADMISSIONS

Application for Admission

Families interested in admission to LifeGate Academy are invited to complete the admission application process. In order for a full admission review to be completed and for admitted students to be prepared for attendance, we recommend that all applications and documents be submitted no later than three weeks prior to the anticipated start date. A delay in the receipt of all records and required documents may result in a later start date.

Admission Policies

Upon receipt of a completed application and all required documentation, students will take a placement test. The principal will also meet with all families for a new family enrollment meeting and school tour. The principal will review all documentation, make an admission decision, and inform the family of the decision. Admission decisions are determined through a prayerful analysis of the student's and family's aptitude for spiritual, academic, and social success at LifeGate Academy.

Children with Exceptional Needs

LifeGate Academy has a long history of helping many students. Due to the fact that we have a limited special education program, we are very limited as to the number of such children that we are able to enroll in our school. Students who have been diagnosed with a special need or those struggling due to circumstances yet undiagnosed may not be able to succeed in our school. We will consider enrollment for students with exceptional needs who, by our definition, are able to meet educational and behavioral goals in a regular education, mainstream classroom without resource help.

At the time of enrollment, LGA must be presented with complete transcripts, including any IEP/ISPs for review by the Principal.

LGA does not have a "gifted" program, so students who require extra challenges in the classroom may not be served best here.

Admissions Guidelines by Grade

Kindergarten

Students must be at least 5 years of age prior to August 1 of the Kindergarten year. To determine academic and social readiness, a placement test must be completed as part of the application process for all prospective Kindergarten students.

1st-4th Grades

Students who have successfully completed the most recent grade attempted may be considered for admission to the following grade. To determine academic and social readiness, academic records will be reviewed. A placement test must also be completed as part of the application process for all prospective 1st-4th grade students.

5th-12th Grades

Students who have successfully completed the most recent grade attempted may be considered for admission to the following grade. To determine academic readiness and disciplinary history, a

review of the student's academic record will be completed for prospective 5th-12th grade students. A placement test must be completed as part of the application process.

Re-enrollment

Students who are continuing from one year to the next must re-enroll in March or make appropriate arrangements with the office to complete re-enrollment in a timely manner. Students who do not complete re-enrollment by the beginning of the next year's enrollment period for new families may lose their spot at LGA. Families with a balance in excess of \$500 at the end of the school year will be asked to resolve all unpaid balances before the beginning of the next school year. If the balance is not paid, students will not be allowed to return to LGA.

Annual Enrollment and Re-Enrollment Schedule

First week of February	Priority enrollment for LifeGate Church
February 15th	Re-enrollment opens for LGA students
Early-March	Open enrollment

Returning Students Enrollment Policy

General Requirements

1. Students may not return mid-year. Applications to return may only be made for an August start date unless the student's reason for leaving was due to a change in parental employment or another similar circumstance.
2. Student grades must be a C average or better for the previous year with no Ds or Fs
3. No major or repeated minor behavior infractions at school
4. Pastoral recommendation must be completed and mailed to the school
5. Parent interview with principal and campus pastor
6. Student interview with principal and campus pastor
7. Pass placement test
8. High School students must be on-track to graduate on time with no necessary remediated classes and all graduation pathway requirements on-track (including postsecondary-ready competencies and employability skills).
9. High School students must have no credit recovery classes pending.
10. The previous school bill must be paid in full.

Students who were asked to leave LGA, must...

1. Must meet all the above criteria
2. Show fruit of repentance relative to the infractions (as evidenced by school records, behavior reports, student/parent interview, and/or other sources)

3. Be approved by the Student Affairs Board to return.

ATTENDANCE POLICIES

Hours of Supervision

In-class hours are Monday through Friday, from 8:25 a.m. to 3:00 pm, and all students are expected to be present during those times. Exterior doors open at 8:00 a.m. and close at 3:15 p.m.; outside of those times, no students will be supervised or allowed in the buildings unless engaging in an approved athletic event, club event, or extended care.

Absence Policies

Regular attendance is a major contributing factor to success in school. When a student is absent, parents are required to email office@lifegateacademy.com to let the school know about the absence.

A student may not be absent more than ten (10) days in one (1) academic year.

- Both excused and unexcused absences will count toward the ten (10) day limit.
- Absences due to approved school activities are not counted toward this ten (10) day limit.

A student missing more than ten (10) days of school or ten (10) class periods in any one course in one (1) academic year may lose credit unless the principal and parents/guardians have previously agreed upon a School Attendance Plan.

The continuum of consequences for absences is as follows:

- 10th absence – parent(s)/guardian(s) are required to meet with the principal to agree to a plan to reduce absenteeism.
- 11th – 17th absence – All days missed due to illness will require a signed doctor's note upon returning to school. If there is no doctor's note, all missed assignments, quizzes, and exams will result in a score of 0 with no opportunity to make up the work.
- 18th absence – Excessive absences may require LifeGate Academy to report chronic absenteeism in accordance with Alabama attendance laws and applicable reporting requirements. A student with excessive absences may lose course credit, be retained, or face additional academic consequences as determined by school administration.

Make-up Work for Excused absences

- The number of days allowed for make-up work is equivalent to the number of days of excused absence.
- Make-up work submitted after the allowed number of days is subject to the late work policy.

- Missed tests or quizzes must be completed within one (1) week of returning to School.

Make-up Work for Unexcused absences

- Assignments due on days of unexcused absence will receive 50% credit.
- Missed tests and quizzes must be taken on the day the student returns to school with a 10% reduction in score.
- Special assignments due during unexcused absence must be turned in the day the student returns to school with a 10% reduction.
- The late work policy will apply for work that is not completed on time.

Excused, Unexcused and Exempt Absence definitions:

Excused absences:

- Sickness up to three consecutive days with a parent note
- Sickness beyond three days with a doctor's note (Doctor's note must be received within 6 days to be excused.)
- Family emergencies (if approved after the fact by the office)
- Pre-arranged family travel (with 1 week pre-approval and all missing work returned on time)
- Educationally-related activities such as a college visit or conference (when pre-approved; may require Student Affairs approval)
- Bible Quizzing trips (office must be notified before the event)
- Church youth retreats and/or youth camps (with 1 week pre-approval and all missing work returned on time)

Unexcused absences include (but are not limited to):

- Parent or sibling was sick
- Could not get a ride
- Personal day
- Leaving campus without permission
- Being absent without parent permission
- Skipping class
- Truancy or reason for absence that is not deemed appropriate by administration
- Relatives visiting from out of town
- Vacation without pre-arrangement
- Working on a school project or class work or homework

Exempt absences (defined by the State of Alabama):

- Court appearance
- Death in the immediate family

- Election board responsibility
- Incarceration
- Military duty
- Religious holiday (including General Conference service dates for Apostolic organizations)
- State Legislature page service
- Student hospitalization or doctor-ordered homestay
- Suspension
- Educational activity approved by Student Affairs

Late, Tardy, Early Check-Out

LGA is a closed campus. No student may leave campus without being checked out through the LGA Office. The only exception is for Seniors (who have earned Senior Privileges). Senior Privileges will be discussed with seniors before or during the first week of school.

Students who miss more than half of one class period will receive an absence for that class period.

Tardies

Students who arrive after 8:30 a.m. are considered tardy to school, and admittance to class will only be allowed after checking in with the LGA Office. Eight tardies will equal one full day of absence. Excessive tardiness may result in a note home, a detention, a conference with parents, or other measures as deemed necessary. This may include a repeat of the grade due to Alabama school attendance requirements.

Tardies after 10:00 will result in a half day absence.

Late-to-class

Students are expected to be in their seats and ready to learn by the scheduled start time of each class. Anyone arriving after class has officially begun is considered tardy and must obtain a signed Late-to-Class slip from the LGA Office before entering the classroom. Because punctuality is vital to maintaining an uninterrupted learning environment, excessive lateness may result in a note home, detention, a parent-teacher conference, or other disciplinary measures as deemed necessary by the administration.

Early check-out

Any student leaving before 3:00 p.m. will be considered an early check-out, and release from class will only be allowed after parental permission has been received by the office. Excessive early check-outs may result in a note home, a conference with parents, or other measures as deemed necessary. Students must use the office phone to arrange pick up for an illness.

Early check-out before 1:00 will result in a half day absence.

To request early check-out for a student, the parent must contact the LGA office with the following information:

- Student's name
- Reason for early check-out
- Time of early check-out
- Transportation Arrangement

Please give as much notice as possible in early check-out instances.

Anyone picking up a student early must do so at the LGA Office. Early checkout during the last 30 minutes of the day (2:30pm) is not allowed unless there are emergency circumstances which have been communicated to the LGA Office.

Students should be picked up at car pickup in normal circumstances.

Weather Policy

School closings for severe weather or other unscheduled events will be communicated through the following methods:

- Jupiter
- Text message
- LGA Facebook page

LGA closings do not always correspond to the local public schools, however, we do take into consideration the actions of our local public schools in regards to inclement weather. Parents should make the ultimate decision as to the safety of their child attending school during inclement weather. Please make sure that your Jupiter information is updated so that you receive all notifications.

In the event of a 2-hour delay or school closing, families will be notified by 5:30 a.m.

The start time for a 2-hour school delay is 10:15 a.m. There is no before-school care when there is a 2-hour delay.

In the event of school closures due to inclement weather, the first two days will be designated as e-learning days. Any additional missed days beyond the initial two will need to be made up either on scheduled days off or by extending the school year.

E-Learning Guidelines:

- Students will have three school days to complete e-learning assignments in order to receive attendance credit for the snow day. Students who do not finish the work from the snow day will be counted absent for that day.
- Grades K-6: Starting in November (or at the first sign of inclement weather), teachers will give out inclement weather folders to be stored in backpacks until spring. They will be updated as needed throughout winter.
- Grades 7-12: Students will be able to access their e-learning work online.

ACADEMIC POLICIES

Curriculum

In elementary and middle school, LGA primarily utilizes the Bob Jones University Press and Abeka curriculum. Junior high and high school students use a variety of curriculums, thoughtfully chosen to reflect a Biblical worldview and subject content.

Graduation Requirements

Students are responsible to meet all current Alabama requirements for graduation, plus an additional two credits. Students with cohort year of 2020 to the current year must obtain 26 credits to graduate.

Graduation

LGA graduates eligible Seniors and Kindergarteners. Graduation information will be communicated during the last quarter of the academic year. Seniors must meet all academic and financial obligations prior to obtaining a diploma or transcript. All LGA school bills must be paid in full.

Grading Scale

Kindergarten

Progress in Kindergarten is indicated on a checklist with mastery levels for each skill.

Kindergarten - 1st

O = Outstanding

S = Satisfactory

N = Needs Improvement

Grades 2nd - 12th

A 90-100

B 80-89

C 70-79

D 60-69

F 59 and below

GPA Scale

A= 4.0

B= 3.0

C= 2.0

D = 1.0

Honors courses are calculated from a 4.5 GPA scale, and Dual Credit/AP courses are calculated from a 5.0 GPA scale.

Communication of Grades

Parents are encouraged to stay informed of students' academic status by reviewing Progress Reports and attending Parent / Teacher conferences regularly. Student planners and take-home folders may also be utilized by teachers and parents.

Grade cards are issued every quarter.

Incomplete Grades

In most circumstances, the last day of the quarter will be the last opportunity to turn in work and complete tests to count for the quarter. Incomplete grades may be allowed by the Principal in certain, rare circumstances such as a documented long-term illness or another significant interruption to the educational process. In the instance that an incomplete is required for one or more courses, the student and family will be required to meet with the Principal to discuss the plan for completing the coursework. Agreed upon deadlines will be strictly enforced.

Make-up Work for Missed Class

Students who miss class for any reason are required to complete all assignments. It is the student's responsibility to get class notes from the teacher or peers and to ask the teacher for missed assignments.

The number of days allowed for make-up work is equivalent to the number of days missed for excused absences. Please note, due to block scheduling, students may need to turn in work on a non-class day.

Any days beyond that in which make-up work is submitted will be subject to the late work policy. Students who are absent for tests or quizzes will be required to complete all tests or quizzes within one week of returning to school.

Assignments due on days of unexcused absences will receive 50% credit. Missed tests and quizzes must be taken on the day the student returns to school (can be during flex if they do not

have that block that day), with a reduction of 10% per test and/or quiz. Special assignments (e.g., term paper) due during the unexcused absence must be turned in the day the student returns to school. Any special assignments will be treated like a test or quiz with a 10% deduction. The late work policy will apply for work that is not completed on time.

Students who miss class for athletic or other school-sponsored events are not considered absent. Therefore, they do not have extra days to submit assignments for full credit. All work must be completed and submitted in the manner and timeframe assigned in class. It is the student's responsibility to complete all missed assignments on time.

Late Work

Grades 7th and 8th Late Work Policy

Coursework turned in after the class period on the assigned due date is considered late. In addition to homework detentions, points will be deducted as follows:

- One school day late = 10 percentage points off of final percentage grade
- Two school days late = 20 percentage points off of final percentage grade
- Three school days late = 30 percentage points off of final percentage grade
- Four school days late or more = only 50% credit possible of final percentage grade
- 10 or more school days late = work will be recorded as a zero and cannot be made up

For example, a student who turned in work that is two days late will receive a 20 percentage point reduction, so if the grade they received on the assignment was an 87, their final recorded grade would be a 67.

A student who turns in an assignment 5 days late, will receive half of their final grade, whether that is points or percentages. Students are responsible to turn in work, even on non-class days.

Teachers may assign in-class work and require it to be submitted at the end of class. In this case, students may not turn it in late, even for points off. Teachers may make special arrangements in certain circumstances.

Missing work reports will be run every Friday morning. Students will be given the reports on Friday during lunch, so they can work to get everything in from the week before the weekend. Students who receive missing work reports on Friday will be required to attend a study hall during Flex Time on Friday. Work that is still missing Friday afternoon will be due on Monday. If it is not finished, the student will be assigned to a mandatory Homework Detention on Tuesday from 3:10 p.m. - 4:10 p.m. Once assigned, detentions will be mandatory, even if the work is completed.

Students who habitually turn in late work will be required to meet with the principal and their parents to discuss a plan to help them get work in on time. Other consequences will be assigned as needed to promote on-time work completion.

High School Late Work Policy (grades 9-12)

High School students are expected to reflect higher levels of responsibility in turning in their classwork. Coursework turned in after the class period on the assigned due date is considered late and only eligible for 50% credit. For example, a student who turns in an assignment late and receives a 90% on the assignment, will receive a 45% in the gradebook.

After 5 school days, all missing assignments will be changed to a zero and may not be made up for credit. Students are responsible to turn in work, even on non-class days.

Teachers may assign in-class work and require it to be submitted at the end of class. In this case, students may not turn it in late, even for points off. Teachers may make special arrangements in certain circumstances.

Missing work reports will be run every Friday morning. Students will be given the reports on Friday during lunch, so they can work to get everything in from the week before the weekend. Students who receive missing work reports on Friday will be required to attend a study hall during Flex Time on Friday. Work that is still missing Friday afternoon will be due on Monday. If it is not finished, the student will be assigned to a mandatory Homework Detention on Tuesday from 3:10 p.m. - 4:10 p.m. Once assigned, detentions will be mandatory, even if the work is completed.

Students who habitually turn in late work will be required to meet with the principal and their parents to discuss a plan to help them get work in on time. Other consequences will be assigned as needed to promote on-time work completion.

GPA Requirements

All students are expected to maintain a minimum GPA of 2.0. Student grade reports (measured at progress report and report card) that indicate a cumulative performance falling below 2.0, or who have earned a grade of F for any one course, will be placed on academic probation. Students who continue to perform at these substandard levels may be subject to withdrawal. Student grades will be reviewed each quarter by the Academic Board to determine Academic Probation status and/or additional consequences, including but not limited to required tutoring, remediation, or expulsion.

Academic Eligibility for Extracurricular Activities

Academic eligibility requirements of LifeGate Academy are managed by LGA Administration. Extracurriculars include clubs, athletics, special activities at school, and student council. If a student is placed on Academic Probation, an alternate or waitlisted student will temporarily replace the student on Academic Probation. Repeated Academic Probations may affect eligibility for future extracurriculars.

Semester Eligibility Requirements

- A student must receive a passing grade (D or above) in all enrolled courses on the semester grade card.
- If a student receives one or more failing semester grades, they are ineligible for the first five weeks of the following semester.
- Transfer students are held to the same standards. Previous semester grades from the student's last school will be reviewed to determine eligibility.

Ineligibility Notifications

- The Financial Office runs eligibility reports weekly.
- Parents are notified via email if their student is ineligible.
- Students are given a printed copy of the notice when possible.

Participation Guidelines During Ineligibility

- Students who are ineligible may be required to continue attending practices, rehearsals, or planning sessions, at the discretion of the sponsor.
- Students may attend but may not actively participate in events, performances, competitions, or leadership responsibilities.
- Students should continue to wear appropriate attire or team dress, if applicable.

Extended Ineligibility

- If a student reaches six weeks of ineligibility during a single season or term, they may be removed from the extracurricular activity or leadership role.
- Students removed for academic reasons may reapply or try out the following year.

Student Retention

When a student is at risk for retention, the school will have a conference with parents. According to the State of Alabama, this decision rests solely with the school. We will endeavor to work closely with parents when making such a decision.

Elementary and Middle School

The decision to promote or retain an Elementary student at the end of the school year is based on the student's ability to function adequately at the next grade level. Aspects to be considered include academic progress (especially in reading, language, and math), presence of learning disabilities, and social maturity. Often, the student's teacher can predict this decision by the end of the first semester. Efforts will be made to inform parents of possible retention no later than the end of the third quarter. A final decision will be made by the teacher and Principal after final grades are posted to the end-of-year report card.

Goals for students who need modification or enhancement will be discussed with the teacher and approved by the Principal.

Junior High School

The decision to promote or retain a Middle School student at the end of the school year is based on the student's academic performance, as recorded on the transcript or report card. A Junior High student will be placed on Academic Probation if they have an "F" in any course or a GPA lower than 2.0 on a semester grade card. Requirements to get off of Academic Probation will include raising grades and any other recommendations by the Academic Board. If a student is on Academic Probation multiple times, the Academic Board will consider dismissal from LGA so that the student may be better served in a different academic environment.

High School

The decision to promote or retain a High School student at the end of the year is based on the student's academic performance, as recorded on the transcript. A High School student will be placed on Academic Probation if they have an "F" in any course or a GPA lower than 2.0 on a semester grade card. Requirements to get off of Academic Probation will include raising grades and any other recommendations by the Academic Board. If a student is on Academic Probation multiple times, the Academic Board will consider dismissal from LGA so that the student may be better served in a different academic environment.

High School students who earn an F in any class for any semester will be required to recover the credit by the beginning of the next academic year as an underclassman, or before graduation as a senior. LGA does not have a credit recovery program, but we will provide general resources to help students find a program. Students who do not recover the credits will not be able to re-enroll for the next academic year or receive their diploma (if a senior).

Honor Rolls

Middle School

All 5th-6th Grade students are evaluated at the end of the year for the Middle School Honor Roll. To qualify for the Middle School “A” Honor Roll, students must earn an A in all classes for both semesters. To qualify for the Middle School “A/B” Honor Roll, students must earn an A or B in all classes for both semesters. Semester grades are calculated by averaging the two quarter grades.

Junior High & High School

Junior High and High School students are evaluated at the end of the year for the 4.0 Honor Roll and the 3.5 Honor Roll. The GPA for these awards is calculated by averaging the two semester averages.

Valedictorian & Salutatorian

Each year, LGA recognizes one graduating student as Valedictorian and one as Salutatorian. To be evaluated for these honors, a student must be in good standing at LGA and must have attended LGA for the Junior and Senior years. The minimum GPA for a valedictorian is 3.75, and the minimum GPA for a Salutatorian is 3.5. In addition, candidates must submit a portfolio that meets the current established portfolio guidelines.

Yearly calculations are performed at the conclusion of the 2nd semester, and final calculations are performed at the end of the senior year. Calculations are processed until the two students with the highest overall grades are determined.

The Valedictorian and Salutatorian will be invited to speak at the graduation ceremony. Speeches must be submitted to Administration for approval prior to graduation.

Awards Chapel

Elementary

The following awards are available for Elementary students in the final awards ceremony of the school year. Information about how to achieve these awards will be included in orientation packets each year.

Bible Award

Reading Award

Christian Character Award

Middle School

The following awards are available for Middle School students in the final awards ceremony of the school year. Information about how to achieve these awards will be included in orientation packets each year.

Bible Award
Reading Award
Honor Roll

Junior High

The following awards are available for Junior High students in the final awards ceremony of the school year.

Eagle Award 7-8: Highest GPA in 7th and 8th grade
Eagle Award 9: Highest GPA in 9th grade
Bible Award: 7-9; Demonstrates love of and respect for God's Word; voted by teachers
Meritorious Award 7-9: High Christian Character and academic achievement; voted by teachers

High School

The following awards are available for High School students and will be presented at the final award ceremony of the school year.

Student Body President Award: Voted by the student body
Christian Character Award: Highest Christian Character, voted by teachers
Principal's Award: Highest GPA in High School
President's Award: Highest academic achievement and high Christian Character, voted by teachers

Learning Differences

LGA believes that God has created all people with the ability to learn. With that in mind, faculty make reasonable efforts to recognize learning differences, teach using a variety of methods, and help students learn to their fullest capacity. LGA also believes that a student's education is the primary responsibility of the student and family. Teachers partner with families to find reasonable solutions to learning-related difficulties. While efforts should be made by the student, parents, and teachers for classroom and at-home solutions, LGA is limited in its capacity to provide accommodations. Families of students who have a documented learning disability should discuss this with appropriate personnel during the admission interview and throughout the educational process.

Standardized Testing

LGA participates in several standardized testing programs that provide data for evaluation of local instructional methods, student retention, and compliance with ADOE guidelines. These tests may also be used as measures for post-secondary opportunities. The LGA testing program serves as a feedback mechanism and is used as a small factor in the overall evaluation of students and instructional effectiveness.

Regularly administered tests included IOWA Test of Basic Skills or Stanford Achievement Test, IXL Diagnostic. High school students are required to take the ACT prior to graduation.

The School Test Coordinator will be in regular communication to ensure families are aware of upcoming testing dates and times.

Transcript Requests

Official transcripts are processed through the school office. Requests must be made in writing at office@lifegateacademy.com. There is a \$15 transcript processing fee that begins one year after high school graduation.

All tuition, fees, and other outstanding balances must be paid in full before an official transcript will be released. Students who withdraw before the end of the school year must ensure their account is paid in full prior to any transcript request being fulfilled.

Current students requesting official transcripts during the school year must be up-to-date on all school balances in order to receive them.

CONDUCT, BEHAVIOR, AND DISCIPLINE

Parent/Guardian Responsibilities

By signing the Family and Student handbook, all parents and guardians express agreement with the following statements:

- In order for my family to be informed and aware of all school policies, we commit to read and be familiar with the Family and Student Handbook.
- In keeping with the student's expected conduct, our family agrees and upholds all Biblical standards of integrity and morality. We agree to lead our home to exhibit respect for the instructional process at LGA and support the code of conduct expected from LGA students.
- We understand and support the need for the LGA student governance policy to include multiple means of correction of inappropriate behavior and ultimate expulsion of a student if necessary.
- We support and uphold behavior that is law abiding and respectful towards others.
- We understand that students are expected to maintain a minimum of a 2.0 GPA.
- We understand that the school reserves the right to dismiss any student who does not cooperate with the educational process.
- We understand students should not bring valuable items or unnecessary cash to school. LGA cannot be responsible for any items lost or stolen from the students. Any personal belongings brought to school should be labeled with the student's name.
- We understand the importance of cooperating with our student's teachers, and we understand that if we have questions, comments, or complaints, we will follow the Issue Resolution Policy.

As Christian parents/guardians we support and commit to:

- Speaking respectfully of others and guarding against gossip.
- Addressing a problem in person and not on social media.
- Christ-like behavior at all school functions, including assemblies, field trips, and athletic and academic events.

- We understand it is important to attend all LGA parent meetings and all school programs in which our student is participating.
- We agree that for LGA to be successful, parent and family participation is required. We desire and agree to participate in the LGA volunteer program. We will work to create and develop a successful LGA family culture.

Student Code of Conduct

By signing the Family and Student handbook, all students express agreement with the following statements (grades 3-12 sign and parents sign to support grades K-2 in upholding):

- Recognizing that it is a privilege to be enrolled in LifeGate Academy, it is my desire and commitment to demonstrate Christian character through standards of integrity and morality while on and off campus all year.
- It is my desire and aim to grow in Christian character and in relationship with Jesus Christ. I recognize that I am expected to grow through personal prayer and Bible reading while participating in my local church, chapel, and devotions.
- I know my spiritual growth and progress is directly related to how I embrace and submit to the leaders God has placed in authority over me. It is important that I recognize the place of my parents, teachers, principals, and pastors.
- I understand that the principle of respecting the property of others means I will show respect, honor, and guard against taking what does not belong to me as I choose to respect the property of others and the school.
- As a Christian, I recognize my call to love my neighbor as myself. I commit to not gossip, speak against others, or participate in bullying.
- It is my desire to learn how to resolve conflict with others through the principles laid out in Matthew 18. I agree to allow authorities in my life to walk through the process with me when in conflict with others.
- My life as a Christian will be in keeping with the Scriptural admonishment to not have “a hint of sexual immorality or any kind of impurity” (Eph 5:3). I understand the need to maintain a lifestyle of purity in all my relationships as a student at LGA.

- To participate as a student at LGA, I understand certain activities are not allowed such as use or possession of alcoholic beverages, tobacco products, vaping, or illegal drugs/substances.
- My behavior toward others will reflect honor and respect. I understand physical or verbal fighting is not tolerated. I commit to guard my tongue and not allow unwholesome talk to come out of my mouth (Eph 4:29). I will refrain from the use of vulgar language, cursing, suggestive language, and racial or cultural slurs.
- I recognize the seriousness of social media and will not participate in posting or reposting comments that reflect anti-Christian values against our school, classmates, teachers, administration, coaches, school board, or any other school personnel.
- I understand that at all school activities and events on campus or elsewhere, the Administration has the right to address any inappropriate dress, overall appearance, or conduct.
- I understand that violation of these guidelines may result in expulsion or other disciplinary action.

Student Governance Policy

The goal of LGA is to provide an environment that is most conducive to safe and effective learning for all students. This environment is effectively fostered by students who understand and act with Biblical principles. LGA maintains a school-wide commitment to safe and orderly classrooms. It is our expectation that students are able to operate in a social/classroom setting with a standard of respect for authority and others. To this end, teachers are given the responsibility of enforcing classroom regulations in accordance with school policy and in light of Christian principles. In order to maintain proper order in the classroom, it becomes necessary to correct behavior or attitudes that are a detriment to the welfare of the school.

Administration oversees student consequences that maintain a proper atmosphere for learning. Factors that govern the severity of these consequences include but are not limited to:

- Nature of the offense
 - To what degree has the infraction compromised the Code of Conduct?
 - To what degree has the infraction adversely affected the welfare of the school or the delivery of educational services?
 - To what degree has the infraction violated the LGA standard of respect for authority and others?
 - To what degree does the infraction contribute to the delinquency/truancy of a student?

- Demeanor of the student
- Repeated/historical/perpetual nature of the student's infraction

It is the function of administration and instructional staff to maintain an orderly and respectful climate that is most conducive to education. It is the function of parents to discipline their respective students so that behavior is modified to an acceptable point that maintains enrollment at LGA. The enforcement of classroom regulations is accomplished with teacher/student conferences, teacher/parent conferences, teacher/administrator/parent conferences, and suspension or expulsion.

Discipline Policy

Teachers and administrators have the responsibility and authority to enforce school and classroom policies. Failure of a student to abide by school policies, classroom procedures, and/or the Student Code of Conduct will result in consequences.

Teachers are encouraged to use positive reinforcement and are required to have control of their classroom so the student may experience an optimal learning environment and will learn self-discipline, which is a fruit of the Spirit (Galatians 5:22).

When needed, consequences will be used to help a student. The following is a list of the most common consequences used at LGA:

- Verbal and written warnings
- Demerit (emailed home; only junior high/high school)
- Strike (emailed home; only junior high/high school)
- Phone call or email to parents
- Classroom consequences given by teachers (sit out of recess, etc.)
- Parent-Teacher conferences
- Parent-Principal conferences
- Lunch detention
- Flex Detention
- In-School Suspension (ISS): Classwork given full grade if completed, including quizzes and tests.
- Out-of-School Suspension (OSS): Classwork given full grade if completed, but quizzes and tests receive a 0.
- Expulsion

Elementary and Middle School Behavior

Teachers in elementary school work to create an environment that promotes positive behavior and Christian values. Typically, a teacher will give several warnings to redirect off-task behavior

before assigning a consequence. Classroom consequences include but are not limited to missing recess, sitting out of specials, missing special activities or playtime, or sitting in a focus area. If needed, teachers will send students to a buddy room to focus better. When necessary, a teacher may reach out to another teacher, a lead teacher, the counselor, or the principal for support addressing a child's behavior. The principal may assign an age-appropriate in-school suspension and/or out-of-school suspension in serious behavior situations. Parents will be notified when student behavior needs to be modified so that parents can work with the school to help the child.

Junior High and High School Behavior

Teachers in junior high and high school work hard to create a learning environment that allows all students to learn and grow as individuals. When student behavior is disruptive or off-task, the teacher will give verbal warnings to encourage the student to focus. If needed, the teacher may move the student to a focus area in the classroom or have them go to a neighboring room. Other classroom consequences may be utilized to support the student. If the student does not cease the behavior, the teacher may reach out to another teacher, a lead teacher, the campus pastor, or the principal for support addressing the child's behavior. Parents will be notified when student behavior needs to be modified so that parents can work with the school to help the child.

In middle and high school, a teacher may assign a demerit (minor infraction) or a strike (more serious infraction). This will notify parents of a violation of the student code of conduct and may require a consequence from the office. Repeated violations of a similar nature will receive a consequence from the lead teacher or principal.

More serious offences may result in immediate consequences of a more serious nature, such as in school suspensions, out of school suspension, community service, or expulsion.

Demerits are issued for minor infractions in the classroom for which a verbal warning was not sufficient.

Demerit infractions include, but are not limited to

- Talking out of turn
- Disrupting class
- Late to Class
- Other minor infractions that affect the educational environment

Strike infractions include, but are not limited to

- Careless and/or reckless behavior
- Disrespect towards people or property
- Inappropriate school device usage
- Inappropriate public displays of affection

- Dishonesty in any form including lying, theft, cheating, and plagiarism
- Infractions that affect the educational environment
- 3 or more demerits in one week will automatically result in a strike

Detentions:

- 1 strike in a week will result in a lunch detention and parent contact
- 2 strikes in a week will result in an additional lunch detention and Flex detention
- 3 strikes in a week will result in a day of in-school suspension and student meeting with the Principal
- 4 or more strikes in a week will result in a parent meeting to determine additional consequences up to and including additional in school suspensions, Flex detentions, community service, out-of-school suspension, and expulsion.
- Multiple weeks of 2 or more strikes may result in additional consequences, including but not limited to lunch detentions, Flex detentions, community service, in-school suspension, out of school suspension, and student and parent meetings with the principal.

These examples are intended to illustrate possible disciplinary infractions, not to serve as an exhaustive list. Teachers and administrators have the discretion to assign appropriate consequences based on the specific circumstances and context of each situation.

Student Due Process and the Student Affairs Committee

Students should make all attempts to settle personal differences with the teacher. This may be done privately outside of class, not during instructional time. Teachers and students who are unable to work together should consult with the Principal.

The LGA School Board Student Affairs Committee has final authority on all issues involving student governance. Families that wish to appeal decisions by LGA Administration may email a letter outlining their concerns to the committee at office@lifegateacademy.com. This email will only be checked when there is an appeal pending. Please notify the principal that an appeal has been submitted, so that the committee is aware of the incoming email. The parent will be contacted by the Board with a decision or a request for additional information. If the Board chooses to investigate the concern, all related student records, including academic and disciplinary records, will be released to the Student Affairs Board to assist in making their decision.

All disagreements should be handled in a spirit of humility and reconciliation and using the Issue Resolution Policy.

Search and Seizure Procedures

Procedures used for maintaining the general welfare of the school include but are not limited to:

- Locker checks

- Use of drug dogs
- Searches of wallets, purses, gym bags, or backpacks if probable cause exists
- Contacting law enforcement when there is probable cause that a law has been violated

Alcohol, Tobacco, Vaping, or Illegal Drugs/Substances

In accordance with state law and as agreed upon by students in the Code of Conduct, LGA prohibits the use of alcohol, tobacco, vaping products, and illegal drugs/substances on campus and at all LGA-sponsored events. Students who are found in violation of this policy may face a minimum consequence of a 3-day suspension for the first offense. Parents will be contacted by LGA Administration and may be required to pick up the device or substance, if applicable. Additional violations may warrant consequences up to and including expulsion.

Uniform Infractions

When a uniform infraction occurs, any LGA Administration, Faculty, or Staff member is authorized to address it.

General guidelines are as follows:

Infraction 1

- Inform the student (and/or parent, if Elementary) of the infraction
- Require student to change clothes, if applicable

Infraction 2

- Inform the student (and parent, if Elementary) of the infraction
- Require student to change clothes, if applicable
- Require student to turn in inappropriate item to LGA Office, if applicable, to be picked up by student at the end of day

Infraction 3

- May result in a call to parent/guardian from LGA Administration and further action including but not limited to demerits

Infraction 4

- Required student and parent meeting with LGA Administration to discuss further consequences
- Repeated or ongoing disregard for the Uniform Guidelines may result in additional parent conferences with LGA Administration, as well as additional consequences. Repeated refusal to adhere to the LGA dress code may result in expulsion.

Suspension & Expulsion

Out of School Suspension is the temporary exclusion for a specified period of time (1-9 days) or until a specified action is completed by the parent/student. All tests and quizzes will be given a zero, but other coursework may be completed for full credit. Completed coursework is due when the student returns to school.

Expulsion is permanent separation from LGA. Multiple suspensions in a single academic year is sufficient reason for expulsion.

Suspension or expulsions may be given for accumulated infractions of a similar nature that are not corrected with demerits or strikes. They may also be assigned for single offenses that are more serious in nature.

Student actions leading to suspension or expulsion include but are not limited to:

- Possessing, handling, or transmitting any object or material which is generally considered a weapon
- Use of violence, force, fear, or abuse of any kind that compromises the institution's commitment to an orderly and respectful climate
- Causing or threatening to cause bodily injury to oneself or others
- Sexual or vulgar conduct on or off campus
- Truancy or skipping of class
- Remarks of disrespect to any LGA personnel
- Violations that compromise the Code of Conduct
- Causing or attempting to cause damage to private or school property
- The excessive necessity of student/teacher conferences
- Divisive nature or object such as secret clubs, writings, flags, banners, symbol, slogans, or other actions that compromise an orderly climate
- Unauthorized open containers of food or drink in lockers or in classrooms
- Inappropriate displays of affection
- Discussing inappropriate entertainment

Cursing is considered a violation of the Code of Conduct and warrants an automatic one-day in-school suspension for the first offense. Further incidents of cursing will warrant additional discipline.

Full cooperation is expected from parents and students. If at any time LGA believes this cooperation is insufficient, the student will be requested to transfer out.

Academic Dishonesty

Cheating and plagiarism will result in a “0” for the assignment, quiz, or test. They will be placed on Academic Probation for 2 weeks, during which they are not allowed to participate in extracurricular activities. They will be assigned to Flex detention for the duration of their Academic Probation.

Any work completed using AI-generated technology (such as ChatGPT) will be considered plagiarism, unless the teacher has given express permission for students to use the AI technology for the assignment, test, or quiz.

Bullying Policy (definitions adopted from stopbullying.gov)

Bullying is unwanted, aggressive behavior among students that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.

In order to be considered bullying, the behavior must be aggressive and include:

- An Imbalance of Power: Students who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- Repetition: Bullying behaviors happen more than once or have the potential to happen more than once.

Bullying can be physical, social, or verbal.

At LGA, we take reports of bullying very seriously. All reports will be investigated. Reports of bullying can be made to any adult at LGA. Consequences for bullying can include any discipline option, up to and including expulsion.

TECHNOLOGY

Purpose of Technology

Technology is a tool to further God's purpose in the earth. It is a tool that allows Christians to be more productive and efficient in impacting the earth for the kingdom of God.

Student Internet Policy

Students must sign the Student Acceptable Use Policy before using any media device that is connected to the internet at school. This policy is in effect any time the student is on campus during school activities/events/programs. Under no circumstance should a student view, download, or share material of an inappropriate nature including but not limited to the following:

- Content of a sexual nature
- Pornography
- Child pornography
- Extreme violence
- Content related to illegal drugs or drug use
- Materials of a questionable nature

Inappropriate use of a school device during class time will result in an immediate strike, including first offense. This includes off task behavior, such as watching a video without permission or playing games.

If a student gets three strikes for inappropriate school device usage, that student will have their school devices confiscated for 1 month.

Consequences for violations will be consistent with the Student Code of Conduct and Student Acceptable Use Policy.

School Device Usage Policy

LifeGate Academy is committed to maintaining a balanced learning environment that prioritizes teacher-led instruction, hands-on learning, and meaningful student engagement. As a low-technology school, classroom technology is used as a supplemental educational tool rather than a primary method of instruction.

LGA provides a limited number of school-owned devices, including computers and tablets, for classroom use. These devices may be used for educational purposes such as testing, research, skill practice, educational programs, and teacher-directed assignments.

School-issued devices are for **on-campus use only** and may only be used with teacher or staff approval and supervision. Students are not permitted to take school-owned devices off campus unless specifically authorized by administration.

Students are expected to use all school technology responsibly, respectfully, and in accordance with school expectations. Devices are to be used solely for educational purposes.

The following are prohibited while using school devices:

- Accessing inappropriate, offensive, or non-educational content
- Using devices for social media, gaming, or entertainment without teacher approval
- Attempting to bypass internet filters or security settings
- Damaging, mishandling, or misusing school equipment
- Accessing another student's accounts, files, or information

Students are expected to handle all devices with care. Any intentional damage, misuse, or negligence resulting in damage may result in disciplinary action and financial responsibility for repair or replacement costs.

Failure to follow this policy may result in loss of device privileges, disciplinary action, or additional consequences as determined by school administration.

Student Electronic Devices

Grades K-6

Cell phones, "smart" watches, or other electronic communication devices are allowed at school, but must be kept on "silent" and put away/out of sight during before care, school hours, or after care. It may not be used for any reason during this time. Cell phones are not allowed to be *with* students (or in pockets) during school hours, and must be kept in their backpacks or purses in their cubbies or lockers or in a classroom space designated by the teacher.

If a teacher or supervisor sees a phone out during before care, school hours, or after care, they will give the following consequences regardless of grade level. A first offense will result in the phone being delivered to the LGA office for the student to pick up. A second offense will result in the phone being delivered to the LGA office for a parent to pick up. A third offense will result in an In-School Suspension, parent meeting with the principal, and the phone no longer being allowed on campus.. A fourth offense will result in an Out of School Suspension. Additional offenses will be subject to additional Out of School Suspension and/or Expulsion.

Grades 7-12

Cell phones, “smart” watches, or other electronic communication devices are allowed at school, but must be kept on “silent” and put away/out of sight during before care, school hours, or after care. It may not be used for any reason during this time. Cell phones are not allowed to be *with* students (or in pockets or purses) during school hours; phones must be locked in lockers or in a cell phone basket at the front of the classroom.

If a teacher or supervisor sees a phone out during before care, school hours, or after care, they will give the following consequences regardless of grade level. A first offense will result in the phone being delivered to the LGA office for a parent to pick up. A second offense will result in an In-School Suspension. A third offense will result in a parent meeting with the principal, the phone no longer being allowed on campus, and an Out of School Suspension. Additional offenses will be subject to additional Out of School Suspension and/or Expulsion.

UNIFORM POLICIES

Uniform Guidelines

As representatives of Jesus Christ and LGA, all students are expected to maintain a well-groomed, modest, and respectful appearance at all times. While on campus and participating in off-campus school functions, students must adhere to the following guidelines. LGA Administration, Faculty, and Staff may address inappropriate dress and appearance, whether or not expressly delineated in these guidelines.

Please note: Most uniform items may be purchased from a vendor of your choice. Please note that clothing should be modestly fitted to students, including sleeve length, length of skirts/jumpers, and tightness of the fit. Please call the office to ask any questions you may have.

	Pre-K THROUGH 6th	7th THROUGH 12th
Shirts	Uniform polo style Uniform style blouse (girls) Solid navy, light blue, or white LGA logo polo Long or short sleeves (modest length) All shirts must have a collar except school spirit t-shirts purchased through LGA office	Uniform polo style Uniform style blouse (girls) Solid navy, white, light blue LGA logo polo Long or short sleeves (modest length) *All shirts must have a collar except school spirit t-shirts purchased through LGA office
Pants (Boys Only)	Uniform style No cargo, joggers, or denim, Modest fit Solid navy or khaki only Boys in K-3 may wear shorts	Uniform style No joggers, cargo, denim, Modest fit Solid navy or khaki only
Skirts, Dresses & Jumpers (Girls Only)	Uniform style No jeggings Pleated style or A-line style only Jumpers (from approved vender below) Modest knee length Modest fit Solid navy or khaki or LGA approved plaid	Uniform style No jeggings Pleated style or A-line style only Modest fit Modest below knee length Athletic skirts in navy blue only Solid navy or khaki or LGA approved plaid
Leggings/Tights (Girls Only)	Under uniform skirts or jumpers only Must be solids - Navy, black, or light blue	Under uniform skirts or jumpers only Must be solids - Navy, black, or light blue
Socks	May be any color or pattern	May be any color or pattern

Shoes	Closed toe with a back Something easy to play in Flat heels and no wedges No lights, sounds, or wheels, or house slippers Crocs are not allowed for elementary recess and gym safety.	Closed toe with a back Something easy to walk in Flat, low or medium heels only No lights, sounds, or wheels, or house slippers Crocs are not allowed.
Belts	Wear as needed Solid black or brown only	Wear as needed Solid black or brown only
Friday Spirit Wear Attire	LGA gym uniform pants (boys) or skirts (girls) LGA Spirit Shirt (purchase from school office or fundraiser) Students may wear normal uniform if preferred	LGA gym uniform pants (boys) or skirts (girls) LGA Spirit Shirt (purchase from school office or fundraiser) Students may wear normal uniform if preferred
Gym clothes	Sneakers or Tennis Shoes to be left at school (if daily shoes are not safe for running)	Girls: Loose, modest fit, navy athletic skirt with attached leggings Boys: Loose, modest fit, navy basketball pants (non-skinny fit athletic pants only) Pants and skirts should be solid, but may have white stripes down the side. All: gym shirt purchased in LGA office and Sneakers/Tennis Shoes
Outerwear (In Classroom)	Navy or light blue Cardigan LGA logo blazer LGA logo Sweatshirt LifeGate logo sweatshirt Navy Quarter zip Must be navy, tan, white, light blue **LGA polo must be worn underneath outerwear	Navy or light blue Cardigan LGA logo blazer LGA logo Sweatshirt LifeGate logo sweatshirt Quarter zip Must be navy, tan, white, light blue **LGA polo must be worn underneath outerwear
Layered long-sleeve shirt (for under short sleeve polos)	Any solid color No hoodies under uniform shirts	Any solid color No hoodies under uniform shirts
Hair	All: Natural hair colors only; Neat and well-groomed Girls should wear their hair in a conservative, feminine manner. Boys' hair no longer than the top of the collar, out of the face, and covering no more than the middle of the ear; conservative style	All: Natural hair colors only; Neat and well-groomed Girls should wear their hair in a conservative, feminine manner. Boys' hair no longer than the top of the collar, out of the face, and covering no more than the middle of the ear; conservative style
Finger Nail Polish	Only clear polish, no acrylics or gel Natural appearance No nail art or french tips	Only clear polish, no acrylics or gel Natural appearance No nail art or french tips

Make-up	Not allowed	Not allowed
Jewelry	Not allowed (including rubber and thread bracelets or hair accessories worn as bracelets)	Not allowed (including rubber and thread bracelets or hair accessories worn as bracelets)
General Appearance	Well-groomed, clean, modest, not to draw attention Properly fitting clothing No holes, rips, frays, etc No permanent or temporary tattoos No hats in any building	Well-groomed, clean, modest, not to draw attention Boys must be clean shaven Properly fitting clothing No holes, rips, frays, etc No permanent or temporary tattoos No hats in any building
Senior Privileges	Not applicable	Seniors may wear the approved LGA Senior Shirt/Hoodie on Monday through Thursday
Free Dress/Dress Down Additions	Girls: Knee length skirts or dresses, Boys: Modest fit pants All: Modest length sleeves, no inappropriate messaging on shirts Sandals allowed	Girls: Knee length skirts or dresses, Boys: Modest fit pants All: Modest length sleeves, no inappropriate messaging on shirts Sandals allowed

Uniform Purchases

Friday Attire Shirts

Purchased through LGA Office or LGA fundraisers

Uniform Shirts, Pants, Plaid Skirts, and Jumpers

- School Belles
- Land's End (Approved plaid: Classic navy)
- French Toast (Approved plaid: Blue gold)

NON-ACADEMIC POLICIES

Backpacks

Students are encouraged to bring a backpack to school for the purpose of organization. In order to maintain a safe environment and comply with fire regulations, backpacks must be stored only in the appropriate locations. Elementary and middle school students should store backpacks in

the designated area of the classroom as instructed by the teacher. JH/HS students should store backpacks inside their lockers during school hours.

Birthdays

Treats may be sent in for the whole class on the child's birthday (or an arranged date with the classroom teacher). If invitations are passed out for a party during the school day, the whole class must receive an invitation. If only certain students are being invited, please arrange to pass out invitations outside of school to avoid hurt feelings.

Classroom Parties

Classroom parties are held in the Fall, at Christmas, Valentine's Day, and the End of the Year. Other parties may be arranged as desired by the classroom teacher. Parent volunteers are always appreciated by teachers during parties and can be arranged with the teacher.

Communication

LifeGate Academy communicates with stakeholders through the following channels:

- Email
- Jupiter
- Facebook
- Calendar on the LGA website
- Take-home folders & planners (Elementary students)
- All-school orientation (before school)
- Parent-Teacher Conferences

Email is the primary means of communication, and therefore parents should check this daily.

Field Trips

Field trips are considered a regular class day for students. All major field trips will be planned at least 2 weeks in advance and parents will be notified. Permission slips must be signed for students to go on the trip. A contracted bus or vans will transport students to and from the location of the field trip.

Parents are welcome to attend field trips when circumstances allow. Some field trip venues may not be able to accommodate parents. Buses have limited seating, so parents should expect to drive separately from the students to the field trip location. As a courtesy, parents who plan to attend should inform the teacher when turning in the permission slip for the student. Because of liability concerns, additional students or siblings are not allowed to attend field trips. Unless otherwise informed by the teacher, all parents will purchase their field trip admission.

Food Services

Students are expected to bring lunch from home each school day unless a school hot lunch option is offered.

On designated hot lunch days, families will be notified in advance with ordering details and pricing. Any purchased school lunch items will be billed directly to the parent's account.

Students may bring lunches that require minimal reheating. Microwaves may be used to warm food for **less than one minute**. Food requiring extended heating time or cooking is not permitted. Students will be provided a "microwave" schedule.

To help maintain a safe and orderly lunch environment, students are not permitted to share food or drinks with other students.

Gum, Water, and Snacks

Gum is not allowed on the LGA campus. Water bottles are encouraged and may be kept on each student's desk (or in their cubbies for elementary students). Students are encouraged to bring a healthy snack each day. Elementary students may eat this during snack times designated by their teacher. JH/HS students may eat this between classes or at break. All trash must be disposed of by the student. No glass containers are allowed on campus.

Hats and Coats

Hats are not to be worn inside school buildings. They may be placed in students' backpacks or lockers when not worn. Coats are not permitted in classrooms. These can be hung on classroom hooks (Elementary/MS) or in lockers (JH/HS). Students who need outerwear at school should purchase approved choices under the outerwear portion of the uniform guidelines.

Lockers

Periodic random locker checks will be performed throughout the year. These checks will ensure the general welfare of the school. Lockers should be kept neat and free of any sticky decals, trash, or food.

Lost and Damaged Property

Students utilize books, equipment, iPads and facilities that do not belong to them. These items and all other facilities should be used with respect and not treated destructively. Significant damage to books (broken spines, water damage, peeled off covers, etc.) will cost the student the purchase price of a new book.

Any books or equipment left after school hours on top of lockers, on floors, in classrooms, etc., will be returned to the LGA Office. Any damage to school facilities or equipment, including computers and tablets will result in a minimum charge of \$25.00 with a maximum of \$250.

Lost and Found

Clothes, shoes, supplies, lunch containers, and other items left on campus will be moved to Lost and Found. Any item found should be reported to the LGA Office for this purpose. Students may retrieve lost items before or after school. Items not accounted for at the end of each year – or periodically throughout the year if too many items are accrued – will be donated to local charities.

Office Hours

The school office is open from 8:00-3:30 daily when school is in session. Special summer hours will be announced and posted.

Office Telephone

Students may use the LGA Office phone with appropriate permission. Students may not make calls or text from their personal devices during the school day.

Parent/Teacher Conferences

LGA readily encourages interaction between parents and teachers. Parent/Teacher Conferences are scheduled each fall and are published on the LGA calendar. If a conference needs to be scheduled before or after this date, teachers and parents should communicate directly with one another to schedule a mutually convenient time.

Pictures

LGA arranges for individual photos to be taken each year. Families may purchase these if desired, and these photos may be used in the yearbook or other LGA publications. Individual student photos are taken each spring.

Recess Weather

Prior to allowing students outside play time, the appropriate teacher will determine if the weather is suitable. As a general policy, students will not be allowed outside play time when the wind chill is at or below 32 degrees Fahrenheit. If outside play time is not allowed, inside play time will be given instead. Students are encouraged to dress appropriately for weather conditions, regardless

of the likelihood of being outside for recess. Jackets and coats are recommended for temperatures below 60 degrees.

Recess and Playground/Gym Rules

Students Will:

1. Walk to the playground.
2. Play only in designated areas.
3. Go into the building only with permission from the playground supervisor.
4. Respond immediately to the playground supervisor's whistle or the bell as a signal to pay attention to the supervisor and/or line up.
5. Walk quietly back into the building after recess.
6. Walk immediately to the playground supervisor if a tornado or fire alarm sounds.
7. Keep hands, feet and objects to him/herself.
8. Avoid rough play.
9. Use equipment as intended.
10. Use proper language at all times.
11. Only enter the street with permission.
12. Not bring any handheld games, toys, stuffed animals, etc. with them to recess.

School Volunteers

Opportunities to volunteer will include:

- Class parties
- School-wide holiday celebrations and chapels
- Adopt-a-Teacher and Teacher Appreciation Week
- And many more

Opportunities to sign up will be available at orientation, and at other specified times throughout the year.

Please recognize the following policies for volunteers:

- Dress appropriately (modest, neat appearance)
- Do not bring any additional children
- Do not bring food or drinks with you

Senior Trip

A senior class trip may be taken at the students' expense.

If a senior weekend trip is planned before graduation, the proposal must be submitted to LGA Administration at least two months in advance for review and approval or denial. Senior trips are not guaranteed.

All sponsors and chaperones must be approved by LGA Administration.

This event is intended for graduating members of the senior class only.

To be eligible to participate in the senior trip, students must:

- Be in good academic, behavioral, and disciplinary standing with LGA
- Be in good financial standing with LGA, including having no past-due balances on their account
- Submit all required senior trip payments by the stated deadlines

Any student not meeting these requirements may not be permitted to participate in the trip.

All LGA policies, expectations, and standards of conduct remain in effect during the senior trip.

School Spirit Weeks

Occasionally throughout the year, the MS/HS Student Council, with approval of the Principal, may declare a Spirit Week. All students, faculty, and staff are encouraged to participate in Spirit Week. These days are not “free dress” days; if not participating in the day’s theme, students must follow the regular Uniform Guidelines. If participating in Spirit Week, students must adhere to the day’s theme and also meet appropriate dress standards. See the Uniform Guidelines for more details on appropriate dress.

Spring Banquet

Each Spring, a banquet will be held for high school students. This event is formal and consists of a formal dining experience and short program. Students are allowed to bring a guest if they so choose.

All LGA high school students and dinner guests must follow the dress code guidelines. If attire has been altered since approval or does not meet guidelines, the student will be sent home to correct the issue. School guidelines regarding piercings, accessories, facial hair, etc. are still in effect.

High School Gentlemen

Acceptable attire:

- Nice or formal wear including:
- Tux, suit, sports jacket, dress shirt with tie, banded collar shirts, dress pants, vests
- Dress shoes

Unacceptable attire:

- Jeans or shorts
- Polos
- Tee-shirts
- Tennis shoes or flip flops

High School Ladies

Acceptable attire:

- Nice or formal dress with the following qualifications
 - Slits no higher than above the knees
 - Covered back
 - Modest sleeves coming to halfway between the elbow and shoulder
 - Length must be below knees when sitting

Unacceptable attire:

- Low front (no cleavage allowed)
- “Backless” or low back design
- Halter
- Sleeveless
- Anything showing midsection skin when arms are stretched above head

Student Drivers

Driving to school is a privilege, not a right. All students who drive to school must be fully licensed, insured, and have parental permission to drive. All traffic rules must be observed while on LGA property. A student may only transport their siblings in their car, unless the office has received permission from both sets of parents that a non-related individual may ride in the vehicle.

Unaccompanied males and females are not allowed to travel to or from school together or sit alone in the car on school grounds. Students must park in approved spots.

Visitors

Visitors to school are limited to custodial parents and grandparents.

During school hours, all visitors must check in at the LGA Office and obtain a visitor or volunteer lanyard before going beyond the front office. The visitor must run their government-issued ID through our check-in system, which will run their ID against the sex offender registry. The receptionist will keep all visitor IDs until they check out with the office. The lanyard must be worn at all times while on campus. At the end of the visit, visitors must check out through the LGA Office, retrieve their ID, and return the lanyard.

Visitors are allowed during school hours for the following purposes:

- lunch with child,
- pre-arranged meeting with teacher or administrator,
- certain field trips,
- scheduled volunteer opportunities,
- or other pre-approved activities by the principal.

To protect the safety of students and maintain a focused learning environment, parents and/or guardians are not permitted to be in the building for unsupervised and unscheduled purposes.

Unnecessary Items

Items that distract or disturb others are not to be brought to school. Certain items may be allowed if it is for a specific lesson/teacher directed activity.

Teachers may take these items from the students. In order to retrieve said items, parents must claim them in person.

LEGAL POLICIES

Child Abuse and Neglect Policy

LifeGate Academy has a zero-tolerance policy regarding child abuse, neglect, or endangerment.

The safety and well-being of every student is a top priority. In accordance with Alabama law, all LGA employees who know of or have reasonable cause to suspect that a child is being abused or neglected are required to report the suspected abuse or neglect immediately to the appropriate authorities, including the Alabama Department of Human Resources (DHR) and/or local law enforcement.

LGA employees are expected to comply fully with all mandatory reporting laws and procedures. Employees are not responsible for investigating suspected abuse; their responsibility is to report concerns promptly and appropriately.

Any allegation of abuse, neglect, misconduct, or inappropriate behavior involving an LGA employee, volunteer, or representative will be taken seriously and addressed immediately in accordance with Alabama law, school policy, and the LGA Employee Handbook.

LifeGate Academy is committed to maintaining a safe, secure, and protective environment for all students.

The Federal Family Educational Rights and Privacy Act (FERPA)

LifeGate Academy works hard to protect the privacy of LGA students and families. The following outlines the policy of LGA with regards to the release of student information. This excerpt is taken directly from the FERPA section of the US Department of Education website.

“The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the

record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school."

Release of Student Information

LifeGate Academy utilizes a variety of media venues to share information about students. The type of information shared may include, but is not limited to, student names, photographs, interviews, honors/awards received, academic and athletic competitions, non-graded work, art and science projects created, spelling bees, and audio and/or video recordings. Permission to release student information is given or denied by parents at the time of enrollment. To update this permission throughout the year, contact the LGA Office.

LGA may give students' directory information (name only) as deemed safe and appropriate.

Records may not be released to other parties without the parent signing a "Release of Records" Form. This is available in the office. Authorized personnel with a legitimate reason may view student records without consent. For families custodial and non-custodial parents, please see the section about "Non-Custodial" parents in this handbook.

Confidentiality Policy

LifeGate Academy works hard to protect the confidentiality and privacy of LGA students and families. Families that enroll at LGA agree by enrolling that, when necessary, records may be shared between affected teachers, staff, LifeGate Church leadership, and LGA School Board members.

Issue Resolution Policy

By signing receipt of and agreement with the LGA Family and Student Handbook, parents and guardians state that they agree to abide by and uphold the following:

The School and Families (“the Parties”) agree that as Christians the Bible commands them to make every effort to live at peace and to resolve disputes with each other in private or within the Christian church (see Matthew 18:15-20; 1 Corinthians 6:1-8). Therefore, Parties agree that any claim or dispute shall be settled by biblically based mediation and, if necessary, legally binding arbitration in accordance with the Rules of Procedure for Christian Conciliation of the Institute for Christian Conciliation (complete text of the Rules is available at www.aorhope.org/rules or by contacting ICC at icc@aorhope.org). Judgment upon an arbitration decision may be entered in any court otherwise having jurisdiction. The parties understand that these methods shall be the sole remedy for any controversy or claim and expressly waive their right to jury and their right to file a lawsuit in any civil court against one another for such disputes, except to enforce an arbitration decision.

Video Surveillance

The school maintains and operates a camera system. LGA premises are monitored and taped continuously by video cameras inside and outside the school to protect the student body and staff, and to discourage vandalism.

The IT manager, principal, and LifeGate Academy Pastoral staff will have access to the camera system. In the event of a crime, camera footage will be used for the investigation by the school and law enforcement. Video of students will not be released to any person outside the school staff except law enforcement.

Requests for video footage must be made in writing to the principal to be reviewed by the LGA legal team.

Non-Custodial Parent

In the absence of a court order to the contrary, the school will provide the non-custodial parent access to the academic records and to other school related information regarding their child. If there is a court order specifying that no information be given to the non-custodial parent, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. It is highly recommended that divorced parents provide the school with a copy of the custody section of the divorce decree. This information will also help the school in determining when, if ever, the child can be released to the non-custodial parent.

STUDENT HEALTH POLICIES

Immunizations

In obedience to the Scripture in Romans 13, all students at LifeGate Academy must have proof on file in conformance to the immunization requirements from the State of Alabama. Failure to comply could result in suspension from school until requirements are met.

Religious exemptions to immunizations must be made in writing, signed by the parent, and on file with the school. The Alabama Department of Health requires that this written statement be updated by parents each year.

Students' immunizations should be updated according to his/her age.

LGA must have on file the dates for Hep A, Hep B, Varicella (chicken pox), MMR, DTaP or DTP, POLIO, Hib vaccines and the boosters.

Control of Contagious/Infectious Diseases

LifeGate Academy follows the Scriptural admonition of loving our neighbor as ourselves (Matt 22:39). In respect for that care of our brothers and sisters, we ask that all contagious/infectious diseases, including parasites, be reported to the school, so that we can be proactive in the care of other students in the class and contain the spread. Contagious/infectious diseases, include, but are not limited to:

- COVID-19
- Chicken Pox
- Gastroenteritis (vomiting/ diarrhea)
- German Measles
- Hepatitis
- Impetigo
- Intestinal Parasites
- Lice
- Measles
- Meningitis
- Mononucleosis
- Mumps
- Scabies
- Scarlet Fever
- Ringworm
- Upper Respiratory Infections
- Whooping Cough

When a student has been ill, please DO NOT RETURN the student to school until the student is symptom free and has no fever (below 100 degrees) for at least twenty-four (24) hours without the use of fever-reducing medication.

It is a great consideration and help to other students and families that, if a student becomes ill with one of the above communicable diseases or parasites, the illness is quickly reported to the

school. Because of HIPAA laws, both state and federal, regarding confidentiality, it is the responsibility of the parent to inform the school administration immediately and remove the student from class for the duration of the disease.

At-School Illness

Parents of a student who becomes ill while at school will be contacted and expected to come pick up the student.

First Aid

Basic first aid can be provided in the front office, but if your child needs attention beyond what we can provide, we will contact you to come pick them up. In emergency situations, we will call 911.

Medication

If a student requires medication during school hours, the medication with the doctor's instructions and a signed parental authorization must be brought to the LGA Office. LGA cannot be responsible for administering prescription medication to students unless the medication is in the original container with the prescription label.

Non-prescription medications (Tylenol, Ibuprofen) may be administered only if a consent form has been signed by a parent and is on record in the LGA Office. Cough drops may be given as needed to students unless parents submit written communication asking for no cough drops to be given. Parents will be notified via email if a non-prescription medication has been administered to the child.

Head Lice

Usually the first sign of head lice is itching or scratching in the area of the body where the lice feed. Itching at the back of the head or around the ears may result from the presence of head lice and nits in the hair.

If a student has head lice, the LGA Office should be notified immediately. Parents must treat the student before they return to school. If a child is found with head lice at school, each child in the school will be checked.

COVID-19, Masks, and Quarantines

LGA will comply with all Alabama Health Department and Madison County Health Department mandates with regards to mandatory quarantines and isolation for exposure to COVID-19, as well as mask use.

When there are Health Department recommendations for schools, the LGA School Board will make the final call on which guidelines LGA will adopt at that time.

As always, LGA staff work hard to ensure that students have a clean and safe learning environment that prevents the spread of germs.

RELATIONSHIP & SEXUALITY POLICIES

Relationships

LGA does not encourage any relationships beyond friendships. Prohibited behavior at LGA includes but is not limited to outward displays of affection, etc.

Statement on Marriage, Gender and Sexuality

- We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen. 1:26-27). Rejection of one's biological sex is rejection of the image of God within that person.
- We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in scripture. (Gen. 2:18-25) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Cor. 6:18; 7:2-5; Heb. 13:4) We believe that God has commanded that no intimate sexual activity be engaged in outside of marriage between man and a woman.
- We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Mat. 15:18-20; 1 Cor. 6:9-10)
- We believe that in order to preserve the function and integrity of LifeGate Academy (LGA) as the local Body of Christ, and to provide a biblical role model to LifeGate Church members, and the community, it is imperative that all persons employed by LGA in any capacity, or who serve as volunteers, agree to and abide by this statement of Marriage, Gender and Sexuality. (Mat. 5:6; Phil. 2:14-16; 1 Thes. 5:22)
- We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Rom. 10:9-19; 1 Cor. 6:9-11)
- We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of LGA.

Sexuality Policy

- Purpose: In light of LifeGate Academy (LGA) Statement of Faith, Statement on Marriage and Sexuality, and Student Handbook, and in recognition of personal physical privacy rights and the need to ensure individual safety and maintain school discipline, this policy

is enacted to advise members of the LGA community of their duties with regard to use of restrooms, locker rooms, showers, and any other LGA facilities where individuals may be undressed in the presence of others.

- Definitions: Sex means the biological condition of being male or female as determined at birth. Members of the LGA community means any LGA employee, volunteer, student, parent, or visitor.
- LifeGate Academy's sincerely held religious belief is that God wonderfully and immutably creates each person as either male or female, and that these two distinct, complementary sexes together reflect the image and nature of God (Gen. 1:26–27). Rejection of one's sex is a rejection of the image of God within that person.
- Notwithstanding any other policy, LifeGate Academy's restrooms, locker rooms, and showers designated for one sex shall only be used by members of that sex. In any other LGA facilities or settings where members of the LGA community may be undressed in the presence of others (e.g., changing costumes during school theatrical productions, etc.), LGA shall provide separate, private areas designated for use by members of the LGA community based on their sex. LGA recognizes there may be instances where members of the LGA community experience disparity between their sex and their feelings about their sex. This disparity can motivate them to behave in ways contrary to God's Word and His plan for their lives. LGA encourages members of the LGA community who are struggling with their sexual identity to seek help from their pastor and other trained professionals who might best assist them in clarifying and defining their sexual identity in accordance with God's Word. LGA will always interact with members of the LGA community according to their biological sex. A member of the school community who wishes to express a gender other than his or her sex is understood to be rejecting the truth and the image of God within that person. Biblical Christianity requires the body of Christ to compassionately dwell in the truth and assist those we love in doing the same (Eph. 4:15). A member of the LGA community who openly and unrepentantly rejects their sex, either in or out of school, is rejecting the behavior that honors the Word of God. Such behavior constitutes a person's failure to adhere to his/her commitment to abide by the behavioral standards established by LGA which is cause for terminating his/her privilege of membership in the LGA community. To preserve the function and integrity of LGA and to provide a biblical role model to members of the LGA community and the community-at-large, it is imperative that all members of LGA community agree to and abide by this policy
- Copies of this policy shall be provided to all LifeGate Academy employees, volunteers, students, and parents.

General School Policy

As a program overseen and managed by LifeGate Church, LifeGate Academy upholds that any sexual practices and lifestyles apart from that expressed in the marital union of one man and one woman are contrary to God's plan (Gen. 2:24; 19:5, 13; 26:8-9; Lev. 18:1-30; Rom. 1:26-29; 1 Cor. 5:1;

6-9; 1 Thess. 4:1-8; Heb. 13:4). LifeGate Academy defines a person's gender as the biological sex at birth.

LifeGate Academy will not admit and/or allow to maintain enrollment of students who themselves or their parent(s)/guardian(s) persistently or repeatedly engage in or condone any form of homosexuality, lesbianism, bisexuality, transgenderism, bestiality, incest, fornication, adultery, polygamy, or pornography and who, in the sole discretion of the President of LifeGate Academy, are unrepentant of these sexual sins.

LifeGate Academy will not hire and/or retain as administration, teachers, or in any form of employment those who engage in or condone any form of homosexuality, lesbianism, bisexuality, transgenderism, bestiality, incest, fornication, adultery, polygamy, or pornography.

In addition, LifeGate Academy will not make the facilities, property, or staff members available to any persons or organizations that engage in, espouse, or encourage others in such practices.

Employees

Any faculty, staff, or employee who engages in conduct or who condones or supports sexual expression apart from God's plan as defined in the general policy will be terminated for misconduct.

Student Policy

LifeGate Academy reserves the right, within its sole discretion to refuse admission of an applicant or to discontinue the enrollment of any student:

- If the atmosphere or conduct within the home or the activities of the student or a parent/legal guardian either on campus or within the community are counter to or are in opposition to the Biblical lifestyle that the school teaches and is reflected in the general policy of the school. This includes, but is not limited to, participating in, condoning, or supporting homosexuality, lesbianism, bisexuality, transgenderism, bestiality, incest, fornication, adultery, polygamy, or pornography.
- For participating in or voicing support for sexual expression apart from that expressed in the marital union of one man and one woman by a student's parents/legal guardians constitutes grounds of expulsion.

Sexual Harassment

LifeGate Academy is committed to a learning and working environment for all students, faculty, and staff that supports, nurtures, and rewards career and educational advancement on the basis of ability and performance. Harassment of any kind undermines the character and purpose of the institution. Consequences for student violations will be consistent with the Student Governance Policy. Any time sexual harassment is suspected, the principal must be contacted immediately.

Legal Definition

Sexual harassment is a violation of laws against discrimination (Title VII of the Civil Rights Act of 1964). It is defined as “unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment; or
- Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individuals; or
- Such conduct has the purpose for effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working environment.”
- The Equal Employment Opportunity Commission (EEOC) defines sexual harassment as “any unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature.” The key word to consider is “unwelcome.”

FINANCIAL POLICIES

Payment Agreement and Financial Probation

Enrollment and Administrative Fees

Application, enrollment, registration, administrative, testing, technology, curriculum, and other designated enrollment-related fees are separate from tuition.

The **Administration/Enrollment Fee is non-refundable once a student has been accepted and enrollment has been processed**, regardless of whether the student subsequently withdraws or attends classes.

Fees for physical items that have not been ordered, personalized, used, or distributed may be refunded at the sole discretion of LifeGate Academy.

Families are responsible for all tuition, fees, lunch, and extended care balances. If the voucher or a scholarship covers part of the total, the family is responsible for the remainder of the balance.

Balance invoices will be emailed through Jupiter monthly. Outstanding balances in excess of \$200 and unpaid for over 30 days will result in families being placed on Financial Probation. Families will be notified of Financial Probation by email and a letter by mail. Families may apply for hardship provisions by filling out a hardship application that will be reviewed by the LGA Financial Committee. Please note, very limited funds are available throughout the year to accommodate hardship requests. While on Financial Probation, families may not utilize childcare services (extended care), and students will not be able to participate in extracurriculars. Unpaid balances in excess of 60 days will require a meeting with a Financial Committee member.

Families with unpaid balances will not receive grade cards at the end of the year until the balance is paid. Remaining balances in excess of \$500 at the start of the school year will result in not being able to return to LGA for the new school year.

Refund Policy

Tuition is due in full at the beginning of the academic year. LifeGate Academy may, as a courtesy, offer monthly payment plans; however, such plans do not alter or reduce the total annual tuition obligation. By enrolling, families agree to be financially responsible for the full annual tuition.

Annual Tuition Obligation and Withdrawal Policy

Tuition at LifeGate Academy is assessed on an **annual basis**, not on a daily, weekly, or monthly basis. The annual tuition amount represents the cost of reserving a student's enrollment and providing educational services for the academic year.

Monthly, semester, or other installment payment options are provided solely as a convenience to families. **A payment plan does not create a month-to-month enrollment arrangement and does not limit the family's responsibility to the individual months in which the student attends school.**

Upon acceptance of enrollment and execution of the Enrollment & Tuition Agreement, the parent/guardian assumes responsibility for the annual tuition obligation stated in that agreement.

Withdrawal, transfer, voluntary disenrollment, dismissal, relocation, change in financial circumstances, dissatisfaction with the school, or enrollment in another school does not automatically cancel the family's financial obligation.

Any reduction or waiver of the remaining tuition obligation must be approved **in writing by LifeGate Academy Administration or the LifeGate Academy Board. Verbal statements regarding a student's withdrawal date shall not constitute a waiver or modification of the family's financial obligations.**

Tuition paid through vouchers or any tuition assistance programs is non-refundable and will not be prorated or returned to the family or funding source upon withdrawal.

All outstanding tuition, fees, and any other financial obligations must be paid in full before grades are issued, transcripts are released, or official records are provided.

Students who withdraw remain financially responsible for the full cost of tuition, all books, and any applicable fees, regardless of the date of withdrawal.

ARRIVAL AND DISMISSAL

Arrival & Departure Procedures

In interest of safety and efficiency, all LGA families should follow the provided traffic pattern plan.

If a person other than the custodial parent is picking up a child, the parent must notify the office in writing via email with their name so teachers can be notified. Only people who are on the approved list of pick-up options in Procure will be allowed to pick up students. Drivers licenses will be verified when a person is not known to the school. If the office does not have permission from the parent, the student will not be released to the individual and will instead be sent to extended care until the parent can come.

Arrival and Dismissal

Students should be dropped off no earlier than 8:00 a.m. at the front entrance. If arriving earlier than that, please pull forward as far as possible in the drop-off line and ensure that everyone remains in the vehicle until the on-duty teacher opens the building at 8:00 a.m.

Elementary students are dismissed to the Front entrance. Dismissal traffic plans will be given out at orientation.

Students who drive themselves to school and/or ride with a student driver should take safety precautions in the parking lot. Students should park in the designated student parking spots, remain in their vehicles until 8:00 a.m, and enter the building when the on-duty teacher opens the building.

AUXILIARY PROGRAMS

Spiritual Emphasis

LifeGate Academy is an Apostolic school. As such, we provide many opportunities for students to grow in their knowledge of God and application of His Word to their lives during the school year.

Examples of opportunities:

- Weekly chapel services
- Daily prayer
- Daily Bible classes
- Memory verses
- Service opportunities
- Revival Week
- Opportunities to reflect on growth
- Spiritual goal setting and resources

Campus Pastor Guidance

There are times when a student may need to talk with the Campus Pastor. Whether the need is understanding emotions that are too hard to process alone, friendship issues, bullying, conflict resolution, or helping with academic guidance, the school guidance counselor is a great tool to help guide the students when needed.

The procedures for requesting a meeting with the campus pastor is dependent on the grade level.

Elementary and Middle school

- Parents can request their student to be seen through email: office@lifegateacademy.com.
- Parents can request their child to be seen by the campus pastor through their child's teacher or with the receptionist at the front desk

Junior High/High School

- Parents can request their student to be seen through email: office@lifegateacademy.com.
- Students may email the Campus Pastor or request in person to meet with the campus pastor.
- Students may request the receptionist set up a meeting for them with the campus pastor.

Ascend

Ascend is available to our 7th-12th grade students in April. Participants travel to Carlinville, IL for a week to compete in many areas, such as athletics, academics, and performing arts. This valuable experience promotes leadership development and personal growth. Students start preparing in the Fall and Spring.

Students whose behavior and grades do not reflect high LGA standards will not be allowed to attend Ascend. Refunds will be given to these families.

Clubs and Activities

Students will have the opportunity to participate in clubs and activities outside of the school day. Students are expected to have good attendance, behavior, and academics to participate.

Possible clubs/activities include, but are not limited to:

- Beta Club
- Student interest groups
- P7 Bible studies

All clubs must have an adult sponsor approved by the principal. Approved clubs may meet on school grounds before or after school.

If a student would like to propose a club, they may schedule a meeting with the lead teacher to discuss the formation of the club. They may propose a sponsor at that time as well. The proposed sponsor may also attend the meeting.