

Addenda to the 2009-2010 Student/Parent Handbook

1. Tree of Life Christian Schools' Minimum Requirements for Graduation (pg. 9):

Add:

NOTE 5

Because graduation requirements are in transition with the Ohio Department of Education, please refer to the current Tree of Life Curriculum Guide (available on our website) for accurate information.

2. In-School Suspension Policy (pg. 16):

Revise #6:

The student will receive a 25% grade reduction on any work completed during the suspension.

3. Out-of-School Suspension Policy (pg. 16):

Revise #5:

The student will receive a 25% grade reduction on any work completed during the suspension.

4. Dress Code - Girls (pg. 24):

Add #15:

At the Northridge Branch, leggings or tights should be appropriate styles and coordinate with uniform colors. Extreme colors or styles (i.e. bright pink, fishnet, etc.) are not permitted.

5. Attendance: Northridge Branch (pg. 27-29):

- 2.a. 10 Days per Semester Policy

Add:

Students missing more than 20 days within a school year are considered to be EXCESSIVELY ABSENT.

A student with more than 20 absences in any class in a school year may be placed on attendance probation (likely at 15 absences), may be asked to repeat the class, may receive a failing grade and be required to repeat the class, participate in required home tutoring (at the parent expense) or withdraw from school. The student may also be asked to drop a class(es) or may be moved from accelerated classes to regular classes.

- 2.b. Exempt Absences

Delete 1)

- 2.e. Long-term Absences for Medical/Emotional Illness

Delete (partial incorporated in 2.a)

- 2.g. Attendance Probation

Delete (incorporated in 2.a)

6. Admissions (p. 31)

PLEASE NOTE #1(pg. 32)

Add:

All foreign-born students are to be screened for tuberculosis when enrolled.

7. Fees (pg. 36)

Add:

5. Class Fee Payment Policy

- a. Class fees are due in full by October 15

- b. A late fee of \$15.00 will be assessed on October 16 if fees have not been paid.
- c. If class fees are not paid in full or payment arrangement has not been made by the end of the first semester, students will be unable to attend classes until the above conditions are met.

6. **Class Fee Refund Policy**

After the first day of school, class fee refunds shall be prorated using the following guidelines:

- a. If a student withdraws during the first quarter of school, 75% of the class fees will be refunded. The cost of workbooks (i.e. vocabulary books) will not be refunded.
 - b. If a student withdraws during the second quarter of school, 50% of the class fees will be refunded. The cost of workbooks (i.e. vocabulary books) will not be refunded.
 - c. If a student withdraws during the second semester, the family is required to pay the full amount.
7. Re-Enrollment Fee (stays as is)

8. Financial Obligations (pg. 37)

Delete #4

Revise #5:

If payment for merchandise received as part of a fund-raising event (i.e. Jog-a-thon, book fair, etc.) is returned as insufficient funds, the student will not be able to begin the new school year until payment is replaced by cash or money order.

9. Health and Safety (pg. 38)

Add: (top pg. 39)

Tuberculin Testing Policy

The Ohio Administrative Code OAC 3701-15-04 Tuberculin testing and examination in schools has been rescinded effective 9/1/2008. TB testing for school employees is no longer required.

Tree of Life Christian Schools' policy on TB testing is as follows:

- 1. All foreign born students and/or foreign born employees are to be screened when enrolled/hired.
- 2. Students and employees that have traveled to a high burden country need to be tested two months after they return. The World Health Organization lists these countries on their website – http://www.who.int/tb/publications/global_report/2008/annex_I_download/en/index.html
- 3. If the test is positive, a chest x-ray must be performed to rule out active TB. (If a person has a previous documented history of TB or positive skin test, they are assessed for TB symptoms. A chest x-ray is only required at the time of the first positive test.) An active case of TB will be excluded until cleared by the local Health Department to return to school/work.

10. Telephones (pg. 44)

Revised:

At Northridge, cell phones may be carried but must remain turned off and out of sight during school hours. Cell phones may not be used at lunch without permission. Misuse of cell phones results in a one-week confiscation.

11. Student Council (pg. 44)

Revised:

In the high school and middle school, Student Council representatives are selected through an application process. Student Council is not a governing body but exists to facilitate student activities.