

EDUCATING IN TRUTH

DISCIPLINE IN CHRIST



Tree of Life

CHRISTIAN SCHOOLS

# STUDENT & PARENT HANDBOOK

2010-2011

[www.tolcs.org](http://www.tolcs.org)

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## **OUR STORY – HIS GLORY**

The story of Tree of Life Christian Schools began in 1978. That spring, members from the Linden Church of Christ, Beechwold Church of Christ and Minerva Park Church of Christ came together to form the first school board of what was then called Linden Christian School. The desire was strong to establish a Christian school in north Columbus. From the beginning, the umbrella of church sponsorship from several churches gave wide exposure and protection to the new school. Over the years, Northeast Church of Christ, Indianola Church of Christ, Westerville Christian Church, North Park Church of Christ, Dublin Christian Church, Pickerington Christian Church, Hilliard Church of Christ, and Worthington Christian Church have joined in this co-operative effort.

The primary purpose of the school was (and remains to this day) to assist parents and the Church in educating and nurturing young lives in Christ. From an initial student body of 47 students in preschool through grade 3, to the 648 currently at Tree of Life in preschool through grade 12, the school has grown in number and in its understanding of what makes education Christian. From the first enrollment in 1978, through a pioneer class that blazed the high school path, to the hundreds of families still investing in their children's educations, God has faithfully led students to Tree of Life. Their role in the Tree of Life story is crucial to its existence.

In addition, God has faithfully opened His storehouse as faculty and staff have been hired. Jayne Marrah, Tree of Life's first Administrator, began her 18 year administrative career with the school along with 4 other faculty in 1978. Today over 80 people serve God in ministry at the school. Each one has played an important part as the story has unfolded.

Initially housed in the Linden Church of Christ, the school now has four locations of operation. Three of those are sponsoring churches who provide facilities at no rental cost to the school. It is difficult to measure the incredible gift the use of these buildings has been over many years. The fourth location on Northridge Road was an empty Columbus public school which was purchased in 1984 for \$275,000. God's divine provision has served well the middle school and senior high grades. The completion of a regulation-sized gymnasium in 1992 and a library/media center in 2000 solidified the building's home for the upper grades.

The story of Tree of Life Christian Schools continues to unfold. Each chapter holds new characters, settings, and plots. But the Author remains the same. So does His eternal story. Tree of Life exists to tell the story to the generations yet to come. May He receive the glory.

## **CHRISTIAN PHILOSOPHY OF EDUCATION**

A Christian Philosophy of Education calls for an educational process that puts the Bible at the center and asks the student to evaluate all he/she studies through the lens of God's Word. Because God is Truth, He brings a unity of truth to all of his creation. No subject can be taught in its totality if the Creator is ignored or denied.

*"Jesus said to him, 'I am the way, and the truth, and the life. No one comes to the Father except through me.'" (John 14:6)*

*"... all things were created through him and for him. And he is before all things, and in him all things hold together." (Colossians 1:15-17; 16b-17)*

*"All Scripture is breathed out by God and profitable for teaching, for reproof, for correction, and for training in righteousness, that the man of God may be competent, equipped for every good work." (II Timothy 3:14-17; 16-17)*

Christian education elicits learning that is integrated with the eternal rather than segmented and temporal. Knowledge becomes purified by the recognition of God's place in it; emerging from such knowledge comes wisdom.

*"For the Lord gives wisdom; from his mouth come knowledge and understanding..." (Proverbs 2:6)*

*"Wisdom is a tree of life to those who take hold of her." (Proverbs 3:18)*

In addition to an integrated approach to knowledge, a Christian philosophy of education calls for the whole child to be educated for life – spiritually, mentally, socially, and physically. Jesus admonished His disciples, *"Permit the little children to come to me for of such is the Kingdom of heaven."* (Matt. 18:3) In Christian schools, students can come to know Jesus on a daily basis, as they are discipled as complete creations in Him. Spiritual mentoring and modeling, godly self-discipline and Christ-like expectations of how to treat one another can be woven into the fabric of each child's life.

*"... You shall love the Lord your God with all your heart and with all your soul and with all your mind... You shall love your neighbor as yourself." (Matthew 22:37- 40; 37,39)*

*"For we are his workmanship, created in Christ Jesus for good works, which God prepared beforehand, that we should walk in them." (Ephesians 2:10)*

The Word of God is clear in making parents responsible for the education of their children.

*"You shall teach them diligently to your children, and shall talk of them when you sit in your house, and when you walk by the way, and when you lie down, and when you rise." (Deut. 6:4-9;7)*

In entrusting the church and school to help them in this task, parents rightly ask, "What is to be the end result of learning?" John Milton, in 1644 wisely answered, "The end, then, of learning is to repair the ruins of our first parents by regaining to know God aright, and out of that knowledge to love Him, imitate Him, to be like Him."

### **MISSION STATEMENT OF TREE OF LIFE CHRISTIAN SCHOOLS**

In partnership with the family and the church, the mission of Tree of Life Christian Schools is to glorify God by educating students in His truth and by discipling them in Christ. *"A cord of three strands is not easily torn apart." (Ecclesiastes 3:12)*

## **VISION STATEMENT OF TREE OF LIFE CHRISTIAN SCHOOLS**

As students are led to spiritual, intellectual, social and physical maturity, they become disciples of Jesus Christ, walking in wisdom, obeying His Word and serving in His Kingdom.

### **CORE VALUES**

Experiencing Christ. . .  
reflecting His love  
upholding His truth  
pursuing excellence

### **EDUCATIONAL GOALS**

In order to perpetuate the philosophy and mission of Tree of Life Christian Schools, these goals have been established:

- a. The school will be concerned with the whole child, thus aspiring to the intellectual, social, emotional, physical, and spiritual well-being of the children. All aspects of the school program will take this into account.
- b. A climate of love and concern for students and between staff members will provide an atmosphere of recognizing that all are important to God. (I John 4:7, 8)
- c. Qualified and dedicated staff will provide an academic program encouraging growth and excellence in all areas of learning.
- d. Opportunities will be provided to encourage aesthetic appreciation. Recognizing that all people are made in the image of our Creator God, the student's special abilities and talents will be encouraged.
- e. Development of a Christ-like character will be an ongoing goal.
- f. Educational facilities, equipment and supplies will be maintained at a level to ensure safety and effective use, and to meet needs even as they change.
- g. In partnership with the family, communication with the parents of the children will be frequent and informative. Also, parents will be encouraged to share concerns, questions and ideas with the school personnel. The Matthew 18 principle will be followed in all applicable areas of school life.
- h. Special needs will be tended to by specialized staff personnel or referrals made outside of school.

## DESIRED STUDENT OUTCOMES

As we pursue our mission to “educate in God’s truth and to disciple in Christ,” we recognize that it is only the Holy Spirit who produces lasting outcomes in the lives of our students. The desire of Tree of Life Christian Schools is to see evidence of His work in students and graduates who:

### 1. grow in wisdom

- **value and acquire enduring knowledge in all academic disciplines.**

*For the Lord gives wisdom, and from his mouth come knowledge and understanding. . . For wisdom will enter your heart and knowledge will be pleasant to your soul. (Proverbs 2:6, 10-11)*

- **pursue life-long learning.**

*We pray this in order that you may live a life worthy of the Lord and may please him in every way: bearing fruit in every good work, growing in the knowledge of God. . . (Col. 1:10) (II Peter 1:5-8)*

- **discern and act consistent with a Biblical worldview and Christian ethics.**

*He has showed you, O man, what is good. And what does the Lord require of you? To act justly, and to love mercy and to walk humbly with your God. (Micah 6:8)*  
*. . . find out what pleases the Lord. (Ephesians 5:10)*

### 2. grow in stature

- **recognize and care for their bodies as temples of the Holy Spirit.**

*Do you not know that your body is a temple of the Holy Spirit, who is in you, whom you have received from God? You are not your own; you were bought at a price. Therefore honor God with your body. (I Cor. 6:19-20)*

- **understand their uniqueness and value to the Lord.**

*For you created my inmost being; you knit me together in my mother’s womb. I praise you because I am fearfully and wonderfully made; your works are wonderful, I know that full well. . . . How precious to me are your thoughts, O God! How vast is the sum of them! (Psalm 139:13-14, 17)*

### 3. grow in favor with God

- **know the person and the redeeming work of Jesus Christ and commit to Him as Savior.**

*Now this is eternal life: that they may know you, the only true God, and Jesus Christ, whom you have sent. (John 17:3)*

- **understand and submit to the lordship of Jesus Christ.**

*Therefore let all Israel be assured of this: God has made this Jesus, whom you crucified both Lord and Christ. (Acts 2:36)*

*Submit yourselves, then, to God. . . Humble yourselves before the Lord, and He will lift you up. (James 4:7a, 10)*

- **acknowledge the Bible as the authoritative Word of God, foundational to faith and purposeful life.**

*All Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness. . . (II Tim 3:16)*

### 4. grow in favor with man

- **develop and sustain healthy, faithful relationships.**

*Be imitators of God, therefore, as dearly loved children and live a life of love, just as Christ loved us and gave himself up for us as a fragrant offering and sacrifice to God. (Eph. 5: 1-2)*

*Submit to one another out of reverence for Christ. (Eph. 5:21 – 6:9)*

- **actively grow and serve as members of the body of Christ.**  
*Now you are the body of Christ, and each one of you is a part of it. (I Cor. 12:27)*  
*We have different gifts, according to the grace given us. (Romans 12:6-8)*
- **articulate and defend the Truth of the gospel.**  
*But in your hearts set apart Christ as Lord. Always be prepared to give an answer to everyone who asks you to give the reason for the hope that you have. But do this with gentleness and respect. . . (I Peter 3:15)*
- **engage the culture for Christ, as His ambassadors in a diverse world.**  
*. . .that God was reconciling the world to himself in Christ, not counting men's sins against them. And he has committed to us the message of reconciliation. We are therefore Christ's ambassadors, as though God were making his appeal through us. We implore you on Christ's behalf: Be reconciled to God. (II Cor. 5:19-20)*

## STATEMENT OF FAITH

1. **THE BIBLE:** The only divinely inspired and infallible Word of God, our final authority in all matters of faith, conduct, and truth (II Timothy 3:16; II Peter 1:20, 21).
2. **THE ONE TRUE GOD:** Existing eternally as three persons – the Father, the Son and the Holy Spirit (Luke 3:22; Matthew 28:19; II Corinthians 13:14).
3. **THE LORD JESUS CHRIST:** His pre-existence and deity (John 1:1-3), incarnate by virgin birth (John 1:14; Matthew 1:18-23) sinless life (Hebrews 4:15), substitutionary death (II Corinthians 5:21), bodily resurrection (Luke 24:36-43); ascension into heaven and present ministry (Hebrews 4:14-16), and coming again (Acts 1:11).
4. **THE HOLY SPIRIT:** His personality (John 16:7-15) and deity (Acts 5:3, 4), and His work in each believer (Romans 8:9), and filling (Ephesians 5:18) to empower for Christian life and service (Ephesians 3:16; Acts 1:8; Galatians 5:22, 23).
5. **MAN:** His creation in the image of God (Genesis 1:26-28), but man sinned and all are sinners (Romans 3:23), in need of salvation (John 3:3-5).
6. **SALVATION:** We are saved by the grace of God, received as the gift of God through personal faith in Jesus Christ (Ephesians 2:8, 9), we come repenting of our sins, confessing Him as Lord before men, and receiving baptism into Him (Matthew 16:16; Acts 8; Acts 16; Romans 10:10).
7. **THE CHURCH:** The Church is the body and bride of Christ (Ephesians 1:22, 23; 5:25-32), composed of all believers (I Corinthians 12:12, 13), growing together in fellowship and ministry (Ephesians 4:11-16; Acts 2).
8. **CHRISTIAN LIFE:** A lifestyle that strives for righteousness, good works and separation unto God from the evil ways of the world (Romans 12:1, 2), manifested by speaking the truth (James 5:12), maintaining the sanctity of the home (Ephesians 5:22; 6:4), settling differences between Christians in accordance with the Word of God (I Corinthians 6:1-8), exhibiting the fruit of the spirit (Galatians 5:22, 23), and maintaining a life of prayer (Ephesians 6:18; Philippians 4:6).
9. **ORDINANCES:** The Christian should observe the ordinances of our Lord, which are: 1) baptism of believers by immersion (Matthew 28:19; Mark 16:16; Acts 2:38; Romans 6:1-6) and 2) the Lord's Supper (I Corinthians 11:20-34; Acts 2:42; Acts 20:7).
10. **SATAN:** His existence and personality as the great adversary of God and His people (Revelation 12:1-10), his judgement (John 12:31), and final doom (Revelation 20:10).
11. **FUTURE LIFE:** The conscious existence of the dead (Philippians 1:21-23; Luke 16:19-31), the resurrection of the body (John 5:28, 29), the judgment and reward of believers (Romans 14:10-12; II Corinthians 5:10), the judgement and condemnation of unbelievers (Revelation 20:11-15), the eternal life of the saved (John 3:16), and the eternal punishment of the lost (Matthew 25:46; Revelation 20:15).

# PERSONNEL

## SCHOOL BOARD

The Tree of Life Christian School Board consists of representatives from each of the sponsoring churches. Each sponsoring church is a body of believers in agreement with Tree of Life's Statement of Faith, with a passion to undergird Christian education for children in the greater Columbus area. Each sponsoring church invests wisdom, work and wealth into the ministry of Tree of Life Christian Schools. These churches currently are the Beechwold Christian Church, Discover Christian Church, Hilliard Church of Christ, Indianola Church of Christ, North Park Church of Christ, Westerville Christian Church, and Worthington Christian Church. The school board functions separately from the sponsoring church boards.

Please Note: At its sole discretion and after reasonable notice to constituents, the school board reserves the right at any time to change any policy or procedure found in this Handbook.

## FACULTY AND STAFF

The faculty and staff of Tree of Life Christian Schools possess a love for children and a passion for Jesus Christ. As committed Christian role models, staff members are also professionally qualified.

It is the policy of the Tree of Life School Board that all faculty and staff shall be recruited, employed, assigned, evaluated and provided in-service education without discrimination on the basis of age, color, national or ethnic origin, race, gender, or qualified disability.

Faculty and staff will be assigned responsibilities in accordance with written position descriptions commensurate with their certification and/or qualifications.

Administrators and teachers of Tree of Life Christian Schools will hold a minimum of a bachelor degree from a college or university accredited by a national or regional association in the United States.

Each building shall be provided the services of a principal, on a full or part-time basis. Each branch shall be provided the services of a secretary. Also, a custodian at each branch will assist in maintaining an orderly, clean atmosphere.

## GUIDANCE SERVICES

Tree of Life Christian Schools believes its guidance program is an integral part of the total educational process which considers the intellectual, emotional, physical, social, and spiritual needs of its students. The guidance program focuses on assisting students, kindergarten through twelfth grade, in developing an understanding of themselves as created by God. In order to foster a positive self-concept, students are assisted in recognizing their strengths and weaknesses while being encouraged to develop Christian values and goals. Our guidance program utilizes a team approach consisting of counselors, teachers, tutors, students, parents, administrators, support staff, and community personnel. Social concerns including the harmful effects of drugs, alcohol and tobacco are explored. The guidance program provides ongoing student appraisal and referral services.

### **Guidance Personnel include:**

**1. Director of Guidance Services:** At the Northridge Branch (gr. 6-12) the Director of Guidance Services coordinates the following areas of the Guidance Program: tutoring, academic intervention, college and career counseling, standardized testing, college financial aid opportunities.

Currently, at the K-5 levels, principals play a key role in overseeing guidance needs for students in these grades.

2. **Tutors:** The services of a tutor are available at each branch. Tutors are not equipped to address serious learning differences, but offer remediation and supplemental reinforcement of classroom instruction.

3. **Enrichment Teachers:** As their schedules allow, elementary tutors may also serve as enrichment teachers offering enrichment for students in grades 2 through 5. For the few students that may need further academic challenge, their needs are addressed on an individual basis.

4. **Counselor:** A licensed counselor serves the students on a part-time basis.

### **SPECIAL AREA TEACHERS**

In the elementary grades 1-5, the students meet weekly with an art teacher, music teacher and physical education teacher. It is our goal to provide a more advanced exposure to these special areas, and also help prepare the students for a variety of teachers and expectations that they will experience in middle and senior high school.

### **EXTENDED AFTERNOON OPTION FOR KINDERGARTNERS**

We offer, at both the Indianola and Dublin branches, an extended afternoon option for kindergartners.

This option, in no way, diminishes the optimal benefits and quality curriculum of our half-day kindergarten. There are no changes in what is taught and experienced in the morning classes. Rather this option provides afternoon learning opportunities for those children who attend.

## HOME/SCHOOL RELATIONSHIP

Tree of Life Christian Schools' biblical role is to work in conjunction with the home to mold students to be Christ-like. It is important that the home's atmosphere and conduct be consistent with the biblical lifestyle the school teaches.

One of our goals as a school system is to support the homes we serve. We desire to communicate frequently to convey current information and to know our families well so that we can encourage and nurture the children entrusted to us during the school day.

Since we feel it is essential to work closely with the home, it is very important that we know our school parents are supportive and cooperative with school personnel and policies. There may be times that parents do not agree with decisions or policies that are made and we urge them to come and talk with us when these times arise. (Matthew 18:15-17) However, it is possible that occasionally there still may not be agreement after such a meeting at which time it must be understood that the administration has the final authority in school-related matters. For the sake of students, parents, and staff, an attitude of support and cooperation needs to continue even after an effort has been made to resolve any differences. If this is not possible, it may be best for parents to find a school where they could be in agreement with the policies and procedures established.

If, after much prayer and discussion, resolve or reconciliation is not possible, the administration may require a family to leave the school.

### **THE MATTHEW 18 PRINCIPLE**

In our desire to provide an educational atmosphere that is Christian, we realize that the school setting offers many opportunities to apply Godly principles as we function from day to day.

Whenever relationships are close, there is the potential for problems between people. A ministry, such as a Christian school, is no exception because the relationships between students, teachers and parents are close-knit. There is a way to handle these problems between people that is workable and successful, for it has been given by the Lord. This teaching comes from Matthew 18:15-17 (often referred to as the Matthew 18 Principle) where the Bible says:

"And if your brother sins against you, go and reprove him in private; if he listens to you, you have won your brother. But if he does not listen to you, take one or two more with you so that by the mouth of two or three witnesses every fact may be confirmed. And if he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, let him be to you as a Gentile and a tax gatherer."

The application of this teaching in the school is wonderful to experience for it keeps lines of communication open. There will not always be agreement - but mutual respect one for another can be maintained even in times of disagreement when the Matthew 18 Principle is followed.

When one person goes to another about a concern, it is evident that there is a desire to bring about resolve. Because it is done in private, it communicates consideration for the other party. Such a "Matthew 18 Meeting" should be approached prayerfully, seeking the Lord's solution to the situation. Open and honest discussion must take place with both individuals being willing to change as the Lord leads.

Almost all problems can be resolved at this level meeting. The few which are not, move to the next level which involves another person "so that every fact may be confirmed." (Matthew 18:16) This adds credibility to the seriousness of the concern and the necessity for a solution. Beyond that level, the matter must go to the authority over that particular situation. Here is an example of how the

Matthew 18 Principle could apply in a school setting. When parents have a concern regarding their child, they should go to teachers to resolve it. If the concern is not resolved, parents should go to the principal who would meet with both the teacher and parents. In a case where the situation was still unsettled, a further meeting will include the superintendent.

Whether it is a school situation or any other situation, we know God's ways are always right. One of the benefits of His wisdom in providing us with the Matthew 18 Principle is that the concern is kept between the individuals involved and out of the realm of gossip. When we are committed to doing things the Lord's way, we have confidence in Him for the solution to all situations. "Commit your way to the Lord; trust also in Him and He will do it." Psalm 37:5)

### **CHURCH ATTENDANCE**

In our desire to support the parents in training their children in a Christian atmosphere, we encourage regular attendance and active participation in a local congregation.

### **PRAYER OPPORTUNITIES**

In any given year there are a variety of parent-organized prayer opportunities.

### **COMMUNICATION**

Tree of Life values our partnership with parents. It is our expectation that faculty will respond within 24 hours. Here are multiple ways to contact us:

Dublin Branch: 2900 Martin Road; Dublin, OH 43017; 614-792-2671 (t); 614-588-0236 (f)

Indianola Branch: 2141 Indianola Ave.; Columbus, OH 43201; 614-299-4906 (t); 614-299-3047 (f)

Northridge Branch: 935 Northridge Rd; Columbus, OH 43224; 614-263-2688 (t); 614-263-6450 (f)

E-mail: All faculty and staff have e-mail addresses using their first initial and last name:  
jsmith@tolcs.org.

### **PUBLICATIONS**

The school newsletter, The Tree, is published four times a year. This newsletter contains general information for school families and some specific news and information from each branch. We would like to request that all school parents carefully read each newsletter in its entirety. In addition, individual branch newsletters are sent home regularly. Elementary classroom newsletters are sent home weekly.

### **TREE OF LIFE WEBSITE ([www.tolcs.org](http://www.tolcs.org))**

Please refer often to the Tree of Life website for updated information about the school. Northridge announcements are posted daily as well as athletic updates, etc. Because of the potential volume and varying nature of website links, we regret that we are unable to promote good causes through Tree of Life's website.

### **NORTHRIDGE FACILITY USAGE**

A permission form to use the Northridge building for parent organized activities must be completed two weeks prior to any activity held at the school. Please contact the Northridge office (263-2688) for such a form.

### **VOLUNTEER POLICY**

In keeping with the mission of Tree of Life Christian Schools, parent volunteers are welcome at each branch of the school. Parent volunteers enhance the learning experience for students as they serve in the classrooms and lunchrooms, on field trips, with fundraising, boosters, and special projects.

To assure appropriate and efficient use of volunteers, the following guidelines are to be followed:

1. Parents may indicate their interest in volunteering by completing the Parent Volunteer Form distributed each year on Parent-Teacher Night. They may also express such interest verbally to the building principal and/or appropriate teacher.
2. Upon arrival to the school building, all volunteers must sign in and obtain a Visitor's Pass in the school office.
3. Volunteers will be supervised by a designated school employee. The school employee is responsible for oversight and final decisions for the total program or activity:
  - a) Volunteers are to share student progress or discipline concerns with their supervisor. It is the supervisor's responsibility to relay this information to the parents. Supervisors will explain their discipline/reward procedures to the volunteers.
  - b) Volunteers are to coordinate with supervisors any new ideas to be used with students.
  - c) Volunteers are to inform their supervisor as early as possible if unable to volunteer for any reason.
4. Volunteers are advised not to use personal vehicles to transport students unless they obtain prior district approval by completing the Volunteer Driver Form.
5. In the interest of student welfare, and at the discretion of the principal, volunteers may be subject to a possible criminal records check.

#### **PARENT-TEACHER FELLOWSHIP**

Because of the design of the school with branches in different locations, no central Parent-Teacher Fellowship exists that oversees all branches. Rather, each branch cultivates parent involvement in the way that best serves that branch. Parent involvement is to:

- Enhance the united efforts of educators, parents, and churches to train students to be fully-devoted followers of Jesus Christ by coordinating prayer groups, providing input for spiritual life in the school family, and ministering to school families.
- Promote unity and participation in the life of the school through parent programs, communication, fellowship, and mutual encouragement. Enhance opportunities for parent-teacher and parent to parent communication (e.g. forums, school directory.) Annually orchestrate, plan and implement new family orientation.
- Serve the students, faculty, and administration through volunteerism. Secure and coordinate parent volunteers.

#### **MUSIC**

Choice of music played at school events or embedded in school CD/DVD should be Christian or be pre-approved by the administration.

#### **PUBLICATIONS**

Prior approval of the administration must be obtained before materials or publications may be distributed in any of the school branches.

# FINANCES

## TUITION

All families shall be expected to make tuition payments according to one of the following payment plans. Each family's preferred manner of payment must be submitted each year at the time of student re-enrollment.

### A. PAYMENT PLANS

#### 1. Single Payment Plan

Payment is due in full to Tree of Life by August 10 for the upcoming school year. This payment is made directly to Tree of Life. If tuition is paid in full, the total facility fee (see below) must be paid at the same time.

#### 2. Monthly Payment Plan

Under this plan the entire amount of tuition is paid monthly over a 10 or 12 month period beginning in August through the FACTS Tuition Management Plan. This plan is an automatic payment plan made through the parents' checking or statement savings account. Those choosing this plan will authorize their bank to make automatic monthly payments to FACTS on either the 5<sup>th</sup> or 20<sup>th</sup> of each month.

### B. TUITION ADJUSTMENTS

#### 1. Late Enrollment

Tuition for students enrolling on or after the first day of school shall be prorated over the number of school days they will be in attendance. The payment schedule could vary if enrollment occurs after August. Tuition must be paid in full by July.

#### 2. Withdrawn Enrollment

- a. After June 15, a withdrawal fee of 1/6 of the annual tuition for the student's grade level will be assessed. This fee will also be assessed to students who withdraw during the school year.
- b. Families withdrawing students prior to the first day of school shall be refunded the entire amount of tuition that has been paid for the current school, less the withdrawal fee. After the first day of school, tuition refunds shall be prorated over the number of school days each student was in attendance.
- c. If families withdrawing a student owe tuition, the full amount due must be paid before school records will be released. A period of 2 weeks is required for all checks to clear before the student's records will be released to the new school.

#### 3. Suspended Students

Students who have been suspended from school attendance are still enrolled and therefore, payment will be required for the days suspended.

### C. LATE PAYMENTS

#### 1. In Full Payments.

When full payment has not been made by August 10, the family will be contacted concerning the missed payment date and alternative tuition payment options will be offered. If funds are not received according to a new agreement, all tuition payments shall be made through the FACTS Tuition Management Plan.

#### 2. Monthly Payments.

School families who choose the monthly payment plan and miss a payment due to insufficient funds will automatically be charged a missed payment fee by FACTS and may incur a similar penalty from their own banking institution. The missed payment will be reprocessed by FACTS in 14 days.

In addition, school families who have missed two consecutive payments and have not made suitable arrangements with FACTS or Tree of Life will be informed that their child/children will not be able to attend classes until tuition is current. Hardship cases will be handled on an individual basis. If there is a pattern of missed payments, a family may be asked to remain current on a month-by-month basis.

## FEES

### 1. Admissions – Related Fees

#### a. **Preschool Only**

Application Fee: \$50.00 ( One time, non-refundable fee due with application)

**Tuition Management Fee:** \$38.00 annually per school family payable to FACTS Tuition Management, for families paying tuition on a monthly basis. This fee is non-refundable. *Preschool only families do not pay the additional fees listed below.*

#### b. **Grades K – 12**

**Application Fee:** \$50.00 per student (One time, non-refundable fee due with application)

**Enrollment Fee:** \$150.00 per student (Non-refundable fee due at the time of the parent interview.)

**Facility Fee:** \$300.00 annually, per school family for grades 1 –12; \$150.00 annually for kindergarten only families. (This fee can be paid with tuition on a monthly basis. if tuition is paid in full, this fee must be paid at the same time.)

**Tuition Management Fee:** \$38.00 annually per school family payable to FACTS Tuition Management, for families paying tuition on a monthly basis. This fee is non-refundable.

**Change of Payment Plan Option Fee:** Any change in payment plan option after July 1 will result in a \$20 processing fee.

**Withdrawal Fee:** See previous page.

**Re-admission Fee:** \$150.00 per student who has been previously enrolled at Tree of Life Christian Schools. This fee is non-refundable.

**2. Modest Grade Level Fees** are assessed for the elementary and middle school. If a student withdraws after the first quarter, the fees are non-refundable. If class fees are not paid by the end of the first semester, students will be unable to attend classes until the fees are paid in full.

**3.** An effort is made to keep annual costs for field trips at \$15.00 for the elementary grades. All field trip fees must be paid prior to the date of the trip or the student will not be allowed to participate.

**4. Class/Course Fees** are assessed for some high school courses that require the purchase of materials or consumable goods to be used by the student. If a student withdraws after the first quarter, fees are non-refundable. If class fees are not paid by the end of the first semester, students will be unable to attend classes until the fees are paid in full.

### 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** – Non-refundable \$125 per K – 12 student on or before the established February date; \$150 after that date, and \$35 for preschooler re-enrolling in another preschool class. This fee holds current students a place in their class for the next school year. The re-enrollment fee must accompany the re-enrollment form at the time it is submitted.

## **FINANCIAL OBLIGATIONS REGARDING GRADUATING SENIORS, TRANSCRIPTS AND DIPLOMAS, SCHOOL RECORDS, RETURNING STUDENTS, GRADE CARDS**

1. If financial obligations to the school have not been met, the school will hold a senior's diploma. If a senior's family is paying on the FACTS plan, they must be current with their payments at the time of graduation in order for the senior to receive a diploma. Transcripts are not released until all financial obligations are met.
2. For all students, school records will not be released until all financial obligations are met and until items issued to a student are returned or paid for, i.e. books (including library), athletic uniforms, etc., with the exception of OGT test results. **Final payments made by check require a waiting period of 14 days before records are released.**
3. All financial obligations must be met in order for a student to begin the next school year.
4. 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.
5. If more than one check written to Tree of Life is returned for non-sufficient funds (NSF), the school may require all future payments to the school, including fees, field trips, etc., be made by cash or money order.

## **FUND-RAISING**

Tuition income does not fully cover what it costs to operate Tree of Life Christian Schools. Raising additional funds is crucial to the overall health of our budget as well as to the ongoing growth and development of the school.

Each year the fund-raisers are evaluated and those chosen that seem to work best for the school. We appreciate input from parents concerning these projects and greatly value the time and effort that our school families give towards making them a success.

Because of the number of churches and organizations represented at Tree of Life, we are unable to promote fund-raising for other organizations.

## **TUITION ASSISTANCE**

The Tuition Assistance Fund is designed to provide tuition assistance for families with demonstrated financial need. Families may apply for tuition assistance following their first year at Tree of Life Christian Schools. Financial awards are primarily determined by FACTS Grant and Aid Assessment, (FGAA) a third party assessment company.

FGAA prioritizes those families qualifying for tuition assistance based on the families' abilities to pay for private education and on the amount of gift dollars that Tree of Life has to offer.

To be eligible to apply for tuition assistance, a family must have a student(s) enrolled in any grade(s), Kindergarten through 12.

Tree of Life does not discriminate on the basis of race, color, gender or ethnic origin in its selection procedures for tuition assistance.

More detailed information about how to apply for tuition assistance may be accessed from the Registrar at 263-2688.

# HEALTH AND SAFETY

## MEDICATION

All medications must be brought to the school office in their original container. Parents need to sign the Medication Authorization Form for any medication that is to be given during the school day. A Physician Authorization Form is also required for prescription medications (including inhalers). Forms are available at each branch and are valid only for the current school year.

## IMMUNIZATION

**Parents and guardians are advised that failure to complete the following required immunizations within two (2) weeks after admission to school is basis for excluding students from school. Students will not be readmitted to school until the immunization record requirements are complete.**

Ohio Revised Code mandates that a complete record of immunization be filed within two weeks after school admission, including:

**A. Diphtheria/Tetanus/Pertussis (DPT, DTaP, DT, Td):** A minimum of 4 doses are required. If the 4<sup>th</sup> dose was administered before the 4<sup>th</sup> birthday, a 5<sup>th</sup> dose is required. One booster dose of Tdap or Td vaccine must be administered before entry to 7<sup>th</sup> grade.

**B. Poliomyelitis (OPV, IPV):** Kindergarten: 4 doses of any combination of OPV or IPV – the final dose must be administered on or after the 4<sup>th</sup> birthday regardless of the number of previous doses. 2010 requirements for grades 1-12: 4 doses if a combination of OPV or IPV was administered. 4 doses of all OPV or all IPV is required if the third dose of either vaccine was administered prior to the 4<sup>th</sup> birthday.

Beginning 2011 4 doses of any combination of OPV or IPV – the final dose must be administered on or after the 4<sup>th</sup> birthday regardless of the number of previous doses – will be required for Kindergarten and First grade. This is a progressive requirement.

**C.MMR (Measles, Mumps, Rubella):** The three vaccines are usually administered as combined MMR vaccine. The schedule follows: **Two doses of measles, mumps, rubella (MMR) vaccine are required.** The first dose must have been received on or after the first birthday, and the second at least 28 days after the first dose. If MMR and Varicella have not been given on the same day, they must be separated by 28 days.

**D. Hepatitis B Vaccine:**

A minimum of 3 doses is required: the second dose must be administered **at least 28 days** after the first dose. The 3<sup>rd</sup> dose must be administered **at least 8 weeks** after the second dose and **at least 16 weeks** after the first dose and **must not be administered before 24 weeks of age.**

**E. Varicella (Chicken Pox) Vaccine:**

2 doses required for Kindergarten entry beginning 2010. A valid immunization is one that is given on or after the first birthday. If MMR and Varicella have not been given on the same day, they must be separated by 28 days.

Students in Grades 1- 4 the 2010 school year are only required to have one dose of the varicella vaccine given on or after their 1<sup>st</sup> birthday. These grades will shift up one progressively – i.e. 2011 grades 2-5.

Written verification of history of disease from either a parent or physician is also acceptable.

## **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](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.

## **STUDENT ILLNESS AND COMMUNICABLE DISEASE MANAGEMENT**

**Students who are contagious with fever (temperature of 100.0 or above), vomiting, diarrhea, rash, or other symptoms of communicable disease MUST remain at home.**

**Students must have none of the following symptoms for 24 hours before returning to school:**

1. fever
2. vomiting
3. diarrhea

If symptoms of possible contagious illness begin at school, the student will be isolated immediately. Parents will be called and the child sent home. If neither parent can be reached, the approved contacts for emergency on the emergency card will be contacted.

While at school, the student will be made comfortable, watched and given appropriate care for the situation.

## **EMERGENCY MEDICAL FORMS**

Emergency medical authorization forms shall be kept on each student. These forms will accompany the teacher anytime the students are away from the school building on field trips, athletic events, etc. Parents or guardians of an injured or sick child will always be contacted as soon as possible, as deemed necessary by school personnel. The Emergency Medical form must be filled out by the first week of school.

Tree of Life carries supplemental student accident insurance for students in K-12.

## **CHILD ABUSE REPORTING**

In accord with state law and school policy, school staff are obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, sexual abuse, or child neglect. In this very serious and legally narrow area, the school will not contact parents in advance of making a report to authorities, which would be the procedure followed in most other legal matters. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made. School staff will make such reports in the best interest of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

## **DRILLS**

All students and staff will be trained at least once a month in fire drills or rapid dismissals. Tornado drills are exercised April - June. Safe school drills will be conducted periodically. Emergency evacuation plans posted in each room are visible to visitors, students, and personnel. All doors will readily open from the inside during school hours.

## **SPORTS PHYSICALS**

In grades 7-12, annual sports physicals are required for all athletes. Forms may be picked up at the Northridge office.

## **OUTDOOR SAFETY**

During outdoor activity, children must stay within established boundaries. Adult supervision of outdoor activities will be maintained. Children will not be left unattended. If a child is hurt or sick, another adult must be left in charge of other children. At each branch of the school, procedures have been established for entering and leaving the building in an orderly way.

## **NO CONCEAL/CARRY IN SCHOOL WEAPON LAW**

No person shall knowingly possess, have under the person's control, convey, or attempt to convey a deadly weapon or dangerous ordnance into a school-safety zone, except for authorized personnel.

## **FOOD ALLERGY POLICY**

Tree of Life Christian Schools is committed to the safety and health of all students and employees. Therefore, the purpose of this policy is to:

- Provide a safe and healthy learning environment for students with food allergies
- Reduce the likelihood of severe or potentially life-threatening allergic reactions
- Ensure a rapid and effective response in the case of a severe or potentially life-threatening allergic reaction
- Protect the rights of food allergic students to participate in all school activities

In each school building the principal, school nurse, and teacher shall implement a protocol to provide protection for food allergic students. The protocols shall be reviewed and updated at least annually, as well as after any serious allergic reaction has occurred at school or at a school-sponsored activity.

In each school building the principal and school nurse shall identify and provide training for all personnel who might be involved in managing an emergency in school. Training shall include the signs and symptoms of anaphylactic shock, epinephrine auto-injector administration, adverse reactions, accessing the 911 emergency system, and preparation for movement and transport of the student. At all times at least one person must be available to administer treatment if an allergic reaction occurs.

In each school building the principal and school nurse shall ensure that all school personnel who may be involved in the care of the allergic student are informed of the child's allergy and his allergy action plan. Classroom and lunchroom modifications will be made on an individual basis.

Parents of the food allergic student are responsible for notifying the school of the allergic condition and providing all necessary medications and authorizations to treat the student in case of a reaction. Parents should also supply the classroom teacher with alternative snacks for parties, etc.

# TRANSPORTATION

Parents bringing their children to and from school will be responsible to see that their child/ children arrive at the school safely.

## **BUS TRANSPORTATION**

Many of our students have bus transportation available through the school districts in which they live. Each school district reserves the right to decide whether or not to reimburse for transportation or provide actual bus service. In order to encourage safe and acceptable student behavior on public school buses or the Tree of Life bus, the following rules must be adhered to:

- No eating or drinking on bus.
- When bus is in motion, students must remain seated and face the front of the bus.
- Legs, equipment, uniforms, bags must be kept out of aisles.
- Arms and heads must not be extended out of windows.
- Excessive noise is not permitted.
- Emergency exit is to be used only in case of emergency.
- Absolute quiet must be maintained at RR crossings.

The expectations of behavior on a school bus are the same as during school hours. A student assigned to one bus shall not be permitted to ride any other bus servicing the school. With a note from a parent and signed by the principal, a student may get off at a different bus stop. Students receiving a behavioral write-up from the bus driver will receive appropriate discipline from their building principal. Students shall be disciplined according to procedures established at each branch in conjunction with the bus companies. In grades 6-12, the third behavioral bus write-up will result in an In-School Suspension, and the fifth behavioral write-up will result in a bus suspension.

## **SHUTTLE BUS SERVICE FROM NORTHRIDGE TO DUBLIN**

Tree of Life provides a daily afternoon shuttle bus service from the Northridge Branch to the Dublin Branch. The shuttle leaves Northridge each afternoon at 3:00 p.m. and arrives at the Dublin Branch at 3:30 p.m., in time for that branch's afternoon dismissal. Any disciplinary action implemented on the shuttle bus will be consistent with previously stated bus transportation discipline standards

This service may be paid for annually or on a 10 or 12 month payment plan. An annual commitment to this service is required.

## **CAR TRANSPORTATION STUDENT DRIVERS**

Driving is a revocable privilege and unsafe student driving will not be tolerated. Students who have a legal drivers license are permitted to drive to school and must park in the designated student parking lots. Students who drive to school should drive no faster than 10 mph while on campus. Students who demonstrate what could be considered reckless driving on or off school grounds will lose their driving privileges.

For legal reasons, students are not permitted to drive on field trips, and when driving to school-sponsored events that are off-campus students are not permitted to car pool without written parental permission. Any student driving to home practices and home games must have a parental permission form completed and signed for each sport.

Students who regularly drive to school must register their car with the office. Proof of insurance is required and a small parking fee is assessed.

## **ADULT DRIVERS**

All drivers must carry basic liability and medical insurance on automobiles used in transporting students. In addition, all Tree of Life students and front seat passengers must wear seat belts.

A Volunteer Driver permission form is to be completed annually by parents driving for school functions and is to be maintained in the school office of each appropriate branch.

Parent-owned 12-15 passenger vans may not be used to transport Tree of Life students on field trips, etc.

## **BEFORE AND AFTER SCHOOL**

**At the elementary branches**, students are to be on school premises no more than 15 minutes before and after school unless supervised by a staff member.

**At Northridge**, staff supervise students arriving as early as 7:30 a.m. and staying as late as 3:30 p.m., unless the students are part of the after-school Study Table program.

## **LEAVING PREMISES**

Elementary students will not be permitted to leave the school grounds unless requested or accompanied by a parent, or by an adult. Students must be signed out of school office if leaving for any reason before the school day ends. At the Northridge Branch, a student is to bring a note from a parent to the office before first period if needing to leave during the school day. Then the student must sign out and in at the office whenever leaving or returning to school during the school day. At lunch time students may not leave the school grounds unless accompanied by a parent or an adult designated by a parent.

## **TRAFFIC PATTERNS**

If parents are driving to school for any reason the following traffic patterns are to be maintained:

1. **INDIANOLA:** Enter the parking lot from Norwich (one-way street going west). Release students from the car to the adult on duty. Drivers for pre-school and for kindergarten students must park their car and take children to the classroom. Exit to the alley on the south side of the property and turn left to Indianola.
2. **NORTHRIDGE:** Out of respect for our neighbors across the street, all students should be dropped off in the morning by a side door or on the south side of Northridge Rd.
3. **WESTERVILLE:** Enter off College Ave. by the west driveway entrance and park on the east side of the building where the preschool entrance is located. Drivers for preschool students must park their car and take children to the classroom. Exit by the east driveway onto College Avenue.
4. **DUBLIN:** Enter and exit the church parking lot off Marcy Lane or Dublin Center Dr. Please part your car in the lot if you are entering the building. Drivers for preschool and kindergarten students should park their car and take children to the classroom.

# ACADEMICS

## **PARENT-TEACHER CONFERENCES (PRESCHOOL THROUGH GRADE I2)**

A Parent-Teacher Conference Day is scheduled two times a year. Preschool parents are expected at both conferences. At the elementary level (grades K-5) it is expected that every student's parents come to the first conference held each year. It is also expected that parents attend the second conference day if a teacher indicates a need for such. Teachers may find it necessary to schedule conferences with parents at other times during the year. Parents also are encouraged to request a conference as needed.

## **CUMULATIVE RECORDS**

Cumulative records shall be maintained on all students pertaining to their courses taken, grades, medical records, birth certificate copy, attendance records, standardized testing and other pertinent information. Parents may have access to their child's records upon request to the principal and under the supervision of designated personnel.

## **SCHOOL YEAR CALENDAR**

In keeping with the Ohio Revised Code (ORC), the Tree of Life school calendar consists of 178 days of instruction and two days of Parent/Teacher Conferences. The school hours for each day exceed the minimum ORC requirement.

## **TEXTBOOKS**

When a textbook is issued to the student it becomes their responsibility for the length of the class (semester or year), and they are encouraged to put their names in the textbook. Covering textbooks is at the request of the teacher and those requests must be honored. Students who lose a textbook or return a textbook with significant damage will be fined the full amount of the textbook.

## **PROGRESS REPORTS**

Grade cards are sent home four times throughout the year at approximately 9 week intervals. The cards indicate academic progress being made; also, they indicate strengths and weaknesses in the areas of attitude and effort. The school desires to place equal emphasis in the areas of academic and attitude/effort growth. Attitude and effort at all branches will be indicated with a "CM" (Commendable), "S" (Satisfactory), or "N" (Needed Improvement).

Midterm reports are sent home for any student in the fourth and fifth grades who is receiving a "C" or below in a given subject; mid-term reports are uploaded to RenWeb for all students at the Northridge Branch. This report is used to determine continued athletic and extra-curricular eligibility.

## **GRADE PLACEMENT**

**See Student Admission, Re-admission, Placement, Re-enrollment and Withdrawal.**

## **MAXIMUM CLASS SIZE**

Grade Level	Students per Classroom
Preschool	15 (with a teacher aide)
Kindergarten	25 (with a teacher aide)
1-5	25 (26-29 students with aide)
Middle/High School	Fluctuates per grade level between 50-70, depending on double or triple tracked options.

## **HOMEWORK**

At the elementary levels an effort is made to keep homework at a minimum. Homework serves as an opportunity to reinforce and master skills taught at school. For this reason, it is important that homework be taken seriously. If a student has a productive school day we encourage evenings to be

used for family time. As students progress through school, more homework is assigned because of increased academic expectations and preparation for college.

**Information regarding make-up work due to absences is in the Attendance Section of the Handbook.**

### **CONTRACTS AND/OR PROBATION**

For the purpose of bringing about academic improvement, a student may be placed on an academic contract and/or an academic probation. If the expectations and conditions established in the probation contract are not met, a student may be asked to withdraw and/or may not be permitted to return the following year.

### **MUSICAL/DRAMA ELIGIBILITY STANDARDS**

1. In order to be eligible to try out for a drama/ musical a student must have no failing grades in the previous 9 weeks.
2. A student must have a "C" (2.0) average.
3. Midterm grades will be checked for all participants during the rehearsal season. Failing grades or failing to maintain a 2.0 will result in the actor/actress being removed from the production until the teacher notifies the Drama Dept. that the actor/actress has a passing grade.
4. If a grading period ends during the rehearsal schedule and an actor/actress has a failing grade or fails to maintain a 2.0 average, he/she will be removed from the production and will not be allowed to be involved in the performance.

### **ATHLETIC ELIGIBILITY STANDARDS (MIDDLE AND HIGH SCHOOL)**

NOTE: According to State Department of Education requirements, school sponsored interscholastic athletics are not permitted for students in kindergarten through grade 6.

1. In order to be eligible to try out a student must have no failing grades in the previous 9 weeks.
2. A student must have a "C" average (2.0) or above of all grades based on their credit value.
3. To maintain eligibility to participate, a student must have a minimum of a 2.0 average for the previous grading period and have no failing grades at the end of the previous grading period and/or midterm report.
4. Midterm checks of all athletes' grades will be conducted during the active season. Failing any class, or failing to maintain a 2.0 average of all classes, will result in a suspension from the team until notification to the Athletic Director indicates a passing grade. Students will be responsible to verify academic improvement to the Athletic Director. This is necessary for re-entry into a sport.
5. Eligibility includes standards established by the Ohio High School Athletic Association (OHSAA). Tree of Life Christian Schools' academic standards exceed those of OHSAA.
6. Grades received for the fourth term in grades 7-11 will determine eligibility for participation in the fall athletic program.
7. For individual sports, Tree of Life Christian Schools has adopted a pay-before -you-play policy. Athletes may be expected to pay for uniforms, equipment or related materials before they can play a team or individual sport.
8. Summer school grades and career center grades cannot be used to determine athletic eligibility.

### **STUDY HALL**

Study Halls are for the purpose of providing students with time to complete classroom work, homework, and/or assignments. They are an academic part of the student's schedule and are to be used effectively. Students are to be on time and prepared to study quietly and independently. With the approval of the Study Hall proctor and the library monitor, or computer teacher, students can go to the library or computer lab to work on computers or other research. An atmosphere of silence is required during Study Hall and students are not permitted to use cell phones, Ipods, or other electronic devices. All other guidelines for Study Hall are to be established by the teacher proctoring the Study Hall (seating charts, hall passes, etc.).

# ATTENDANCE

Colossians 3:17 states that “whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him.” With that in mind, we believe that everything we do, including regular attendance at school, can be a testimony for our Lord. Therefore, it is important to understand that attendance at Tree of Life Christian Schools is a privilege to be taken seriously, and in order to receive the full benefit from his or her education the student must be in regular attendance throughout the school day. Consistent attendance makes the educational process more effective for the student, the teacher and the other students as well. Furthermore, consistent attendance only serves to reinforce such values as (1) commitment to priorities, (2) self discipline, and (3) fulfilling personal responsibilities.

The philosophy of the Tree of Life Christian Schools regarding the importance of school attendance is as follows: while we encourage students to be at home when they are ill, we want to emphasize that good attendance is good training for the growth and development of children. It reinforces such values as, (1) commitment to important priorities in one's life, (2) self-discipline, and (3) fulfilling responsibilities. In most cases, excessive absences affect academic achievement.

There should not be a casual approach to attendance whereby other interests take precedence over being in the classroom. Parents are responsible for the training of their children. The Tree of Life Christian School Board wants to assist parents in assuring that their children attend school regularly and promptly. For this reason, the following policy has been adopted by the school board:

## ELEMENTARY BRANCHES

### **Tardiness:**

- a. When a student arrives at school after the starting time (9:15 a.m.) parent and student must report to the office before the student goes to his/her classroom.
- b. A student is considered tardy if he/she arrives after the starting time.
- c. If a student in grades 1-5 misses more than 90 minutes of a day, exclusive of lunch, he/she will be marked absent for ½ day.
- d. Discipline for on-going tardies or early dismissals will be at the principal's discretion.

### **Absences:**

When a student is absent, the parent or guardian is to call the school between 9:00 a.m. and 9:30a.m., to report the absence. **Please call on each day of absence.** Chronic absences not due to illness may be referred to the school Superintendent.

### **Previously Scheduled Extended Absences/Family Vacations**

Tree of Life Christian Schools discourages extended absences from the classroom. Consistent attendance is highly correlated with academic success. Parents desiring to take a child out of school for any reason other than personal illness, death in the family, or family emergencies, must contact a principal in advance and fill out a *Family Vacation/Extended Absence Form*. This form may be obtained from the branch office. It is strongly encouraged to not schedule vacations during times when school is in session.

Teachers are not responsible to reteach the material missed. Most of what we do in school is not able to be substituted with a worksheet. It is impossible to regain all information and experience missed during instructional time.

### **Early Dismissal:**

The school is to be notified at the beginning of the day by note or phone call of parental permission for early dismissal.

### **Make-up Work:**

- a. If a student is absent, parents should contact the school at the beginning of the day for make-up work. Assignments should be picked up at the end of the school day.
- b. When absence is foreknown, a student should obtain assignments beforehand.
- c. Upon return to school, a student should meet with teachers to confirm assignment due dates and make-up tests.
- d. The student, not the teacher, is responsible for work missed. Parents are asked to facilitate the completion of make-up work.
- e. Extra help will be given to a student who asks for it and has conscientiously accepted his/her responsibilities.

## **NORTHRIDGE BRANCH**

### **1. Tardiness:**

- a. A student is considered **tardy** if he/she arrives between 8:00 a.m. and 8:26 a.m. Arrival after 8:26 a.m. constitutes an absence from first period class. This is an unexcused absence unless a parent has called or sent in a note to the Attendance Office.  
**6<sup>th</sup> Grade** attendance is taken by the half day. Students arriving after 11:30 a.m. or leaving before 11:30 a.m. are considered half-day absence.
- b. Tardies will be tracked on a 9-week grading cycle. At the beginning of each 9 week cycle, the tardy count starts over.
- c. 1<sup>st</sup> and 2<sup>nd</sup> tardies (each quarter) are without consequence. 3<sup>rd</sup> and 4<sup>th</sup> tardies will result in a detention.
- d. A student that is tardy 5 times in a 9-week grading cycle will receive a day of Saturday School (9:00-12:00 pm).
- e. Subsequent tardies result in continued detentions and additional Saturday Schools. On-going tardiness will be referred to the principal.
- f. Afternoon Career Center students are to report to the school at a pre-arranged time determined by the Guidance Director. Late arrivals will be marked tardy.

### **2. Absences**

#### **a. Communication**

School communication will be made with the family when a student has reached 5 absences (exempt or non-exempt) and again when a student reaches 8 absences (exempt or non-exempt).

#### **b. 10 Day Non-Exempt per Semester Policy**

Middle school or high school students who have missed more than 10 non-exempt days in any given subject within a semester may receive a failing grade (F) for that semester.

#### **c. Exempt Absences:**

It is understood that students will be absent from school throughout the year. Therefore, the following exemptions have been established which do not count towards the 10 day non-exempt per semester policy.

##### **1. Short term medical absence**

Written verification from a doctor stating the reason for absence and date(s) student was under the doctor's care. This verification from the doctor must be received by the school within 5 school days of returning to school or the absence will be considered unexcused.

##### **2. Long term medical absence**

Middle school or high school students who have missed 8 days or 6 or more consecutive days of one class in any quarter, due to illness or medical treatment will be referred to the Director of Guidance Services. Upon returning to school the student and their parents may be asked to

meet with the principal to discuss future expectations. It should be noted that students who have long term medical needs are expected to make an attempt to return to school and that verification from the doctor must be received by the school within 5 days of the student's return to school.

**3. College visitation absence**

Juniors and seniors may be granted 2 college days per year. The college visit must be pre-approved. College visit request forms are available in the Attendance Office.

**4. School field trip absence**

Only trips arranged by the school qualify.

**5. Death of an immediate family member**

*Full credit is given for make-up work, on a "day-per-day" basis for the above exempt absences.*

**d. Non-exempt Absences**

All non-exempt absences count toward the 10 days per Semester Policy. In order for a student to receive full credit for make-up work, these absences must be excused by a parent call or note to the Attendance Secretary per stipulations in 1.a. below.

**1. Non-exempt Absences include:**

**a. Not Notifying Attendance Office**

A parent or guardian must notify the school of the reason for the absence by a phone call **no later than 9:00 am on the day of the absence**. A parent note will be accepted on the 1<sup>st</sup> day the student returns to school. If a phone call and/or note is not received in the timeframe listed, the absence will be considered unexcused.

**b. Suspension**

**c. Skipping class**

**d. Senior Skip Day**

Tree of Life does not condone any absence of a student that would be classified as a "Senior Skip Day." This absence will be unexcused and will result in additional consequences at the discretion of the Principal.

**An unexcused absence will result in a lower grade by 2 letters (i.e. "A" work will receive a "C" grade for those days).**

**2. Previously Scheduled Family Vacations/Extended Absences**

Tree of Life Christian Schools **discourages** extended absences from the classroom. Consistent attendance is highly correlated with academic success. Parents desiring to take a child out of school for any reason other than personal illness, death in the family, or family emergencies, must contact the Attendance Office in advance. One week before the absence, submit a *Family Vacation/Extended Absence Form* to the Attendance Office. **Please note:** These absences count toward the 10 day non-exempt per Semester Policy.

Students are responsible for the school work missed. Individual classroom teachers will set the schedule for these assignments. This may include all work done before leaving or due on the first day back. The "day-for-day" policy does not apply to this type of absence. Teachers are not responsible to reteach the material missed. Full credit is given for make-up work, unless the required work is not turned in according to the teacher's schedule. This late work will result in an "F".

**3. For all other non-exempt absences, full credit is given for make-up work according to the make-up work policy.**

**e. Excessive Absences**

In the event of excessive absences a student will be placed on attendance probation when they

have missed 14 days of any class or 10 classes in one semester. A student who accumulates a total of 20 absences in a class (exempt and/or non-exempt) could receive an Attendance Failure grade for that class, and could have to repeat the class. Accumulating 20 absences in multiple classes could result in the student being asked to withdraw from school. At the 18<sup>th</sup> absence the student and their parents will be asked to meet with members of the administration to determine possible future options.

**f. Early Dismissal:**

Permission for early dismissal must come in the form of a parent note or phone call to the attendance office before or during first period so that the student can get an “Early Dismissal” pass. Otherwise, a parent must come to the attendance office to sign his/her child out. Permission for early dismissal for student job-related reasons is not granted.

**g. Absences and Extra Curricular Activities**

Northridge Branch students must be in attendance ½ day (4 class periods: periods 1-4 or 6-9) to participate in practices or events on the day of the absence. To participate in a Saturday event, the student must be in attendance 4 class periods on the preceding Friday. Medical exceptions may be granted at the Principal’s discretion for play performances.

**h. Make-up Work**

1. “A day for a day” - If the student is absent for two days, he has two days upon return to complete make-up work.
2. If a test is announced to be given on a certain day and a student has been in class the preceding days but misses school on the day of the test, he is to be prepared to make it up on the day of his return.
3. Upon an absence, students in grades 7-12 are required to independently check RenWeb (on-line) to get their missed assignments. In the event of an absence of 3 or more days, the school office may be contacted for assistance in gathering missed assignments or textbooks. 6<sup>th</sup> grade students should follow the protocol established by their teachers.
4. When an absence (i.e. doctor’s appointment, retreat, college visit, etc.) is foreknown, a student should obtain assignments from teachers beforehand and follow the teacher’s schedule for completion of work. For extended absences see Family Vacation/ Extended Absence Form policies.
5. The student, not the teacher, is responsible for work missed. The parents are asked to facilitate the completion of make-up work.
6. Any student who receives an in-school suspension will be required to make-up all missed work. The highest grade that the student can receive on this work is a “C”.
7. Any student who receives an out-of-school suspension will be required to make-up all missed work. The student will receive no higher than a “C” grade on work completed during the suspension.
8. **Truancy:** In the case of truancy a student will be expected to make-up work missed in order to keep up his/her studies, but no credit will be given for this make-up work, tests included.

**SCHOOL CLOSINGS**

When Tree of Life needs to close for inclement weather, facility hazards, etc., major radio and TV stations are alerted. Notification is also posted on the Tree of Life website, [www.tolcs.org](http://www.tolcs.org). Tree of Life typically closes when Columbus City Schools are closed for inclement weather. The Dublin Branch is typically closed when Dublin City Schools are closed for inclement weather. Tree of Life will **NOT** have 2-hour delays.

## **WINTER WEATHER POLICY FAQ's**

**When will school be closed or students be released early from school?** The administration will close school or release students early if the weather or road conditions will adversely affect the safety of students and staff. Early release is rare as often the roads are better later in the day when road crews have had time to salt or plow them.

**Are extracurricular events automatically cancelled on a calamity day?** No. Due to the ever changing weather in central Ohio, cancellations of events will be decided by 2:00 pm on the day of the event, regardless of whether school is in session. Such cancellations will appear on the front page of the school's website, [www.tolcs.org](http://www.tolcs.org).

**How is tardiness and absence dealt with on days with inclement weather that does not close school?** Tardiness to school on inclement weather days is not counted against the student's number of allowed tardies if it is determined that the weather was indeed the cause of the tardy. Absence should be excused by the parent through a phone call and will count as such.

**How do calamity days affect the school calendar?** After 5 calamity days, Tree of Life will make-up missed days. Once the sixth day is missed, the administration will make a decision concerning the most effective way to make-up missed days. Days used in the past include conference days, Memorial Day, Easter holidays, and added days to the end of the calendar.

**What if a snow day falls on a high school exam day?** Exams will move back a day for each snow day. The exams originally scheduled for the next school day will occur on the first day back to school and the schedule will continue from there.

# **STUDENT ADMISSION, RE-ADMISSION, PLACEMENT, RE-ENROLLMENT AND WITHDRAWAL**

## **ADMISSION**

The admissions policy for Tree of Life Christian Schools is mission driven. The school's mission involves a loving, cooperative, and committed partnership among the home, the church, and the school so that students may be educated in the Truth and disciplined in Christ.

The Tree of Life Christian Schools recruit and admit students of any race, color, gender or national or ethnic origin to all its rights, privileges, programs and activities. In addition the school will not discriminate on the basis of race, color, gender or ethnic origin in the administration of its educational programs and athletics/extracurricular activities. Furthermore, the school is not intended to be an alternative to court or administrative agency ordered, or public school district initiated desegregation. Tree of Life Christian Schools accepts students through the Ohio EdChoice Scholarship Program.

Tree of Life Christian Schools' Administration will evaluate admission of children with disabilities on a case-by-case basis. Because the school may not be equipped to handle students with special needs, those students will, when possible, be referred to educational institutions that may be able to meet their needs.

The Tree of Life Christian Schools' may refuse to admit a student with academic, attendance, attitudinal, disciplinary or psychological problems. Religious beliefs incompatible with Christian beliefs may be cause for refusal to admit a student. A student must live with a responsible adult even after he/she turns 18 years of age. A reference from a previous school could also result in refusal to admit a student applicant.

In conjunction with the Mission Statement of Tree of Life Christian Schools, it is our intent to partner with the home and the church. ("A cord of three strands is not easily torn apart." Ecclesiastes 3:12) On occasion, the atmosphere or conduct within a particular home may be counter or in opposition to the Biblical lifestyle upheld by the school. This includes but is not necessarily limited to heterosexual immorality, homosexual orientation/activity, or inability to support the moral principles of the school. (I Corinthians 6:9, 10); Galatians 5:19; Ephesians 5:3) In such cases, Tree of Life Christian Schools reserves the right within its sole discretion to refuse admission of an applicant or to discontinue enrollment of a student.

It is further expected that each student applying for admission has an established pattern of adherence to the principles outlined in this handbook. He/she must not have participated nor be presently involved in activities that would cause a student to be expelled. A student who is married and/or pregnant or who has had a child or fathered a child may not attend Tree of Life Christian Schools. The following is the admission procedure for the school:

1. Parents submit the application and application fee to Tree of Life Christian Schools.
2. Upon receipt of the application, a secondary packet is sent to the family.
3. After the designated re-enrollment period for current school families, new applications (including the initial application and secondary packet) are reviewed by the building principal.
4. The building principal will schedule student testing (K-12) and parent interviews (based upon classroom space that is or may become available) for students whose application materials demonstrate that they may be well served by the school and that they and their parents may be willing to be a part of fulfilling the school's mission.
5. Approval of admission to Tree of Life Christian Schools will be based on:
  - a. Student testing results
  - b. Previous years' grade cards/progress reports

- c. Reference from previous school(s)
  - d. Church Reference form
  - e. Acceptable completion of parent questionnaire and authorization forms
  - f. For middle school and high school students, acceptable completion of student questionnaire
  - g. For high school students, completion of Standards of Conduct form
  - h. Parent and student interviews
  - i. Space available
6. After student testing and the parent interview, enrollment decisions are made by the administration.
  7. The enrollment fee is due at the time of the parent interview. Payment of this fee secures the student's place in his/her grade.

**PLEASE NOTE:**

1. A birth certificate copy and a record of current and complete immunizations as stated by Ohio Law are required for every new student. All foreign-born students are to be screened for tuberculosis when enrolled.
2. Applications received after August 10<sup>th</sup> may not be processed until after the first week of school.
3. Any student transferring from another private school must have met all financial obligations to the previous school(s) before being enrolled at Tree of Life.
4. Tuition for students admitted once the school year begins will be determined on a pro-rated daily basis.
5. New families may, if desired, meet with the Registrar to review policies and expectations.
6. For all applicable family situations, court custody documentation must be provided with the enrollment form.

**INTERNATIONAL STUDENT PROGRAM**

Out of a desire to further reflect God's Kingdom in our school, Tree of Life welcomes international students. To best serve international students, the following guidelines have been established:

1. International preschool through second grade students may not attend Tree of Life unless they are living with their parents. Exceptions are at the principal's discretion only.
2. International students will only live with the relative/guardian/host family/agency the school agreed to when they were accepted.
3. All international students must comply with the admissions standards of Tree of Life.
4. At the principal's discretion, class size and composition may affect the number of international students admitted in any grade level.
5. Re-enrollment for international students may be evaluated each year.
6. If, at the discretion of the principal, an international student needs language support, ESL classes will be provided. To cover the cost of this service, the family will be expected to pay an international tuition rate instead of the standard tuition.
7. In order to be eligible for athletic competition all international students must carry a J-1 visa and will only be eligible for one school year. International students who carry an F-1 visa must be living with their parents in order to be eligible.

**RE-ADMISSION**

In order for a student to return to Tree of Life following a period of not being enrolled, an application form must be completed and returned with the re-admission fee. If a current school family wishes to apply for re-admission for one of their children, they should do so during the re-enrollment time frame. Re-admission applications for siblings received after the closing date for re-enrollment will not be guaranteed class placement. Parents will be notified of any further information needed to assess re-entry status. A re-entry interview with the principal may be required.

## **GRADE PLACEMENT**

It is the policy of the Tree of Life Christian School Board that students will be assigned to grade levels in the following manner:

1. **Preschool**  
**2 day (T, Th)** Students must be 3 years of age on or before May 31 of the year of attendance and must be completely toilet-trained.  
**3 day (M, W, F)** Students must be 4 years of age on or before September 30 of the year of attendance.
2. **Kindergarten**  
Students must be 5 years of age on or before September 30<sup>th</sup> of the year of attendance. Tree of Life designates that the local public school system's testing and evaluation program be the basis for accepting a child in kindergarten who fails to meet the age requirement.
3. **First grade**  
Students must have successfully completed kindergarten. If a prospective 1<sup>st</sup> grader has successfully completed kindergarten in an acceptable school/program (public school, chartered non-public school, letter of approval, non-tax supported school, licensed day care kindergarten or home-schooled), he will be accepted into the 1<sup>st</sup> grade program regardless of age requirements. Necessary documentation must be provided in all instances.
4. **Second - Twelfth grades**  
Students must have successfully completed the previous grade.
5. As part of the admissions process, the school will determine the grade level for new students.
6. Grade placement and units of credit will be accepted when pupils transfer from any school in the State of Ohio which is in compliance with chapter 3301-35 of the Administrative Code and from any out-of-state school approved by a State Department of Education or the equivalent for schools attended in a foreign country.
7. In Grades K-8, after thorough evaluation and communication with parents, the school may decide to retain a student in a certain grade level. The final decision will be made by the principal.
8. Home-schooled applicants will be reviewed on a case by case basis with regard to certain standards having been met.

## **RE-ENROLLMENT**

1. Current school families have the opportunity to re-enroll for the following school year during the designated re-enrollment period. A re-enrollment letter is sent out in January to outline procedures and deadlines. Prior to the deadline, students already enrolled at Tree of Life will have first priority over other applicants. Re-enrollment after the deadline causes students to lose priority placement.
2. If a current school family wishes to make application either for new admission or re-admission of a sibling not already at Tree of Life, they should do so during this same time frame. If current student re-enrollment allows, siblings will be given priority in class placement should space be available. This priority will not extend beyond the re-enrollment deadline.
3. Members of sponsoring churches have the opportunity to apply for the following school year prior to open enrollment. If current student re-enrollment allows, students of sponsoring church families will be given priority in class placement should space be available. This priority will not extend beyond the re-enrollment deadline.
4. Re-enrollment privileges may not be extended for disciplinary or other reasons.

## **WITHDRAWAL**

1. Families desiring to withdraw students from the school will make arrangements with the building principal. A Student Withdrawal Form must be completed and submitted by parents to officially withdraw their child from enrollment at TOL. It is the policy of Tree of Life Christian

Schools that if any financial obligations are not met at the time of withdrawal, report cards and records will be withheld until financial obligations are made current. The balance of tuition payment will be determined on a pro-rated daily basis. Upon written request of that school and if financial obligations are met, school records will be sent to the school where a withdrawn student is enrolled. A withdrawal fee of 1/6 of the annual tuition for the student's grade level is assessed for students withdrawing after June 15. This fee will also be assessed to students who withdraw during the school year.

2. Parents may be asked to withdraw their student(s) during the school year if it becomes apparent that there is no longer a working partnership between the school and the family. If, after much prayer and discussion, resolve or reconciliation is not possible, the administration may require a family to leave the school.
3. A student may be asked to withdraw during the school year if there is no longer a workable relationship between the student and the school.
4. A student may be expelled or asked to withdraw by the administration for academic, attendance, attitudinal, disciplinary, or psychological problems inconsistent with the Tree of Life guidelines as expressed in the School Handbook.
5. No Tree of Life student may withdraw, after the school year begins, with the intent of returning the following year under the Ohio EdChoice Scholarship program.

# CHRIST-LIKE CODE OF CONDUCT

"Don't let anyone look down on you because you are young, but set an example for the believers in speech, in life, in love, in faith and in purity." (I Timothy 4:12)

As we establish guidelines for our students our goal is to help develop a conscience in the student that will lead to self-controlled lives. (I Thess. 5:6) Our desire is to glorify the Lord in all things. As we outline expectations for our students, it is with the intent to be faithful to what we believe the Bible indicates regarding Christ-like behavior. Our desire is to maintain a balance of upholding godly standards without being legalistic in spirit, knowing that God restores His children to Himself through Christ.

Families and students who choose to attend Tree of Life Christian Schools do so with an understanding that they agree to uphold the expectations in the handbook. "For you know that we dealt with each of you as a father deals with his own children, encouraging, comforting, and urging you to live lives worthy of God..." (I Thessalonians 2:11, 12)

The Christ-like Code of Conduct has been established for the Tree of Life school community. Philippians 2:5 tells us that "Your attitude should be the same as that of Christ Jesus..." Therefore, it is our desire to have our students experience Christ in all aspects of community life. With that in mind, certain expectations have been established to promote student Christ-like behavior and attitudes.

*Please refer to the Appendix at the end of this section of the handbook for a better understanding of discipline from a Biblical perspective.*

## COURTESY

All students are expected to be respectful and courteous to others at all times. This is exhibited by orderliness, cooperation, quietness, polite conversation (including use of "Please", "Thank You"), and proper response to correction.

Students will address teachers and staff members as Mr., Mrs., or Miss on all occasions. Respect for teachers, other school employees and parents shall be shown at all times.

## DISCIPLINE

"No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it." (Hebrews 12:11)

### 1. The purpose of the discipline policies are:

- a. To apply Biblical principles to daily living.
- b. To encourage students to develop a lifestyle that is consistent with the Bible.
- c. To teach students to respond to authority with a positive attitude.
- d. To teach students to respond with respect and kindness to one another.
- e. To protect and build respect for others' property.
- f. To expect complete honesty in all situations.
- g. To avoid behavior which may tempt a weaker brother or unbeliever.
- h. To provide an atmosphere where consistency is important.
- i. To encourage self-control.

### 2. Misconduct

In applying this code, all those affected by it are directed to observe the following:

- a. The code applies to school-related offenses in both curricular and extra-curricular activities.

- b. Christ-like conduct is expected of students at all times (both on and off campus). While a student is enrolled at Tree of Life Christian Schools, it is understood that the school expects the student to refrain from any behavior that adversely affects the testimony of Jesus Christ, Tree of Life Christian Schools and/or the student and family – **24 hours a day, seven days a week, 365 days/year**. Practices detrimental to a Christian’s character and body are not permitted. If school administration becomes aware of student conduct deemed inconsistent with Christian principles outside of school, even if it is deemed legal by society, parents will be contacted and the student may be subject to disciplinary measures.
- c. The code permits flexibility on the part of the professional educator so as to allow for individual differences in the educational development of students.
- d. Offenses listed below may also lead to criminal prosecution under local, state, and/or federal law.

### 3. Types of Misconduct

No list of offenses can be all encompassing. Specific types of misconduct for which a student may receive disciplinary action such as detention, class suspension, In-school Suspension, or even expulsion are as follows:

- a. No student shall disrupt any school activity or interfere with any school activity by such acts as violence, force, coercion, threat, disregard of the rights of others, rioting, sit-ins, walk-outs, giving false alarms or reports, obstructing the legitimate movements or activities of teachers, staff members or other students, or by inciting such acts in others.
- b. No student shall destroy, tamper with, damage, or deface public or private property by such means as marking, cutting, carving, painting, scratching, breaking, burning, or causing vehicular damage by running into or driving over said property. Students who are found to have participated in such behavior could receive an immediate Saturday School or In-school Suspension.
- c. No student shall cause any physical harm to any other person, nor shall he threaten other persons or blackmail or bully other persons, nor shall he engage in or support any act or attempted act of extortion or hazing. Tree of Life seeks to educate our students from a biblical perspective which teaches us to love one another as Christ has loved us (1 John 4:11). Bullying, hazing and any type of harassment will not be tolerated as it does not reflect a Christ-like appreciation and love for others. Bullying is most simply defined as a physical or verbal attack that devalues another person. Forms of bullying include intimidation, harassment, physical violence, gossip and rumors, and verbal threats, all of which contribute to a negative environment. Proverbs 26:18-19 says “Like a madman shooting firebrands or deadly arrows is a man who deceives his neighbor and says ‘I was only joking!’” When a report of bullying comes to the attention of the school (teacher, counselor, principal) it will be evaluated based upon intentional harm to the victim and the frequency of occurrences. Bullying that is considered to be directed at a specific victim(s) will not be tolerated and will be disciplined as necessary (parent meeting, detention, suspension or expulsion). (See Student Harassment Policy, which follows Christ-like Code of Conduct.)
- d. No student shall be guilty of insubordination, disrespect or harassment of teachers, administrators, other staff members, other employees, and approved volunteers working within the school program. Student to student disrespect, threats, and/or harassment is unacceptable. (See Student Harassment Policy, which follows Code of Conduct.)
- e. No student shall possess, handle, transmit, conceal or use any dangerous weapons or instruments, alcohol, narcotics, drugs or tobacco in any form. The school reserves the right to require drug testing in situations where, at the principal’s discretion, there is reasonable suspicion of drug use. No students shall appear at, attend, or participate in any school function while they are under the influence of alcohol or illegal drugs of any kind. A no-smoking policy is upheld on any school related trip or activity. Violation of any of these conditions is of serious

concern and will lead to an immediate/indefinite suspension, with the possibility of student expulsion from Tree of Life.

- f. No student shall be truant from school or tardy to school classes or school activities to which they are assigned. To avoid charges of truancy and unacceptable tardiness, students shall attend school every day of the regular session in which they are enrolled and they shall likewise attend every class and activity to which they are assigned unless they are excused in accordance with current rules, regulations, policies and laws. Furthermore, students shall avoid charges of unacceptable tardiness by reporting to classes and school activities on time. (See Attendance Policy.)
- g. Ephesians 4:29 instructs us to “not let unwholesome talk come out of your mouths, but only what is helpful for building others up...” Therefore, no student shall use profanity or obscenity in any form either verbal or non verbal. This specifically refers to cussing or alluding to cuss words, and inappropriate communication such as vulgarities, offensive gestures, innuendo’s, blasphemy or slang. “Nor should there be obscenity, foolish talk or coarse joking, which are out of place, but rather thanksgiving.” (Ephesians 5:4)
- h. No student shall steal or appropriate for his/her own use the property of others or any school property which has been issued or loaned to another by school authorities. Violation of these expectations will result in suspension and could lead to student expulsion from Tree of Life.
- i. No student shall engage in any form of gambling.
- j. No student shall engage in dishonesty.
- k. No student shall practice academic dishonesty such as cheating, plagiarizing or copying, or encouraging or assisting others to engage in such dishonest acts. (refer to Academic Honor Code in the Student Life section for further explanation.)
- l. No student shall engage in inappropriate display of sexual or sexually related behavior. At school and school functions, public display of affection shall be limited to holding hands. Due to increasing cultural pressure on middle school students, Tree of Life students in grades 6-8 will not be allowed to pursue at school or school functions, exclusive relationships with members of the opposite gender (i.e. no “going together,” holding hands, gift giving, etc.)
- m. No student shall be involved in sexual immorality, including pornography and internet-based sexual activity:
  - “Do you not know that the wicked will not inherit the kingdom of God? Do not be deceived: neither the sexually immoral nor idolaters nor adulterers nor male prostitutes nor homosexual offenders nor thieves nor the greedy nor drunkards nor slanderers nor swindlers will inherit the kingdom of God.” (I Cor. 6:9, 10)
  - “Do you not know that your body is a temple of the Holy Spirit, who is in you, whom you have received from God? You are not your own.” (I Cor. 6:19)
  - “The acts of the sinful nature are obvious: sexual immorality, impurity and debauchery.” (Gal. 5:19)
  - “But among you there must not be even a hint of sexual immorality, or of any kind of impurity, or of greed, because these are improper for God’s holy people.” (Eph. 5:3)
- n. No student shall engage in sexting. Sexting is the act of sending, receiving, or forwarding sexually explicit or suggestive messages, photos or images via cell phone, computer, or other digital device. Students engaged in such activities are subject to state laws and school discipline. Tree of Life considers sending, sharing, possessing, or even viewing pictures, text messages, or e-mails that contain a sexual message or image a violation of this policy that will result in extended suspension and possible expulsion.
- o. No student shall repeatedly ignore or be disobedient towards teachers, administrators, other staff members, other employees, and approved volunteers working within the school program.
- p. No student shall repeatedly scorn or defy the philosophy and foundation on which the school is built. A scorner's attitude and behavior are negative influences on peers. "A wise son heeds his father's instruction, but a mocker does not listen to rebuke." (Proverbs 13:1)

- q. Students who are married and/or pregnant, or who have had a child, or fathered a child may not attend Tree of Life Christian Schools.

**NOTE: It is understood that removal from school may occur for some reasons other than misconduct.**

**4. Implementation of Disciplinary Measures.**

- a. The purpose of discipline is to change behavior. In life it is often during times of trial that we really grow and mature in our thoughts and actions. Hebrews 12 reminds us that no discipline seems pleasant at the time, and while accepting the consequences of our actions is not always easy, it does in the future have its benefits. Paul, in the book of Ephesians, challenges us as we mature to put off our old self, to be made new in the attitude of our minds, and to put on our new self (Eph. 4:22-24, paraphrase). It is sometimes through discipline that we are able to see maturation and growth in the life of the student relative to the expectations of Christ-likeness.
- b. Because we exist to support the Christian home and church, we believe that working with the parents is very important in helping children develop Christ-like qualities. If a student exhibits an attitude or behavior, which is not in harmony with the principles in this code, one or a combination of the approaches listed below may be utilized as the situation warrants.
- c. Each classroom teacher is expected to maintain appropriate behavior in the classroom context, and students will be made aware of the teacher’s classroom policies and procedures at the beginning of the school year. Most behavioral incidents occur and are handled in the classroom by the teacher, and teachers are permitted to implement discipline as necessary.

When a student does not respond to correction by the classroom teacher, the student will be referred to the Principal for further disciplinary action.

**Potential Classroom Discipline:**

- Verbal warning
- Detention
- Parents notified
- Removal from class
- Removal of privileges
- Conference with teachers and/or principal and/or parent
- Written assignment
- Grade reduction

**Additional Administrative Discipline:**

- Fine
- In-school suspension
- Out-of-school suspension

- Suspension from athletic teams
- Withdrawal from a particular event, class activity or co-curricular event
- Saturday school
- Academic or behavioral contract
- Contact proper authorities
- Counseling
- Required professional counseling
- Probation
- Removal of re-enrollment privileges
- Withdrawal from school
- Expulsion

- d. Under Ohio Law, the school administration has the right to open and inspect any student’s locker, desk’s, bags, purse, cell phones, student computer devices, or car for inspection at any time there is a reasonable suspicion that may be concealing illegal or stolen substances, objects, weapons, or inappropriate materials. The student’s person may also be searched in the presence of an appropriate adult. This policy extends to all school sponsored events both on and off campus.

**5. Grievance Procedures**

Tree of Life Christian Schools provides a grievance procedure to the students and school families based on the Matthew 18 Principle as found in Matthew 18:15-17:

- a. Student(s) /families may meet with those directly involved with the problem, i.e. staff, other student(s).

- b. If the problem is unresolved, a meeting with the same persons and the principal and/or superintendent will be available.

As in all aspects of school life, Tree of Life will not discriminate on the basis of gender, race, color, national or ethnic origin, or ancestry in implementing disciplinary measures and in providing grievance procedures.

Students and parents will be notified of suspension and expulsion charges. Students will have the opportunity to present evidence in their behalf for out-of-school suspension and expulsion situations.

### **IN-SCHOOL SUSPENSION POLICY**

1. When a student's behavior merits an In-School Suspension, the principal will notify the student and parents of such. If parents cannot be reached, a student still may need to be removed from class and placed on an In-School Suspension.
2. The goal of In-School Suspension is to bring about changed behavior.
3. The principal and student will read over and sign the In-School Suspension Entrance form.
4. One copy of the form will be put in the student's file.
5. At the principal's discretion, a writing assignment may also be given to the student.
6. The student will receive a 25% grade reduction on any work completed during the suspension.

### **OUT-OF-SCHOOL SUSPENSION POLICY**

1. An Out-of-School suspension (O.S.S.) is a serious disciplinary measure. When a student's behavior merits an O.S.S., the principal will notify the student and parents of such.
2. The goal of an O.S.S. is to bring about changed behavior.
3. The student, parent, and principal will read over and sign the O.S.S. form.
4. At the principal's discretion, a writing assignment may also be given to the student.
5. The student will receive a 25% grade reduction on any work completed during the suspension.
6. Upon return to school, a re-entry conference with the student, parent(s), and principal must take place.

### **PROBATION (Academic and Behavior Contracts)**

1. Purpose: To bring about improvement.
2. Reasons for probation:
  - Academic** – insufficient academic progress.
  - Attitude** – a rebellious spirit is unchanged after much effort by the teacher and/or principal. A continued negative attitude and/or bad influence upon other students.
  - Disciplinary** – continued deliberate disobedience; committing a serious breach of conduct.
3. The probation period:
  - a. Probation will begin the school day following the principal's conference with the parents and student. A phone call will be made or a letter will be sent to the parents to identify the problem and confirm the conferences.
  - b. Student activities will be suspended and all positions of trust and responsibility must be relinquished.
  - c. Conferences may be scheduled periodically for the student and parents during the probation period.
  - d. Conferences may be scheduled periodically for the student and parents during the probation period.

## **NORTHRIDGE PROBATION FOR NEW STUDENTS**

During the admissions process, some Northridge students may be placed on academic and/or behavior probation as a requirement for admission to Tree of Life.

## **NORTHRIDGE DETENTION POLICY**

1. Detentions may be assigned in grades 6-12.
2. Detentions are scheduled during lunch time 2 days/week for high school; 5 days/week for middle school.
3. Students bring their lunch (rather than buy a lunch) on the day they are serving the detention.
4. After-school detentions (2:47 – 3:15 pm) may be assigned and supervised by a teacher.
5. Detention forms are filled out in duplicate so that the student receives a completed and signed copy.
6. The student must serve his/her detention either the day it is given or the next scheduled day. Failure to serve the detention in that time frame will result in another detention being given. Please note: Should a student be unable to serve a detention within the above guidelines, a parent phone call or note to the principal is required prior to the expired time frame.
7. Three detentions within five school days will result in a Saturday School.
8. Four detentions in a nine-week grading period will result in a letter from the principal to the home.
9. Six detentions in a nine-week grading period will result in a Saturday School.
10. Students who accumulate 3 un-served detentions will receive a Saturday School.

## **NORTHRIDGE SATURDAY SCHOOL POLICY**

1. Saturday School may be assigned in grades 6-12.
2. Saturday School will be held once a month as well as on the last two days of the school year.
3. Students and parents will be reminded of assigned Saturday School either by email or by phone call.
4. Saturday School is from 8 am – 11 am.
5. Students who fail to serve their assigned Saturday School may receive a half day In-School Suspension.

## **POSITIVE REINFORCEMENT**

At each branch of Tree of Life Christian Schools, rewards are in place to reinforce positive behavior and/or academic performance.

### **Middle School End-of-Year Rewards Trip**

At the end of the school year students in grades 6-8 who have demonstrated good behavior throughout the school year are eligible to go on a Theme Park field trip. Students who have received 10 behavioral detentions, or 3 or more Saturday Schools throughout the year will not be permitted to attend. Students who have received 1 In-School Suspension may be asked to have a parent attend as a group chaperone. However, if the parent is not able to attend then neither is the student. Students who have received 2 or more In-School Suspensions are not permitted to attend. Students who do not attend the end-of-year rewards trip are expected to attend school on that day.

### **Principals Reward**

High School: Distinguished Honor Roll or 4.0 GPA

Middle School: Honor Roll and no behavioral detentions

## **SENIOR AWARDS**

Each year the senior class recognizes a male and female member of their class as the recipients of the Ruth and Daniel Award.

# STUDENT HARASSMENT POLICY

(Employee-Student and Student-Student)

## **POLICY:**

The policy of Tree of Life Christian Schools is to provide an academic environment that is free from harassment—whether based on sex (gender), race, color, national or ethnic origin, age, or disability—an environment that is free from all forms of intimidation, exploitation, and harassment (including sexual harassment), where all individuals treat each other with dignity and respect. The school includes bullying in its definition of harassment. The school is prepared to take action to prevent and correct any violations of this policy. This policy applies to the actions of administration, teachers, staff, parents, volunteers, and students. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion.

The school does not tolerate harassment of students, nor does it tolerate reprisals against any student who makes a harassment complaint. Administration, teachers, staff, volunteers, and students who violate this policy are subject to disciplinary action, including expulsion from school or discharge from employment. Any administrative personnel who receive a complaint of harassment and fail to appropriately report it or take corrective action pursuant to this policy are also subject to disciplinary action, up to and including discharge.

## **DEFINITIONS AND PROHIBITED ACTS:**

**1. Sexual harassment.** “Sexual harassment” means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:

Submission to the conduct is explicitly or implicitly made a term or condition of an individual’s academic status or progress. This may occur by clearly stated acts or words or by implied acts or words.

Submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual.

The conduct has the purpose or effect of having a negative impact on the individual’s academic performance, or of creating an intimidating, hostile, or offensive educational environment.

Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through this school.

**2. Unwelcome and Offensive.** The fact that a student may not openly object to others’ actions or words does not prove that they were unwelcome. Under the law of harassment, or bullying and intimidation, a student does not have to openly object to others’ actions or words to prove that the actions or words are unwelcome. Harassment, bullying, or intimidation may occur even if the student originally remains silent or fails to show disapproval. Acts and statements that may not offend some people may be highly offensive to others. Therefore, all employees, volunteers, and students should be sensitive to the feelings of others whether they object or not.

**3. Verbal Harassment.** Prohibited statements include, but are not necessarily limited to, the use of derogatory descriptions of a student or group of students based on race, color, disability, ethnic or national origin, or age. It is also a violation of this policy to state stereotypical classifications concerning race, national or ethnic origin, color, age, or disability of a student or group of students, especially if they are repeatedly made. Although some students or individuals may

enjoy discriminatory identifications and jokes, the school does not tolerate such on its premises or during working hours.

Examples of prohibited statements include, but are not necessarily limited to, derogatory or vulgar comments regarding a person's gender, sexually vulgar language, remarks about a person's physical anatomy or characteristics, dirty jokes, sexual innuendo, or display of written or graphic materials. Also prohibited are suggestive pictures, magazines, posters, offensive cartoons, and other words or pictures of a suggestive nature. Also prohibited are statements that demean women.

**4. Physical Sexual Harassment.** Prohibited actions include, but are not necessarily limited to, touching a student in a sexually suggestive way, or touching another so as to invade his or her personal privacy. This includes intentional touching or intentional movements made in order to observe another in a sexual manner. Also prohibited are physical acts such as hitting and pushing, and making physical gestures of a sexual nature. As a general rule, any act or touching of a person that most individuals refrain from doing with a stranger should not be done with another student.

**5. Sexual Harasser.** A harasser may be a male harassing a female, a female harassing a male, a male harassing a male, or a female harassing a female, just as long as the harassment is sexually based or based on the gender of the student.

**6. Race, Color, National or Ethnic Origin, Age, and Disability Harassment.** Unwelcome statements, name calling, or other verbal or physical conduct based on a student's race, color, national or ethnic origin, age, or disability is prohibited if and when any of the following occurs:

Submission to the conduct is explicitly or implicitly made a term or condition of an individual's academic status or progress. This may occur by clearly stated acts or words or by implied acts or words.

Submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual.

The conduct has the purpose or effect of having a negative impact on the individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment.

Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through this school.

**7. Electronic Harassment.** Harassment may occur through a number of mediums or means, including electronic communications. The student harassment policy applies to all harassment, including any that occurs by or through any type of electronic communication. This includes, but is not necessarily limited to Internet, email, cell phones (including picture phone or text messaging as well as voice), instant messaging, My Space, Facebook, or other communication devices, and facsimile (fax) communications of any type. This list of electronic devices is not inclusive, and the policy is intended to cover other types of telecommunication.

**8. Physical Harassment.** Prohibited actions include, but are not necessarily limited to, the following:

Display of signs, pictures, cartoons, written statements, or other material that denigrates, intimidates, bullies, or otherwise discriminates against any student based on race, color, national or ethnic origin, age, or disability.

General harassment, pushing, shoving, or other intentional acts perpetrated in whole or in part because of the student's race, color, national or ethnic origin, age, or disability.

**9. Definition of Bullying or Intimidation.** "Bullying or intimidation" means any written, oral, or physical act or gesture that a reasonable person under the circumstances should know will have the effect of harming a student or damaging his or her property or placing a student in reasonable fear of harm to his or her person or damage to his or her property, or that has the effect of insulting or demeaning any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Harassment, intimidation, or bullying includes a gesture or an act, whether written, oral, or physical, that is reasonably perceived as being motivated by a characteristic such as sex (gender), race, color, national or ethnic origin, age, or disability.

**10. Examples of Harassment, Bullying, or Intimidation.** Unwelcome conduct of this type can include a wide range of verbal, visual, or physical conduct of a sexual or other nature. Among the types of conduct that would violate this policy are the following:

- Unwanted sexual advances or propositions.
- Offering academic benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct such as leering, making sexual gestures, or displaying sexually suggestive objects or pictures, cartoons, or posters.
- Verbal conduct such as making or using derogatory comments, epithets, slurs, and jokes about a student's race, color, national or ethnic origin, age, or disability.
- Verbal abuse of a sexual or other nature; graphic verbal commentaries about an individual's body, race, color, national or ethnic origin, age, or disability; sexually degrading words used to describe an individual; suggestive or obscene letters, notes, or invitations.
- Physical conduct such as touching, assaulting, impeding, or blocking movements.

Any conduct that has the effect of insulting or demeaning a student or group of students in such a way as to disrupt or interfere with the school's educational mission or that is severe, persistent, or pervasive so that it creates an intimidating, threatening, or abusive educational environment.

## **APPLICATION OF HARASSMENT POLICY**

The student harassment policy applies to school hours; to any school-sponsored event or activity, including during school-arranged transportation of any type to or from an event or activity, and whether the activity or event occurs on or off the school campus; while on school property or at school-leased facilities; or at any other time when the event or activity has any school recognition. Additionally, as a Christian school, the school has the right to expect and does expect that students and any employee of the school will conduct themselves in a Christ-like manner and/or as a Christian role model. Conduct violating these biblical standards—whether occurring at school or during school-sponsored events, activities, or functions or not, or on campus or not—is subject to appropriate action by the school.

## **PROHIBITED ACTIONS**

- 1. Employee-Student Harassment, Bullying, or Intimidation.** Employee-student harassment, bullying, or intimidation of any type is prohibited.
- 2. Student-Student Harassment, Bullying, or Intimidation.** Student-student harassment, bullying, or intimidation of any type is prohibited.

## **WHERE TO REPORT STUDENT HARASSMENT**

Students who feel that they have been subjected to conduct of a harassing, bullying, or intimidating nature are encouraged to promptly report the matter to one of the designated school officials. A list of such individuals is posted at each branch.

Students who observe conduct of a harassing, bullying, or intimidating nature are also encouraged to report the matter to one of the designated school officials. All complaints will be promptly investigated.

## **CONFIDENTIALITY:**

Every effort will be made to reasonably protect the privacy of the parties involved in any complaint. However, the school reserves the right to fully investigate every complaint and to notify a student's parent/guardian and appropriate government officials as the circumstances warrant.

## **PROTECTION AGAINST RETALIATION**

It is against the school's policy to discriminate or retaliate against any person, including any student, who has filed a complaint involving harassment, bullying, or intimidation or who has testified, assisted, or participated in any manner in any investigation, formal proceeding, or hearing concerning harassment, bullying, or intimidation. However, if in the course of an investigation or subsequently the school learns that a student or others have made a complaint that was not in good faith or it was known to be false at the time of the complaint, the school reserves the right to take appropriate action. Making false complaints or complaints not made in good faith can jeopardize someone's reputation.

## **PROCEDURE FOR INVESTIGATION OF THE COMPLAINT AND FOR TAKING CORRECTIVE ACTION**

When one of the designated school officials in this policy receives a complaint, he or she shall immediately inform the superintendent. The superintendent will direct an investigation. If the investigation confirms the allegations, prompt corrective actions shall be taken. The individual who suffered the harassing, bullying, or intimidating conduct shall be informed of the corrective action taken. In addition, any employee or student found to be responsible for harassment, bullying, or intimidation in violation of this policy will be subject to appropriate disciplinary action up to and including expulsion or termination. The severity of the disciplinary action will be based on the circumstances of the infraction.

## **DRESS CODE**

The dress policy at Tree of Life Christian Schools is established so that students may learn not to draw attention to themselves, but rather to give glory to God in how they look.

### **SCHOOL UNIFORMS**

School uniforms are worn during the school day in grades one through twelve.

So that consistency and quality will be maintained School Closet, Ltd. and Educational Outfitters are the school's vendors. A complete listing of the Tree of Life selections is available at each of these vendors.

School uniform pants may be purchased from other stores in addition to School Closet, Ltd. and Educational Outfitters as long as they are the same colors (navy and khaki), style and sized to fit as our standard uniform pants. Acceptable vendors include uniform sections of department stores or uniform divisions of name brands (i.e. Dockers, Dickies, etc.).

### **SCHOOL COLORS AND MASCOT**

Forest green, white and navy blue are the school colors and the school mascot is the Trojan.

### **DRESS CODE**

Dress code is to be observed from 7:55 am – 2:47 pm, including between classes, and during lunches. For specific expectations refer to the Dress Code section of the Handbook.

### **DRESS DOWN EXPECTATIONS**

Periodically the student body will receive dress down opportunities where they are permitted to dress out of uniform. However, to maintain a level of modesty and acceptable appearance the following expectations are required: For specific dress down expectations refer to the Dress Code section of the handbook. Jeans may be worn, but should not be formfitting (skinny jeans) and shall not have holes, patches, or torn areas. Athletic type shorts and sweatpants are not permitted unless communicated otherwise. Men's and women's clothing must completely cover backs, stomachs, and all undergarments at all times and in all places. Hats and head coverings are not permitted unless communicated otherwise, and hooded sweatshirts must be worn with the hood down throughout the day. Not abiding by these expectations will lead to a loss of privilege for other dress down days. In the case of inappropriate attire the student will have to sit out of class until a change of clothes is brought to school by the parent.

Teachers who coordinate field trips must also communicate the dress expectations for the field trip.

### **DRESS UP EXPECTATIONS**

Students who are given the opportunity to dress up for certain occasions are expected to dress in such a way that raises the standard of regular appearance. High School student athletes are permitted to dress up on senior night and tournament games. Middle School student athletes are only permitted to dress up on designated dates as approved by the Athletic Director.

### **SPIRIT DRESS DAYS**

On Spirit Dress days the student body is permitted to dress out of uniform but must dress in a manner that promotes Tree of Life. Specific Tree of Life apparel, merchandise and colors are required. Other expectations follow the previously stated dress down expectations.

## **BOYS**

1. Uniforms will include:
  - a. Navy and khaki pants, navy corduroys, navy and khaki walking shorts. Pants and shorts must be hemmed.
  - b. Long and short sleeve oxford shirts (white, light blue, yellow, light green)
  - c. Long and short sleeve collared. knit polo shirts (white, light blue, yellow, red, dark green, navy)
  - d. Turtlenecks (white, yellow, light blue, navy, red, dark green)
  - e. Several coordinating sweaters and vests are available.
  - f. Embroidered school uniform sweatshirts may be worn at all grade levels. They can be purchased from either School Closet, Educational Outfitters, or the Tree of Life Athletic Dept.
2. When a sweater or sweatshirt is worn, a turtleneck, polo, or oxford shirt is to be worn underneath.
3. To set an academic tone, uniforms should be worn properly. During school hours, shirts must be tucked in.
4. Oversized clothing will not be permitted.
5. An appropriate belt is required to be worn and visible with uniform pants and shorts at the Northridge Branch.
6. Appropriate shoes must be worn.
  - a. Socks must be worn with shoes at the elementary branches.
  - b. Boots of any type may not be worn at school. If worn for inclement weather, boots must be changed upon arrival at school.
  - c. Sandals are not permitted.
7. Jackets, coats, hats (head covers) and other outer apparel are not to be worn during school.
8. Hair must be kept clean and well groomed. Hair length must be cut and styled so that the hair does not fall into the eyes. Hair may be no longer than the bottom of the ear and collar length in the back. Extreme hairstyles and colors are not permitted. Sideburns can be no longer than the bottom of the ear. Boys shall be clean shaven at all times.
9. Earrings of any type and pierced jewelry are not permitted. All jewelry must be unoffensive to the Christian faith. Excessive or inappropriate jewelry will be addressed.
10. Tattoos are not permitted.
11. Apparel at school-related activities and on dress down days must be modest, appropriate and God-honoring. Jewelry policy is the same as for regular school days.
12. Writing on T-shirts worn underneath clothing should not show through.
13. Dress Up Day Expectations:
  - a. Shirt and tie worn professionally (all buttons buttoned, and shirt tucked in)
  - b. Athletic team approved embroidered oxford
  - c. Dress pants
  - d. Dress shoes
  - e. No jeans
  - f. Anything that raises the standard of professional dress as approved by the team coach, the Athletic Director or the Principal.
14. Homecoming attire for the boys shall follow the expectations outlined under the Dress Up Day Expectations, unless there is a homecoming-established dress theme.
15. Junior/Senior Banquet Attire is expected to be formal. Options include a suit or a tuxedo.

## **GIRLS**

1. Uniforms will include:
  - a. Plaid jumpers, plaid skirts, navy and khaki slacks, navy corduroys, navy and khaki walking shorts. Pants and shorts must be hemmed.
  - b. Round collar blouses - elementary branches - (white, light blue, yellow)

- c. Long and short sleeve oxford shirts (white, light blue, light green, yellow)
  - d. Long and short sleeve collared knit polo shirts (white, light blue, navy, yellow, red, dark green)
  - e. Turtlenecks (white, light blue, navy, red, dark green, yellow)
  - f. Several coordinating sweaters and vests are available.
  - g. Embroidered school uniform sweatshirts may be worn at all grade levels. They are to be purchased from either School Closet, Educational Outfitters, or the Tree of Life Athletic Dept.
2. Elementary, middle school and senior high girls may wear uniform skirts and/or jumpers. Jumper and skirt lengths must come to the top of the knee or longer.
  3. At the Northridge Branch, turtlenecks are only to be worn under a sweater, long-sleeved oxford shirt or polo shirt, vest or jumper.
  4. When a sweater or sweatshirt is worn, a turtleneck, polo, oxford shirt or round collared blouse is to be worn underneath.
  5. To set an academic tone, uniforms should be worn properly. During school hours, shirts must be tucked in.
  6. Oversized clothing or clothing that is too tight will not be permitted.
  7. Proper undergarments must be worn at all times.
  8. Appropriate shoes should be worn.
    - a. Socks or tights must be worn with shoes at the elementary branches.
    - b. Boots of any type are not permitted at school. If worn for inclement weather, boots must be changed upon arrival at school.
    - c. Sandals are not permitted.
  9. Jackets, coats, hats (head covers) and other outer apparel are not to be worn during school.
  10. Hair must be kept clean and well groomed. Extreme hairstyles and colors will be addressed individually.
  11. Earrings are the only pierced jewelry permitted. Excessive or inappropriate jewelry will be addressed. All jewelry must be inoffensive to the Christian faith.
  12. Tattoos are not permitted.
  13. Apparel at school related activities or dress down days must be modest, appropriate and God honoring (e.g. modest length of skirts, shorts, no bare midriffs, etc.) Jewelry policy is the same as for regular school days.
  14. Writing on T-shirts worn underneath clothing should not show through.
  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.
  16. Dress Up Day Expectations - Modesty and discernment should be used when following the approved guidelines:
    - a. Modest blouse with no plunging necklines or exposed mid-sections.
    - b. Athletic team approved embroidered oxford.
    - c. Modestly fitting dress pants/capris or shirt of appropriate length.
    - d. Dress shoes
    - e. No jeans
    - f. Anything that raises the standard of professional dress as approved by the team coach, the Athletic Director or the Principal.
  17. Homecoming is not a formal event. Therefore, we discourage the wearing of formal dresses. Formal wear shall be reserved for Junior/Senior Banquet. Homecoming attire for the girls shall follow the expectations outlined under the Dress Up Day Expectations, unless there is a homecoming-established dress theme.
  18. Junior/Senior Banquet Attire is expected to be formal. However, due to changing styles with female fashion dresses must be pre-approved and necessary adjustments are to be made prior to the event. Plunging necklines and strapless or backless dresses shall not be worn. Modest length is required. Questions regarding specific expectations can be directed to the Banquet Coordinator or the Administration.

# **STUDENT LIFE**

## **(Grades 6-12)**

The atmosphere and spirit of Tree of Life is promoted through the energy and enthusiasm of the student body. It is our desire that through daily student body life students at Tree of Life will learn to glorify God by being educated in His truth and by being disciplined in Christ. The following section addresses aspects of student life for grades 6-12 (unless otherwise stated).

### **ACADEMIC HONOR CODE**

Part of the school's mission is to "Educate in Truth". Therefore, in the realm of academics we want to promote academic honesty. Honesty is a Christ-like virtue that should be displayed by all students. When it comes to academic success each student is to be accountable for their own work. Therefore, tests, quizzes, homework assignments, term papers, lab assignments, etc. are to be completed by the individual student unless the teacher has granted specific permission otherwise. It is the student's responsibility to avoid every appearance of cheating, and this includes letting another student use your work, or having someone else's handwriting on your assignment (including parents). Plagiarism is also a form of cheating and is defined as "the use of another writer's ideas or words without giving the writer credit for them."

Students who have committed academic dishonesty, or cheating, will receive an automatic "0" on the assignment, test or quiz, and the parent and Principal will be notified by the teacher. Students who show evidence of cheating but try to deny the fact will receive an In-School Suspension. Students who show a pattern of cheating could face stricter discipline such as failing the class up to expulsion.

A student will face disciplinary action for cheating if a teacher or staff member personally observes or discovers an act of cheating on a given assignment, if the student admits to cheating, or if an act of cheating is observed and reported to the teacher by multiple independent sources.

### **ACADEMIC RECOGNITION AND REWARDS**

Each quarter the administration will reward those students in grades 6-12 who have maintained high academic standing in the classroom with limited discipline. **add to**

### **BANQUET**

The Junior/Senior banquet is scheduled each May for members of the junior and senior classes. It is a formal event which is sponsored and coordinated by the junior class. Dinner is provided as well as formal dance instruction. Students who are bringing a date from another school need an "Event Waiver" completed and returned to the front office two weeks prior to the event. Gentlemen who are bringing dates from another school must have their dates complete the dress check requirements. Questions about Junior/Senior Banquet can be directed to the Junior Class advisor or High School Principal. For specific dress code requirements refer to the Dress Code section of the handbook.

### **CLASS ADVISORS**

Each high school grade (9-12) will have a staff member assigned to their class as an advisor. In conjunction with the administration the class advisor is responsible to coordinate and communicate with the students about specific class activities like retreats, service projects, fundraisers, banquet organization and the senior class trip.

### **CLASS RETREATS**

Class retreats are scheduled each fall for each grade from 7-12. The purpose of these retreats is to provide opportunities for the students to develop and strengthen friendships outside of the school environment, as well as provide in depth spiritual growth for each class. Each grade level has a different spiritual theme designed to build as the students progress through the grades.

## **CHAPEL**

Chapels are regularly scheduled throughout the school year and are intended to be a time of corporate worship for the Middle School grades (6-8) and High School grades (9-12) respectively. Speakers are typically invited guests, school staff members, or members of the student body. Students are expected to bring their Bible to chapel, be as actively involved as necessary, and demonstrate appropriate behavior and conduct during the chapel service.

## **FAN CONDUCT**

Romans 12:2 tells us not to conform to the patterns of this world, and while our modern culture has promoted elements of disrespect, mockery and rudeness as acceptable in the realm of athletics, we desire to demonstrate a positive contrast to our culture. Therefore, students and fans who represent Tree of Life at athletic contests are expected to be supportive of our teams, not degrading of the opponent. This applies at both home and away contests, and students or fans who demonstrate a lack of self-discipline in such environments may face school discipline.

Students attending athletic events must be fully clothed and dress moderately. Face painting and temporary hair coloring is permitted, but chest painting is not.

Concerns regarding fan conduct and behavior (either student or adult) should be referred to the Athletic Director, where discernment will be used prior to disciplinary implementation. Possible discipline could include suspension from athletic events.

## **HOMECOMING**

Homecoming is held each winter for grades 9-12 only. Students who are bringing a date from another school need an "Event Waiver" completed and returned to the front office one week prior to the event. However, because this is the first high school social event for 9<sup>th</sup> graders, freshmen are not permitted to bring exclusive dates. All students who attend Homecoming must be in grades 9-12 or first year Tree of Life alumni. This event is not a formal event, therefore student attire should reflect that expectation. Homecoming is sponsored by the High School Student Council, and line-dances are approved and taught at this event. For specific dress code requirements refer to the Dress Code section of the handbook.

## **LIBRARY**

A library is available at each branch. The following procedure will be used for lost books:

1. A replacement cost will be assessed for any lost book.
2. Lost books must be paid for before grade cards will be issued.

## **SENIOR TRIP**

The senior trip is intended to provide a time of meaningful and extended fellowship among the senior class prior to graduation. Payment for the trip is covered through class fundraisers and personal payments. Questions regarding the senior trip should be directed towards the senior class advisors.

It is our desire that all seniors go on the trip, but those who are not able, or choose not, to attend will be required to attend certain classes depending on their academic status in light of graduation.

Students who are in good academic standing but not attending the senior trip must schedule 3 eight hour days of verifiable service within the school or extended community. Failure to do will lead to school discipline. In general, seniors do not make up work missed during senior trip. Make up work may be necessary for non-senior level classes.

## **STUDENT CLUB & EXTRA-CURRICULAR ACCOUNTABILITY**

"To whom much is given much is required." (Luke 12:48) Students who have been given the privilege of representing Tree of Life through school activities (athletics, student leadership positions, theatre/drama, clubs, etc.) must be aware that they are to be held to higher standards. Therefore, students who are in positions of leadership, assumed or un-assumed, may lose certain privileges

(game time, practicing time, dress down opportunities, etc.) based on patterns of unacceptable behavior or conduct.

### **STUDENT COUNCIL**

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.

### **STUDY TABLES**

Study Tables have been established for students who need time after school to study prior to athletic events or parent pick-up. From the schools perspective this is also a matter of student supervision, therefore there are some specific requirements in place.

Study Tables is not an after school hangout. Therefore students need to be prepared to use the time wisely. Those students who have no legitimate school related reason to be there will not be permitted to stay. Therefore, parents must complete the necessary Study Tables registration form. Students who have bus transportation and no need to be at school are required to go home on the bus.

Students are to report to Study Tables by 3:05 pm and must be picked up or dismissed for practice by 5:30 pm. A fine in the amount of \$25/30 minutes will be assessed to parents who pick up their student after 5:30 pm. In order to provide the environment necessary for studying the same expectations established for Study Hall will be held during Study Tables. Students who are not able to abide by the stated guidelines will be subject to disciplinary action such as detention or suspension from Study Tables, or Saturday School.

Student athletes are required to be at Study Tables prior to their scheduled practices or games and will be dismissed to their events 15 minutes before the scheduled time, or when the coach signs them out. To ensure students are being properly supervised, non-student athletes must be signed out by their parent.

### **TECHNOLOGY**

Tree of Life provides personal computers for student use at all branches. All internet access is filter-protected. Students in grades 6-12 sign a Computer Use Agreement (see Appendix for sample).

**At the elementary branches**, at least one PC per classroom is provided for student use under the supervision of the classroom teacher.

**Northridge branch** provisions include: a computer lab, a library/media center, and a mobile computer lab.

Use of computers and the internet provide great educational benefits to students. Unfortunately, some material accessible via the internet may contain items that are illegal, defamatory, or potentially offensive. Access to school computers and the internet is given as a privilege to Northridge students who agree to act in a considerate and responsible manner. We require that students and parents/guardians read, understand, and sign a *Computer Use Agreement Policy*.

All Northridge students pay a modest technology fee to cover supplies and maintenance. Students should purchase their own USB flash drives of 256 MB or larger size to save schoolwork done on school computers.

### **TELEPHONES**

Office telephones are to be used only for school business or with permission from school office personnel. Students should not be called to the phone during school hours except in an emergency. Unless the school has announced an unexpected change of plans or schedules, students are not to use

office phones for other reasons. 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.

**WASHINGTON DC TRIP**

At the end of the school year the 8<sup>th</sup> grade class takes a 5 day, 4 night trip educational trip to Washington DC. Students who have demonstrated good behavior throughout the school year and who have made the necessary payments are eligible to go on the trip. Students not going on the trip are not required to attend school during that time.

## COMMUNITY LIFE

### **AFTER SCHOOL EXPECTATIONS**

School ends at 2:47 pm and those students who ride busses need to make it a point of emphasis to be on the bus in a timely manner. Students who have after school activities must report to their designated location and teacher/coach/supervisor by 3:05 pm. Students who do not have after school activities are encouraged to be out of the building by 3:05 pm.

### **BANQUET AFTER PARTY**

The Junior/Senior Banquet After Party is not a school-sponsored event. The banquet is coordinated by the junior class and it is the junior class parents who are expected to coordinate the after party. This includes finding a location and activities for the students, as well as providing adequate and proper supervision. Questions regarding the banquet after party are to be referred to the High School Principal or Junior Class Advisor.

### **BEFORE SCHOOL EXPECTATIONS**

Upon arrival at school Middle School students will congregate in the auditorium, and High School students will congregate in the gymnasium. Students who arrive before 7:30 am may go to their locker but must return to their designated area by 7:30 am. Between 7:30 am and 7:50 am students are allowed to go to the locker room to drop off sports equipment, but are not permitted to go to their lockers. At 7:50 am students in grades 6, 7 and 9 will be released to their lockers in preparation for their first period class. At 7:55 am students in grades 8, 10, 11 and 12 will be released to their lockers in preparation for their first period class. Students are not permitted in classrooms prior to the morning dismissal bell unless there is teacher supervision.

### **BOOK BAGS**

All students in grades 6-12 are permitted to have a book bag, but middle school students are not permitted to carry them from class-to-class. Therefore, book bags need to be of appropriate size to fit in lockers. High school students are permitted to carry book bags from class-to-class.

### **BUILDING USE**

Students may not use any parts of the building (gymnasium, weight room, staff room, classrooms, kitchen, etc.) at any time without approved staff supervision. This includes using classrooms for student lunches or Bible studies. Discipline will be issued if this becomes a pattern of defiance or disobedience.

### **ELECTRONIC DEVICES**

At the elementary branches, student use of electronic media devices (i.e. MP3 players, etc.) and cell phones are prohibited in the buildings and on school transportation, unless authorized by a staff member.

**At the Northridge Branch, student use of electronic media devices, such as MP3 players, etc. is prohibited during the school day.** All electronic devices are to be turned off at the beginning of the day upon dismissal to student lockers. Electronic devices that are confiscated will be given to the Principal and may be kept for as long as a week.

### **FOOD AND DRINK**

Food/snacks and drinks are to be disposed of before the school days begins and from that point on are only to be consumed in the lunch room. Food/snacks and drinks are not permitted in the classroom during teaching time, this includes Study Hall. The only exception to this policy is in the event of medical reasons in which case a doctor's note must be submitted to the school nurse. In order to prevent spills and possible property damage drinks are not to be stored in student lockers.

## **LOCKERS**

All students in grades 6-12 are issued a locker to store items needed throughout the school day. Combination locks are available upon request, but typically locks are not used. Students who choose to provide their own lock must use a combination lock, not a key lock. Lockers should be kept clean and organized, free of trash, food, graffiti, and inappropriate pictures, symbols and themes. Students are permitted to decorate appropriately the outside of lockers on certain occasions like game days or birthdays, but must also clean the lockers within a reasonable time after the event. All other locker decorating must be approved by the Principal. The administration reserves the right to check lockers at any time.

## **LOCKER ROOM**

The locker room is for the use of student athletes and students getting changed for gym class. Lockers are available in the locker room and students are encouraged to use them for storing valuable equipment. As a school we cannot guarantee that theft will not occur in the locker room. However, we will do all we can to prevent such incidents, but students need to be wise in what they are leaving in the locker room. Students are not to be in the locker room during their class schedule, and the locker room is not an after school hang-out location.

## **LOST AND FOUND**

Lost and Found storage can be accessed before school, during lunch or after school. Students who need to access the Lost and Found storage outside of the designated times must get approval from the attendance office. Lost cell phones, electronic devices, eye glasses and jewelry will be stored in the attendance office.

## **LUNCH**

Many students bring their lunch to school. Milk is the only drink available for purchase at the elementary branches. Pop, juice and snack machines are provided at the Northridge Branch. The Dublin branch offers a catered hot lunch program.

At lunchtime students may not leave the school grounds unless accompanied by a parent or by an adult designated by a parent.

Food is to be eaten only in the designated areas of each building. Students are to maintain good manners at all times while eating lunch.

## **SOCIAL NETWORKING & BLOGGING POLICY**

Since Social Networking sites such as Facebook, Twitter and MySpace, as well as blogs, are considered matters of public access, information being posted by Tree of Life students and/or community members should be consistent with the standards of the Christ-like Code of Conduct. Violation of these expectations will result in disciplinary action.

## **VISITORS**

Upon arrival, all visitors at all branches must report to the school office. In pre-school through grade 5, visitation to classes by other children is discouraged.

In grades 6 - 12, prior permission must be obtained from the Northridge principal for student visitation. Visitation is restricted to 10:30 – 12:30 pm and the number of visitors is limited. Visitors are not permitted to interrupt classes.

Any parental visit to a student's classroom must be scheduled ahead of time with the principal. At elementary branches, open visitations are scheduled in the winter for prospective school families to see the school. Northridge hosts an Open House in February for prospective families.

# APPENDIX

## TRAINING YOUR CHILD

It is the desire of Tree of Life Christian Schools to assist parents with the task of training their children as directed by God in Proverbs 22:6, “Train a child in the way he should go, and when he is old he will not turn from it.”

During the school year, your children spend a large part of their day at school being taught, guided, disciplined and nurtured by their teachers. Christian school educators take very seriously their responsibility for training students during school hours as parent representatives. It is important that regular school attendance be established in the early school years and continue throughout the educational process. In addition, the home and school together should expect from each student good, consistent, academic effort.

The purpose of discipline in the training of a child is to correct and bring about needed change in behavior, attitudes, or specific situations. Discipline is a necessary and integral part of the training process. As your children learn accountability for their actions, they also learn that there are consequences for choices that they make.

Various consequences are used in the process of teaching discipline at Tree of Life. Most discipline situations are evaluated and decisions made on an individual basis by considering the specific circumstances, the student himself, the frequency of the action and other related information. Loss of privileges, detentions, isolation, specific assignments (written and other), and suspension are examples of some methods of discipline used.

It is our conviction that the training of your children is easier and more effective when there is biblical consistency between the home and the school. Some of the biblical instructions for parents concerning the training and discipline of their children are listed below:

Proverbs 1:8	“Listen, my son, to your father’s instruction and do not forsake your mother’s teaching.”
Proverbs 3:11, 12	“My son, do not despise the Lord’s discipline and do not resent his rebuke, because the Lord disciplines those he loves, as a father the son he delights in.”
Proverbs 19:18	“Discipline your son, for in that there is hope; do not be a willing party to his death.”
Proverbs 29:17	“Discipline your son, and he will give you peace; he will bring delight to your soul.”
Hebrews 12:5	“And have you forgotten that word of encouragement that addresses you as sons? ‘My son, do not make light of the Lord’s discipline, and do not lose heart when he rebukes you.’”
Hebrews 12:7, 8, 11	“It is for discipline that you endure; God deals with you as with sons; for what son is there whom his father does not discipline? But if you are without discipline, of which all have become partakers, then you are illegitimate children and not sons. All discipline for the moment seems not to be joyful but sorrowful; yet to those who have been trained by it, afterwards it yields the peaceful fruit of righteousness.”
Hebrews 12:5	“And have you forgotten that word of encouragement that addresses you as sons? ‘My son, do not make light of the Lord’s discipline, and do not lose heart when he rebukes you.’”

Hebrews 12:7, 8, 11 “It is for discipline that you endure; God deals with you as with sons; for what son is there whom his father does not discipline? But if you are without discipline, of which all have become partakers, then you are illegitimate children and not sons. All discipline for the moment seems not to be joyful but sorrowful; yet to those who have been trained by it, afterwards it yields the peaceful fruit of righteousness.”

In desiring cooperation between the home and school, we ask that you indicate your agreement by signing below:

I have read and am in agreement with the Discipline and Attendance policies as stated in the handbook (pages 9, 10, 11, 15, and 16).

I agree that the school reserves the right to dismiss any student who does not cooperate with the educational process.

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Parent(s') Signature(s)

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Date

Rev.12/04

## **CHARACTERISTICS OF 5 TYPES OF PEOPLE DESCRIBED IN PROVERBS**

### **WISE**

Our goal in discipline is to develop wise students who see life from God's perspective. This involves training that corrects, shapes, strengthens and perfects the students and that leads them from outer control to self-control to spirit control.

"I, wisdom, dwell with prudence, and I find knowledge and discretion." Proverbs 8:12

"For wisdom will enter your heart, and knowledge will be pleasant to your soul; discretion will guard you, understanding will watch over you." Proverbs 2:10, 11

#### **The wise person:**

**1. Listens to rebuke:**

Proverbs 9:8b "Reprove a wise man, and he will love you."  
Proverbs 13:1a "A wise son accepts his father's discipline."  
See also Proverbs 15:31-33; 19:20; 17:10.

**2. Influences his peers for good:**

Proverbs 29:8 "Scorners set a city aflame, but a wise man turns away anger."  
Proverbs 13:20a "He who walks with wise men will be wise."  
See also Proverbs 11:30; 15:2, 29.

**3. Brings happiness:**

Proverbs 3:18 "Wisdom is a tree of life to those who take hold of her, and happy are all who hold her fast."  
Proverbs 23:15 "My son, if your heart is wise, then my heart will be glad."  
See also Luke 2:52.

### **SIMPLE**

#### **The simple person:**

**1. Follows others:**

Proverbs 14:15a "The simple believe every word."  
See also Proverbs 19:25; 21:11.

**2. Does not foresee consequences; is not cautious.**

Proverbs 22:3 "The prudent man foresees the evil, and hides himself; but the simple pass on, and are punished."

**3. Is gullible, believing everything he hears.**

Proverbs 14:15a "The simple believe every word."  
Proverbs 1:22a "How long, O naive ones, will you love simplicity?"

**4. Takes someone else's punishment seriously; would not be likely to laugh at someone else's punishment.**

Proverbs 19:25a "Smite a scorners, and the simple will beware."

**5. Can respond positively to the Word of God.**

Proverbs 19:7 "The law of the Lord is perfect, converting the soul; the testimony of the Lord is sure, making wise the simple."  
Psalms 119:130 "The entrance of Thy words give light; it gives understanding unto the simple."

**6. Is easily deceived.**

Romans 16:18b "...by good words and fair speeches deceive the hearts of the simple."

## **FOOL**

### **The fool:**

- 1. Reveals his foolishness by his mouth.**  
Proverbs 18:6,7 “A fool’s lips bring strife and his mouth calls for blows. A fool’s mouth is his ruin, and his lips are the snare of his soul.”  
Proverbs 15:2b “But the mouth of fools spouts folly.”  
See also Proverbs 10:14; 17:28; 20:3.
- 2. Doesn’t believe in God or is void of spiritual understanding.**  
Psalms 14:1 “The fool hath said in his heart there is no God!”
- 3. Enjoys mischief.**  
Proverbs 10:23a “It is as sport to a fool to do mischief.”
- 4. Thinks what he is doing is right.**  
Proverbs 12:15a “The way of a fool is right in his own eyes.”
- 5. Is a grief and sorrow to his parents.**  
Proverbs 17:25 “A foolish son is a grief to his father, and bitterness to her that bare him.”  
See also Proverbs 10:1; 19:13.
- 6. Does not respect his mother (may carry over to teachers).**  
Proverbs 15:20 “A foolish man despises his mother...”
- 7. Has no use for instructions (may carry over to teachers).**  
Proverbs 23:9 “Do not speak to a fool, for he will scorn the wisdom of your words.”  
See also Proverbs 26:4.
- 8. May give false reports to hurt someone else’s reputation.**  
Proverbs 10:18b “He that utters slander is a fool.”
- 9. Does not understand God’s ways.**  
Psalms 92:5-6 “O Lord, how great are Thy works; and Thy thoughts are very deep. A brutish man knows not; fools do not understand.”
- 10. Does not flee temptation.**  
Proverbs 14:16 “A wise man is cautious and turns away from evil, but a fool is arrogant.”
- 11. May try to reform but keeps going back to his foolishness.**  
Proverbs 26:11 “Like a dog that returns to its vomit is a fool who repeats his folly.”
- 12. Tends to meddle in other peoples’ affairs.**  
Proverbs 20:3 “It is an honor for a man to cease from strife; but every fool will be meddling.”
- 13. Does not respond to counsel.**  
Proverbs 1:7 “The fear of the Lord is the beginning of knowledge; but fools despise wisdom and instruction.”
- 14. Has a quick temper.**

Proverbs 12:16a "A fool's wrath is presently known."  
Proverbs 29:11a "A fool always loses his temper..."

**15. The rod is important for correction.**

Proverbs 22:15 "Foolishness is bound up in the heart of a child; the rod of discipline will remove it far from him."

**SCORNER**

Webster's definition: Open or unqualified contempt; disdain or contempt; mockery or ridicule; contemptuous action or speech.

**1. Enjoys scorning.**

Proverbs 1:22 "How long, O naïve ones, will you love simplicity? And scoffers delight themselves in scoffing..."

**2. Is full of pride.**

Proverbs 21:24 "The proud and arrogant man - 'Scoffer' is his name, he behaves with overweening pride."

**3. Does not receive correction and is unwilling.**

Proverbs 13:1b "A scoffer does not listen to rebuke."  
See also Proverbs 9:7; 15:2; 22:10; 19:29.

**4. Leads others into trouble.**

Proverbs 29:8a "Scornful men bring a city into a snare."

**SLUGGARD**

1. Proverbs 26:13-15

"The sluggard says, 'There is a lion in the road! A lion is in the open square!' As the door turns on its hinges so does the sluggard on his bed. The sluggard buries his hand in the dish; he is weary of bringing it to his mouth again. The sluggard is wiser in his own eyes than seven men who can give a discreet answer."

2. Proverbs 6:6, 9-10

"Go to the ant, O sluggard. Observe her ways and be wise. How long will you lie down, O sluggard? When will you arise from your sleep? 'A little sleep, a little slumber, A little folding of the hands to rest -' And your poverty will come in like a vagabond, And your need like an armed man."

3. Proverbs 18:9

"One who is slack in his work is brother to one who destroys."

4. Proverbs 20:4

"The sluggard does not plow after the autumn, so he begs during the harvest and has nothing."

# STANDARDS OF CHRIST-LIKE CONDUCT

(Grades 8-12)

Tree of Life Christian Schools recognizes that while Scriptures do not provide specific teaching regarding all social practices, they do advocate self-restraint in that which is harmful (I Cor. 6:9-10,19) or offensive to others (I Cor. 8:9). Practices detrimental to a Christian's character and body are not permitted.

When a student submits to the authority of home, school and church, he/she learns to yield to Christ. Each student's conduct should be brought into harmony with the principles of God's Word as revealed in the Bible. **We realize that not everyone will agree entirely with all policies as presented, but we must teach ourselves to respect and respond properly to authority even when we don't agree because this is God's command to us.**

Christian conduct is expected of students at all times (both on and off campus). While a student is enrolled at Tree of Life Christian Schools, it is understood that the school expects the student to refrain from any behavior that adversely affects the testimony of Jesus Christ, Tree of Life Christian Schools and/or the student and family – **24 hours/day, seven days/week/365 days/year**. We expect the student to adhere to the following standards:

- 1. TO OBSERVE BIBLICAL MORALITY IN ALL RELATIONSHIPS.**
- 2. TO PRESERVE PERSONAL PURITY.**
- 3. TO REFRAIN FROM THE POSSESSION, USE, SALE, AND/OR DISTRIBUTION OF ANY ALCOHOLIC BEVERAGES, TOBACCO, TOBACCO PRODUCTS, DRUG SUBSTANCES, DRUG-LIKE SUBSTANCES, AND/OR DRUG PARAPHERNALIA.**
- 4. TO APPROACH THE SCHOOL AND ITS PROGRAM WITH A POSITIVE CHRIST-LIKE ATTITUDE.**

\*\*\*\*\*

I understand the expectations as written in this Standards of Christ-like Conduct form. It is my personal desire and choice to attend this school, thus I voluntarily will observe the principles and guidelines set forth in the Parent/Student Handbook and will consciously seek to develop that pattern of life that will honor the Lord Jesus Christ in my personal, family and social relationships.

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

*I am aware that my child has read and signed this form.*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

# FAMILY VACATION/EXTENDED ABSENCE FORM

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_ Date(s) of Absence(s) \_\_\_\_\_

Each child receives 10 excused absences per semester; however, Tree of Life Christian Schools strongly discourages extended absences while school is in session. The school feels that daily attendance is very important to the educational process as there is a strong correlation between attendance and academic success. For further explanation, please refer to the Student Handbook section which pertains to the Northridge attendance policy.

Please provide a brief explanation of the nature of the absence.

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Declaration of Understanding by Student/Parent/Guardian:

1. We understand the attendance policies at the Northridge Branch.
2. We understand that for the best interest of the student, all school work missed during the absence must be made up within the guidelines established by the individual classroom teacher.
3. The day-for-day policy does not apply. It is the responsibility of the student to follow the teacher's guidelines. This may include all work done before leaving, or due on the first day back.
4. We understand that failure to make up the missed work within the allotted time will result in a letter grade of "F" assigned for each day and/or assignments missed.
5. We understand that a student having difficulty in maintaining his/her achievement level may compound problems by missing regular class.
6. For high school: material missed during this absence will be on the semester exam.

**All teachers must sign this form.**

Subject	Teacher's Signature	Teacher Expectations
1. _____		
2. _____		
3. _____		
4. _____		
5. _____		
6. _____		
7. _____		
8. _____		

**RETURN COMPLETED FORM TO THE ATTENDANCE SECRETARY  
ONE WEEK PRIOR TO ABSENCE.**

Student's Signature \_\_\_\_\_

Parent/Guardian's Signature \_\_\_\_\_

Attendance Secretary's Signature \_\_\_\_\_

Date \_\_\_\_\_

09/07



# Tree of Life Event Guest Permission Slip

For the safety and security of Tree of Life students and guests, we require that our students bringing a guest to a school-sponsored formal from another school complete this form and return it to TOL office no later than 3 days prior to the event. It is the responsibility of the TOL student to acquire and deliver completed forms to their guest and return them to the TOL office. They WILL NOT be delivered or faxed by the front office staff for any reason. Bottom line, your guest is your responsibility.

TOL Student's Name \_\_\_\_\_

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

Guest Information (Please Print)

Name \_\_\_\_\_ Grade \_\_\_\_\_ Age \_\_\_\_\_  
(Student must currently be in grade 11 or 12 to attend)

Parent's Name \_\_\_\_\_

Phone Number \_\_\_\_\_ Emergency Phone Number \_\_\_\_\_

The above named student has been invited to the Tree of Life Christian School

\_\_\_\_\_ (event) \_\_\_\_\_ (date) \_\_\_\_\_ (location)

*If guest attends another high school, please have his/her school administrator sign below.*

The above named student is currently in good standing at \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Administrator's Signature \_\_\_\_\_ Date \_\_\_\_\_

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I acknowledge that by bringing a guest to the Tree of Life Christian School event, I accept the responsibility for ensuring that my guest abides by all school rules and policies.

TOL Student Signature \_\_\_\_\_ Date \_\_\_\_\_