

TREE OF LIFE LEARNING CENTER

STUDENT HANDBOOK

School Motto – Rooted and Growing In The Word

School Verse - "The leaves of the tree were for the healing of the nations" —Revelation 22:2

School Colors - Black and Gold

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I. CAMPUS INFORMATION

Mission Statement

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

Accreditation Statement

Tree of Life Learning Center is in the process of becoming an accredited school. At conception the school is considered a type of homeschool learning pod.

Statement of Faith

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

We believe --

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

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School Hours

The School day for all students runs Monday through Friday afternoon.

	Office Open	Students allowed on Campus	School Starts	School Ends	Students not allowed on campus after	Office Closed
School	8:00	8:15	8:30	3:00 12:00 Friday	3:15 12:15 Friday	3:30 12:30 Friday

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

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

Chapel Program

TLLC schedules chapel activities daily to glorify and worship God, edify our students, hear a biblical message, and recognize merited achievement among our student body. Some chapel events or programs may require dress clothing. (See Dress Code)

Closed Campus

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

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

School Closure and Inclement Weather Policy

In the event of inclement weather, school may be closed or delayed. Please check the office Announcements and Text messages for school delays or closure. At any time you personally feel the road conditions are not safe for either yourself or your child, please stay home and notify the school before 8:00 AM. Announcements will be made after 7:00 AM. You may also call the school at (503) 842-6555 for an inclement weather message on the answering machine.

Student Visitors

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

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

Telephone Use

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

Cell phones (and other electronic devices)

Cell phones and other electronic devices will be used at the discretion of each teacher per class (8:15 am – 2:30 pm) with the exception of lunch period when students may retrieve cell phones and use them. Violation will result in confiscation of the phone or electronic device which will be stored in the Administrator’s office and can be picked up at the end of the school day. A parent/guardian may be required to pick up. The second violation will require a meeting with the administrator, parents and student. The third violation will result in the loss of the privilege of bringing a cell phone to school. (It is the responsibility of the student to keep their property secured in their possession.)

Lost & Found

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

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

Vandalism

The Lord has provided a generous host and umbrella in Tillamook Christian Center, the board and church body entrusted us with this facility. Sacrificial gifts on the part of the Lord’s people have provided the equipment we have. Recognizing this, it is very important for all of us to use what God has given in a way pleasing to Him. **The facility must be used respectfully and be well cared for by all.** Furniture and equipment are to be used appropriately and in the manner in which they were intended. Proper use of the building, taking care to **keep it clean** and to follow the rules (eat only in designated area) is a way to honor and thank our hosts.

II. ACADEMIC EXPECTATIONS

Students are expected to:

Attend classes unless properly excused.

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

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

Tree of Life Grading Standards

A+	97-100	C+	77-79
A	93-96	C	73-76
A-	90-92	C-	70-72
B+	87-89	D+	67-69
B	83-86	D	63-66
B-	80-82	D-	60-62
F	Below 60		

High School Graduation Requirements

Students must fulfill the following requirements to graduate from Tree of Life Learning Center:
Satisfactorily complete the required course work.

Meet attendance requirements.

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

High School Diploma Requirements

Subject		Subject	
Language Arts	4 credits	Fine/Applied Arts/Electives	
Math	3 credits	Physical Education	
Science	3 credits	Health	
Social Studies	3 credits	Bible	4 credits**
Foreign Language	2 credits*	Career Learning	.5 credits
Government/Econ	.5/.5 credits	Worldview	1
Total			26

*Juniors and Seniors may opt for a track which requires only 1 foreign language credit, with the consent of their parents.

**One Bible credit required for each year at Tree of Life.

Students and parents should understand that universities are free to set their own requirements for entrance.

Tutoring

Tree of Life's teachers are available to help students outside of class. If a student needs significant help beyond what a teacher is able to provide before or after school the school office can recommend a tutor to help get the student back on track. Charges may be outlined in addition if tutoring in excess is needed. If you already have a tutor in place please contact your teacher and let them know. If a tutor is already in place coordination of tutor and teaching will be essential to make sure the curriculum is not confusing to the student.

Incompletes

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

Grade Reports/Academic Probation

Progress reports may be sent via e-mail for students. These may be issued twice a quarter for all students receiving a C- or below. The reports are primarily used to notify parents of unsatisfactory progress or marked grade improvement. Regular informal updates on grades should be available to students on a regular basis from each teacher.

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

Improving/Changing a grade

Students may be required to repeat a high school course they failed. If the student successfully completes the course the second time, the failed course will continue to show on their transcript and be figured in their GPA.

Homework

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

Late Homework

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

- Late work due to sickness
- Amount of credit allowed for late homework
- Time allowed for make-up
- Students should check with the class teacher

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

Plagiarism

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

III. STUDENT RIGHTS & RESPONSIBILITIES

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

Freedom of Speech

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

School Publications

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

Prohibited Speech

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

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

Freedom of Assembly

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

Speakers

The administration or a designated school official in advance of any meeting will approve invitations to speakers. No speaker will be allowed to make a speech that advocates breaking the law or

otherwise violates the school's policies or the provisions of the student handbook.

Distributions of materials

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

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

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

Attendance Policy

Tree of Life Learning Center expects parents and students to cooperate with the school in promoting responsibility and punctuality. It is assumed that students will attend classes unless there is an emergency or illness. Every attempt shall be made to schedule conflicting doctor or orthodontic appointments outside of school hours. If you are unable to attend or need to schedule time away please contact via text, email or telephone.

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

Attendance expectations

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

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

Parents are encouraged to promote the value of attendance.

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

Absences

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

Unexcused Absences

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

- Examples of unexcused absences are as follows:
- An unexcused tardy beyond fifteen minutes of class start time

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

Excused Absences

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

Reasons excusing a student's absence are as follows:

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

Report excused absences to the office (503) 842-6555 by 9:00 AM on the day of the absence.

Arranged Absences

Preplanned absences may be excused within the following guidelines:

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

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

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

Early Dismissal

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

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

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

Truancy

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

Absence Accumulation

When a student accumulates:

1. Five (5) absences in a class in one semester, the appropriate teacher will conference with student and contact the parents/guardian by telephone. If for some reason the teacher is unable to reach the parents/guardian, a letter will be mailed home informing them of the number of absences in the class or classes.
2. Nine (9) absences in one semester, the appropriate teacher will send an attendance alert to the office. An administrator will have a conference with the student and send a letter home. At this time

the administrator may choose to review the student attendance record and as a result of the review amend the record to more accurately reflect attendance patterns and circumstances.

3. Twelve (12) absences in one semester, the student and parent or guardian will be notified that there may be a loss of credit. The student may be removed from the class at this time. School related activities, which require a student to miss class, do not count as one of the 12 absences.

Tardy

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

Tree of Life Learning Center expects students to be in class on time. We expect parents to honor this policy by bringing their students to school on time, for the benefit of the entire TLLC community.

Tardy Policy

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

Student Conduct

Discipline

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

Overarching Guidelines/Standards

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

- Opened food or drinks are not permitted in any area, other than designated eating areas.
- The public display of affection between couples such as hand holding, kissing and the like is inappropriate at school or during school sponsored functions.
- Students must always respect the rights and property of others.
- Proper respect is to be shown to the flags and other symbols of our country and faith.
- Derogatory comments about other students will not be tolerated.
- There will be no arguing with any teacher or staff member concerning any matter of discipline. Questions or explanations may be asked in a polite manner.
- There will be no talking among students during prayer or devotions.

- Students are expected to be on time and prepared for class.
- Students are not to make excessive noise in the building, including hallways.
- Students may not use the office phone during school hours except in case of emergency.
- Students must follow dress code.
- Pocketknives are not allowed at school.

Explanation of Sanctions

Detention

Parents will be notified of detention time that has been accrued and scheduled times it is to be served. Except in the case of normal excused absences a detention that is missed will incur an additional detention and/or further disciplinary action. Detentions will be served during lunch periods (11:30-12:00 for 2022-2023). Students arriving after 11:30 will be seen as skipping detention and will incur the appropriate consequence.

Within one Semester:

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

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

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

If more detention is earned then expulsion proceedings will begin.

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

Suspension

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

Expulsion

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

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

Probation

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

Fines and Charges

School Property

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

Classroom Guidelines

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

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

Grievance Procedures for Students

Essential elements of due process:

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

- Fair and equitable rules/regulations.
- Proper notification of the decision-making process.
- Opportunity for a meeting with the principal/administration on a student's issue.
- The student should:
 1. Meet with the teacher or coach to discuss the issue.
 2. If the initial meeting does not resolve the situation, the parent or guardian should confer with the teacher or coach involved.
 3. If still unresolved, then the student should meet with the principal/administration.

4. If still unresolved, then the parent/guardian should meet with the principal/administration
5. In extreme situations, unresolved issues may be referred to the school faculty as a whole.

Food

No food may be eaten in the building outside of the designated areas. Students may have only water bottles.

Lunch Rules

Lunch will be eaten in designated areas to facilitate supervision and cleanup. Lunch is not to be eaten in hallways. Students are responsible for handling their own garbage and cleaning up their spills or trash on the playgrounds. Students will be expected to clean up their lunch area, this may be assigned on a rotating basis depending on the teacher.

Dress Code

The primary responsibility for dress and grooming resides in the home. However, dress and grooming may impact health or safety, or interfere with the educational process. Compliance to the following rules and standards is expected of all students during classroom hours and at any school sponsored event. The principles underlying these standards are appropriateness (for the setting and activity) and modesty (modest is here defined as: attire that does not attract undue attention or disrupt the educational process).

Objectives--

- To dress in a manner that glorifies the Lord Jesus Christ (Col. 3:17).
- To practice cleanliness, modesty, neatness, and good grooming.
- To be dressed suitably for the activity of the wearer.
- To respect others in our consideration to not offend (1 Thess. 5:22); thus refraining from extreme or immodest appearance (Phil. 4:5).

Dress Standards for all students

- Clothing must fit properly; not too tight, too large, or too revealing
- Undergarments are to be worn and not seen.
- Pants must stay up (not drooping below the hips or being pulled down when seated).
- The hem of shorts must be no shorter than three inches above the knee (including when seated).
- Shoes must be worn at all times.
- Messages on clothing, accessories or any other place must be compatible with the Christian faith.
- Tank tops or sleeveless tops must have another piece of clothing covering the shoulders.
- Sweats, pajama bottoms, and athletic shorts are not appropriate for school dress. Students engaged in extra-curricular activities may wear those clothes for the remainder of the day following the activity (unless other provisions of the dress code are violated by doing so).
- Special “unique” dress styles not mentioned above will be handled on an individual basis.
- The hem of skirts must be no more than three inches above the knee (including when seated). Slits in skirts will have the same standards.
- Piercing shall be limited to earrings in each ear.

Formal Dress for Special Events

Formal occasions are graduation, banquets, and any other formal Tree of Life sponsored events.

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

Dress Code Enforcement

It is not good stewardship to spend a large amount of time interpreting and applying dress code. **THEREFORE, WE EXPECT PARENTS TO ENFORCE THE DRESS CODE WITH THEIR OWN CHILDREN.** Teacher enforcement of the dress code will be in accordance with the SPIRIT of the rules as well as the wording. If student is in doubt as to the acceptability of an article of clothing, ask the Head Teacher of students ahead of time. **The school administration reserves the right to judge any article of clothing on an individual basis for appropriateness, neatness, and modesty. Because styles change, the administration reserves the right to define more specifically what is in good taste. The administration/teachers are the final authority regarding any disputes where dress code standards are in question.**

Blatant Defiance

Dress Code violators will appear before the administration.

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

2nd Offense: 1 hour detention and parents notified by phone.

3rd Offense: 1 hour detention and parents notified by letter or phone.

4th Offense: Detention, plus a parent conference will be required.

5th Offense: Suspension, plus a parent conference will be required.

6th Offense: A parent conference will again be required to discuss dismissal.

Students shall keep a change of clothes that follow the dress codes in their lockers.

Safety

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

Medication & Immunizations

All students must be current for immunizations and vaccinations. Oregon State law prescribes that students who do not comply with this law may be suspended.

Only the school office staff may administer prescription and non-prescription medicines. The school office must have a prescription container specifically for the student and the medication involved must be labeled with the student's name, name of medication, time to be given, proper dosage, and the physician's name. All medications, both prescription and non-prescription, must be kept in the school office. Parents must sign an authorization for administration of medication in order for the school staff to do so.

Emergency Procedures

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

Student Automobile Policy

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

Lockers

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

IV. EXTRACURRICULAR ACTIVITIES

Tree of Life Learning Center has no insurance policy for student drivers. Please be advised that some Tree of Life sponsored events may be off campus. The school is not responsible for transporting your student to any events.

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

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

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

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

Athletics

Current sports opportunities for students:

Currently sporting opportunities are to be determined for the 22/23 year. Please be praying for the funding and individual that may step in as an athletic coordinator.

Student Clubs/Athletics Eligibility

Participation in student clubs/athletics is a privilege for students that work to meet certain academic standards.

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

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

- * Automatic one-game suspension for the first game after grade reports are distributed.
- * One or more “F’s”. Cannot practice or play.
- * One or more “D’s”. Can practice. Cannot play in contests/performances.
- * Teachers have a 24-hour to grade ‘make up’ work and provide an updated GPA.

Behavior

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

Illness Policy

- **If your child is ill and has a fever please keep your child home until they have been without a fever for 24 hours.**
- **Please keep your child home if there was vomiting or diarrhea within the last 24 hours.**
- **We understand that children have sniffles, coughs or endure allergies. If your child is ill please use your best judgement with the above requirements in mind.**

SUPPLY LIST

NOTE: Due to the limited locker space, all backpacks must fit inside lockers/cubbies.

The amount purchased of each of the following items should be sufficient for the entire school year.

Package of pens (blue or black)

Pencils (mechanical or wood)

Graph Paper

College Rule Paper

Erasers

2 Reams of Printer Paper

3-ring binder or spiral notebooks (a designated place for each academic class). *Note: teachers may have individual requirements for different classes.*

Bible

3x5 index cards (for notes)

Scientific calculator (**middle school and algebra**) or graphing calculator (geometry and above). *A phone app may be acceptable. Please contact the math teacher for clarification and suggestions (as new graphing calculators are very expensive) regarding brands, models, and where to purchase quality used ones.*

Geometry compass/protractor

Water Bottle

2 boxes of Kleenex

2 Package of Lysol (bleach free) type wipes

Suitable clothing and shoes for PE or sports classes (if applicable).

Note: There may be other supplies required for a specific class.

In these classes, students will receive a separate supply list from the teacher.