

TREE OF LIFE CHRISTIAN SCHOOLS

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HIGH SCHOOL CURRICULUM GUIDE

2007-2008

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ACADEMIC POLICIES

Graduation Requirements

Minimum graduation requirements include twenty-one (21) credits (not including Bible) and are distributed as follows:

English	4 units
Science	3 units
Mathematics	3 units
Social Studies*	3 units
Health	½ unit
Physical Education	½ unit (2 semesters)
Electives**	7 units
Bible	1 unit per year of enrollment

*Including 1 unit of Government and 1 unit of US History.

**Including 1 unit of business, technology, fine art, or foreign language.

- Early Graduations are not permitted.
- Successful passage of all five sections of the Ohio Graduation Test (OGT – taken in March of the sophomore year) is required for graduation.

Minimum Core for Colleges

Most 4-year colleges require a minimum of 16 credits in core curriculum for admission.

English	4 units
Math	3 units (Algebra 2)
Science	3 units
Social Studies	3 units
Foreign Language	2 units of same language
Fine Arts	1 unit

- Algebra 1 and foreign language taken in the 8th grade count as a college core curriculum course and count as a high school credit. They also meet one year of the requirement for the Honors Diploma.
- Tree of Life Christian School recommends 4 years of math for a successful transition to college.
- Some colleges and specific programs may require more extensive preparation in specific subject areas. A student should check with the individual college for specific requirements.

Honors Diploma Requirements

Meet at least seven of the following eight criteria:

1. English 4 units
2. Mathematics 4 units (CAT or PreCalculus)
3. Science 4 units (Physics and Chemistry)
4. Social Studies 3 units
5. Foreign Language 3 units of the same language or 2 units of two languages
6. Fine Arts 1 unit
7. Maintain an overall high school grade point average of at least 3.5 on a four-point scale up to the last grading period of the senior year.

8. Obtain a composite score of 27 on the ACT or a combined score of 1210 on the SAT verbal and mathematics sections.

Scheduling

The scheduling process begins with the student receiving a Course Selection sheet that lists the courses offered for their particular grade. The student should prayerfully and carefully make course selections. The student should consult with parents and teachers when planning his/her course work. The Course Selection form must be completed, signed by the parent and student, and returned to the school office. Scheduling priority is given to seniors.

Schedule Changes

All schedule changes for full year courses and 1st semester courses must be completed before the end of the first full week of school. All changes for 2nd semester courses must be made prior to the beginning of 2nd semester. The student must replace the dropped course with another academic course. Exceptions to this would be a change recommended by the teacher, counselor, or principal. In all cases, the student must complete a Course Add/Drop form. The principal must then approve the course change. The student will receive the grade earned as of the date of withdrawal. The student is also responsible for all previous material that has been presented when entering the new course. **Full year courses may not be changed at the semester.**

Course Requirements

All juniors and seniors must take four core courses, unless under a special program such as Career Center or Post Secondary Enrollment Option. Core subject areas are Bible, English, Foreign Language, Math, Science, and Social Studies.

Course Load

The Assistant Principal meets with all incoming freshman to create a four-year plan for course choices. The Director of Guidance Services meets yearly with all students on a service plan. Each student is expected to enroll in a minimum of seven courses each semester. Special arrangements must be made with the Director of Guidance Services.

Prerequisites

A student should consider taking advanced courses only after having satisfied the prerequisites leading up to that course. Most courses must be taken in sequence and some require specific grades. Check the course descriptions for specific prerequisites.

Alternative Educational Options (see page 3)

Tree of Life offers a variety of online, post-secondary, and career center options depending on the needs or plans of

the individual student. Students, who complete such programs successfully, are self-motivated, self-disciplined, organized, on-task, and marked by perseverance. Please note: most of these options incur a fee beyond tuition.

Career Center

Juniors or seniors may enroll in one of the local vocational Career Centers. One-half of the day will be spent at Tree of Life and one-half of the day will be spent at the Career Center. Students choosing this option should complete their physical education and health requirement prior to their junior year. 3½ elective credits are given for each Career Center program. Career Center grades are put on the report cards and counted as part of the student's grade point average but are not used to determine extra-curricular or athletic eligibility. There is no tuition for students who live in Columbus School District. Tuition at Tree of Life is one half of full tuition.

Online Courses

Students may take online courses through Sevenstar Academy, an online Christian school. These online courses meet the requirements for a general elective toward graduation beyond the core graduation requirements. The following courses are available for elective credit, pending approval from the guidance department. These courses do not replace core courses. Students are assigned to a supervisor and work in the Library for the purpose of completing course work. All tests are proctored by the supervisor. Students must earn all "A"s and "B"s in the prerequisite courses. Each AP course costs \$700; each regular course costs \$600.

- AP US History (prerequisites – American History, World History)
- AP Micro and Macro Economics (prerequisites – American History, World History)
- AP Art History (may count for a fine art credit)
- AP Biology (prerequisite - Chemistry)
- Marine Science (prerequisite - Chemistry)
- Earth and Space Science (prerequisite - Chemistry)
- Latin 3 (prerequisite – Latin 2)

Students must complete online coursework during the regular school year. Failure to do so will result in no credit and a failing grade on the student's transcript. Course fees for all on-line courses are non-refundable.

Core courses will only be available to students in extenuating circumstances that make regular attendance in a core course implausible. These must be approved by the high school principal.

- Core math courses through Plato Learning (\$300/course)
- Core courses in science, math, social studies, foreign language, or language arts through Sevenstar Online (\$700/ AP course, \$600/ regular course)

Students must complete online coursework during the regular school year. Failure to do so will result in no credit

and a failing grade on the student's transcript. Course fees for all on-line courses are non-refundable.

Post Secondary Enrollment Option (PSEO)

The Post Secondary Enrollment Option allows a student in grades 9-12 to take college courses concurrently with high school for college and/or high school credit.

1. Under "Option A" a student can take college courses for college credit only. Grades and Credits will not transfer to the students' high school transcript. The student is responsible for all tuition and fees.
2. Under "Option B" a student will receive college and high school credit. The State of Ohio will pay all tuition and fees. The grades and credits received must be placed on the student's high school transcript and figured as part of the student's high school GPA and class rank.

Post Secondary Enrollment Option grades will not affect athletic or extra-curricular eligibility.

Guidelines for participation in PSEO

1. By March 30th of each year, prior to the year of participation, the parent and student must notify the Director of Guidance Services in writing of the student's intent to participate.
2. Upon notification of intent to participate, a required meeting will be held with the student, parent(s) and Director of Guidance Services to discuss the details of the program.
3. Participation is contingent on scheduling. A student must be enrolled in a post-secondary course each semester or two of three quarters. Failure to do so will result in the student attending full-time at Tree.
4. The student must be in compliance with the expectations listed in the Standard of Conduct form.
5. A student who fails to meet the obligations required by the Post Secondary Enrollment Option program may be expected to return to Tree of Life full time and may jeopardize future participation in the program.
6. Tree of Life tuition will be proportionate to the amount of instruction given at Tree of Life.

Eligibility for PSEO

1. Students in grades 9-10 must have a 3.7 cumulative GPA and must take a minimum of 6 courses per semester at Tree of Life, including all required courses for graduation.
2. Students in grades 11-12 must have a 3.3 cumulative GPA and must take a minimum of 3 courses per semester at Tree of Life, including all required courses for graduation.
3. Student must pass all sections of the Ohio Graduation Test to continue in the program.
4. The number of instructional periods in the day equals the total number of Carnegie Units that a student is allowed to take. Instructional periods are calculated

based on two formulas: one for colleges on quarter systems and one for those on semester systems. The total number of instructional periods cannot exceed 8.

Grading Scale

Numeric grades are used for report card purposes, using the following grading scale.

A	93-100	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
C+	77-79	F	0-59

Grade Point Average

The GPA for report cards and for official transcripts is calculated on a 4.00 scale. The grading scale with grade equivalencies is as follows:

A = 4.00	B- = 2.67	D+ = 1.33
A- = 3.67	C+ = 2.33	D = 1.00
B+ = 3.33	C = 2.00	D- = 0.67
B = 3.00	C- = 1.67	F = 0.00

Advanced Placement courses are weighted using a 5.0 scale. (A = 5.0, A- = 4.67, B+ = 4.33, B = 4.0, C = 3.0, etc.)

Credit

One full unit of credit is given to all classes that meet 1 period a day, 5 days a week, for the entire school year. Classes that meet for 1 semester earn ½ unit of credit. The exception is physical education and personal fitness, which meet 5 days a week for 1 semester but earn ¼ unit of credit. Credits are applied to the transcript at the end of each semester. Therefore, full year courses will have two semester grades listed on the transcript. Students who fail a semester will earn no credit for that semester regardless of the grade in the opposite semester.

Course Withdrawal

A student may not withdraw from a course after the first full week which the course is in session. Mid-year withdrawal from a course is only allowed if the first semester resulted in failure. Students may not withdraw from a course midway through the semester.

Repeating a Course

A student may repeat a course that was previously passed with a grade of "C-" or lower. The grade earned **will not** replace the previous grade. The new grade will be figured as part of the student's cumulative grade point average. However there will be **no** additional credit given.

Make-Up Credits

A student who receives a failing grade in a required subject will be required to repeat the course. If the failing grade occurs in an elective course, the student is encouraged to retake the course to prove to him/her and to those who

evaluate the transcripts that he/she is able to do the work. A passing grade in the course **cannot** replace the failing grade on the transcript.

Mid-Term Reports

Mid-term reports are sent the 4th week of each quarter for classes in which the student is earning a 69% or below.

Report Cards

Report cards are issued each quarter. Semester grades are cumulative for the semester and are issued at the end of the second quarter and at year-end.

Semester Averages

Semester averages are calculated using a 40/40/20 calculation for courses with an exam (where each quarter counts for 40% and the exam for 20% of the grade). Courses that do not administer an exam use a 50/50 calculation (equally weighting each quarter) to determine the semester average.

Semester Exams

Required semester exams are administered in all core courses for grades 9-12. Core subject areas are English, math, science, foreign language and social studies. Teachers in all other full year courses may choose to give semester exams. The semester exam grades for each course are averaged in with the quarter grades to determine the semester average. All exam grades count as 20% of the semester grade for that subject.

Exam Exemptions

Seniors who earn "A's" and/or "B's" during each quarter of a course may exempt the spring exam in that course.

Transcripts

All high school grades and credits become a part of the student's official transcript. The transcript also includes all standardized test scores, awards, activities, volunteer work, work experience, and attendance. An official transcript request form must be completed before an official transcript can be sent. Official transcripts cannot be given to parents or students but will be sent directly from Tree of Life. A \$3.00 fee is assessed for all transcripts requested after one year of a student's graduation.

Honor Roll

Honor Roll is calculated at the end of each grading period. There are 2 categories of Honor Roll:

1. Distinguished Regular Honor Roll (all "A's")
2. Honor Roll (all "A's" and "B's")

Academic Excellence Award

This annual award is given to students who have all "A's" and "B's", with more "A's" than "B's" for the year.

Valedictorian

The cumulative GPA through 3rd quarter of the student's senior year determines valedictorian status.

Class Rank

The cumulative GPA determines class rank. The grade points for each class are totaled and divided by the GPA divisor. Credits are applied to the GPA at the end of each semester. The GPA is calculated to the nearest one thousandth of a point.

Transfer of Credits

1. All credits from other chartered or accredited schools will be transferred by the most equitable method.
2. Non-chartered, non-accredited school credits will be evaluated on an individual basis to determine the acceptance of credits.
3. Accredited summer school credits will be accepted. Columbus Public summer school information can be obtained from the guidance office.
4. Correspondence courses and independent study course work and credits will be evaluated on an individual basis.
5. Home school credits and grades from an approved Home School program will be accepted. Home school credits from a non-approved Home School program will be evaluated on an individual basis to determine the acceptance of credits.

Advanced Placement (AP)

Advanced Placement courses are taught at an advanced level and provide a student the opportunity to earn high school credit as well as the opportunity to earn college credit. In order to earn college credit, the student must attain a specific score on the AP exam and attend a college or university that recognizes the Advanced Placement Program. Students should anticipate an hour of homework per night in AP classes. Students enrolled in more than one AP course may take more than one study hall. **The exam is required for all AP students. AP Grades are weighted using a 5.0 scale.**

Attendance

A student who has missed more than 10 days in any given class within a semester will receive a failing grade for that class for the semester. Attendance is vital for success; therefore, absences may result in a student being required to repeat a course or may disallow a student from taking the next course in a sequence, especially in the case of AP track courses. School field trips and doctors excused absences are not a part of the ten days.

In-school and out-of-school suspensions

A student who is suspended from school will be required to make up all missed work. The highest grade the student can receive on any make-up work is a 70%.

Academic Probation

A student may be placed on academic probation by the high school principal if consistently poor or failing grades

are earned. In cases of insufficient progress, the student could be asked to withdraw from Tree of Life.

Athletic and Extra-curricular Eligibility

1. A student must maintain a 2.0 (C) average of all classes, with no "F"s in order to be eligible. The average is based on the previous grading period. If a student is failing a course or has below a 2.0 (C) average at report card time, the student is ineligible for the entire grading period.
2. A student who fails any class or fails to maintain a 2.0 (C) average of all classes at midterm will be ineligible until eligibility requirements are met.
3. Summer school **cannot** be used for athletic eligibility.

NCAA Eligibility

All students who plan to participate in Division I or II athletics should be aware of the GPA, ACT/SAT, and high school core course requirements. An NCAA eligibility form, available in the Guidance Office, must be filed with the NCAA Clearinghouse.

National Honor Society

A student must be at least a junior and have a 3.3 cumulative GPA. A faculty council that consists of five teachers also rates the student in the areas of leadership, service, and Christian character. Inductions take place at the beginning of each semester. Transfer students can be admitted by providing a letter of recommendation from the advisor of the previous school showing membership in the National Honor Society.

Tutoring

A tutoring program is provided, on a limited basis, for students who may have learning problems or academic difficulties. The tutor establishes the scheduling and criteria with the assistance of the Director of Guidance Services and principal.

Testing

The focus of the testing program at Tree of Life Christian Schools is to help give each student direction and preparation for the next step in his/her educational or career path. A sequence of assistance and information for parents and students is planned from the freshman year through the senior year to assist in high school course work, career evaluation, college selection, and success in school.

College Board Code Number

The college code number **361-629** is to be used on all college entrance exams.

Career Aptitude Tests

Tests such as the Holland Self-Directed Search and the Differential Aptitude Test are available for students. The

student needs to make arrangements with the Director of Guidance Services for this testing.

Standardized Testing Scope and Sequence

1. Freshmen take the EXPLORE test, an introduction to the ACT format of testing. This test is used to help the student discover academic strengths and weaknesses and includes a career planning section. There is no fee for this test.
2. Freshmen also take a practice OGT as well as the Otis-Lennon IQ test during the week of achievement testing in the spring. There is no fee for these tests.
3. Sophomores take the PLAN test, a practice for the ACT. This test is used to help the student discover academic strengths and weaknesses and includes a career planning section. There is no fee for this test.
4. All sophomores are required to pass the Ohio Graduation Test. This test is given in the spring of the sophomore year. These tests are given on a late start schedule in March of each year. Juniors and Seniors who have passed the OGT do not begin school until 9:45 during OGT testing week. Those who do not pass a section are given multiple opportunities to pass in future years.
5. Juniors take the PSAT, which is a practice test for the SAT and an assessment of a student's progress. It is also the qualifying test for the National Merit Scholarship competition. Sophomores who meet the established criteria may also take the PSAT, but only the junior scores are used for National Merit consideration. There is no fee for this test.
6. Juniors and seniors take the ACT or SAT college entrance tests. The tests are given 6 times each year and are administered on a Saturday morning at a high school or college campus. It is recommended that a student take the test more than once since colleges will take the highest composite score. Registration packets and practice tests can be picked up in the guidance office. There are fees for these tests.

Special ACT Testing

Special ACT testing is available for students with documented learning disabilities. Documentation must be within 3 years prior to the testing. The student may have accommodations such as extended time, testing over multiple days, or the use of audiocassettes. The fee is the same as for regular testing however a special registration form needs to be completed and approved by the ACT office. Applications are available in the guidance office.

Psychological Testing

Tree of Life Christian Schools, in conjunction with a Christian Psychologist, provides a free testing service for special cases. Recommendations for testing come from the guidance department, principal, tutor, and/or faculty. Parents must give permission for the testing.

High School Bell Schedules

DAILY BELL SCHEDULE

HIGH SCHOOL		
1ST	8:00 – 8:52	
2ND	8:55 – 9:37	
3RD	9:40 – 10:22	
LUNCH OVERLAP	L 10:25 – 10:52	4 th 10:25 – 11:17
	5 th 10:55 – 11:47	L 11:20 – 11:47
6TH	11:50 – 12:32	
7TH	12:35 – 1:17	
8TH	1:20 – 2:02	
9TH	2:05 – 2:47	

CHAPEL SCHEDULE

HIGH SCHOOL	
1ST	8:00 – 8:37
2ND	8:40 – 9:17
3RD	9:20 – 9:57
4TH/5TH	10:00 – 10:37
Lunch	10:40 – 11:07
6TH	11:10 – 11:47
7TH	11:50 – 12:27
8TH	12:30 – 1:07
9TH	1:10 – 1:47
CHAPEL	1:47 – 2:47

ASSEMBLY SCHEDULE

HIGH SCHOOL	
1ST	8:00 – 8:47
2ND	8:50 – 9:27
3RD	9:30 – 10:07
4TH/5TH	10:10 – 10:57
Lunch	11:00 – 11:27
6TH	11:30 – 12:07
7TH	12:10 – 12:47
8TH	12:50 – 1:27
9TH	1:30 – 2:07
ASSEMBLY	2:10 – 2:47

ACHIEVEMENT TESTING SCHEDULE

HIGH SCHOOL	
Testing 8:00 – 9:45*	
1ST	9:48 – 10:23
2ND	10:26 – 10:56
3RD	10:59 – 11:29
4TH	11:32 – 12:02 (lunch)
5TH	12:05 – 12:35 (lunch)
6TH	12:38 – 1:08
7TH	1:11 – 1:41
8TH	1:44 – 2:14
9TH	2:17 – 2:47

