

# Olive Tree

*But as for me, I am like a green olive tree in the house of God;  
I trust in the lovingkindness of God forever and ever.  
I will give You thanks forever, because You have done it,  
And I will wait on Your name, for it is good,  
in the presence of Your godly ones.  
Psalm 52:8-9*

## **PARTICIPATION AGREEMENT**

Meeting at Summitview Church

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**\* Please sign and return this page on the first day of classes.**

Dear OliveTree Families,

3.

The Board of Directors and Faculty would like to welcome you to the OliveTree Homeschool Family. Please read through this Participation Agreement carefully and keep it for your future reference.

Our desire is to support homeschooling families by offering excellent classes taught by passionate teachers to enable students and parents to homeschool through high school. We are committed to teaching a Christian worldview and operating with Christian principles. We acknowledge that Jesus Christ is the Head of our families and our individual home school as well. Our desire at OliveTree is to aid in making your students homeschool experience a positive one both academically and socially, offering a small classroom atmosphere and opportunity for friendships.

We are a non-profit 501c-3 corporation which is overseen by a Board of Directors. The Board is comprised of husband-and-wife teams who have students or graduates in and from the program, and includes the Administrator. The Board of Directors is responsible for all final decisions regarding OliveTree. The Administrator is responsible for the day-to-day operation of the program.

Early in 2004 several families began discussing the need for a Christian 'enhancement' program for homeschooling families. They recognized the demands placed upon the average home-schooling mom as being equivalent to the one-room school-teacher – to be an expert in every subject at every age-level. Sooner or later, most of us begin to recognize the need for assistance in our endeavor to teach our children. Our idea for OliveTree was born out of this recognition.

We welcome your comments at any time and will prayerfully consider your suggestions. We would ask that you join us in praying for God's continued direction for OliveTree. It is for His glory that we continue in this endeavor.

We wish you a very blessed year with your family and thank you for choosing OliveTree.

Sincerely,

OliveTree Board of Directors, Faculty and Administration

**Mission**

Supporting the homeschool family by providing a quality program grounded in a biblical worldview.

**Vision**

Develop Christian leaders for the future who stand strong with a biblical worldview, prepared to serve the Lord wherever they are planted.

**Values**

Excellence – Col 3:17, 23

Integrity – 1 Peter 2:11-12, 2 Peter 3:14, Philippians 1:27

Respect – 1 Thessalonians 5:11-13

Personal responsibility – 2 Thessalonians 3:10

Critical thinking – Col 2:8, 1 Thessalonians 5:21

Modest standard of dress – 1 Corinthians 8:9, 1 Timothy 2:9-10

God honoring attitudes, speech and behavior toward others – Romans 12:16, 14:13,19, Romans 15:7,  
Ephesians 4:32, 1Thessalonians 5:15

**Strategic Objectives:**

1. To partner with parents in preparing young people to live for Christ, to have their faith firmly established in Christ, enabling them to stand strong for the sake of Christ.
2. To provide excellence in education.
3. To offer opportunities for positive socialization for home educated students.

**OUR STATEMENT OF FAITH \***

*The Holy Bible is the inerrant, sufficient, and authoritative Word of God and the supreme source of truth for the Christian faith and life (Ps 19:7-14; 2Ti 3:15-17; 2Pe 1:19-21; Jn 20:31). The Bible teaches that there is one God eternally existing in three persons: the Father, the Son, Jesus Christ, and the Holy Spirit (Deut. 6:4; Mk 12:29; Mt 28:19; 2Co 13:14; 1Ti 1:17). Jesus Christ was born of a virgin, lived a sinless life, and offered Himself up for sinners as a substitute on the Cross. Jesus also was resurrected bodily, ascended into heaven, and will return one day to establish His Kingdom (1Pe 3:22; Phil 2:9; Rev 19:11-12). Man is sinful and therefore separated from God, who is holy and perfect (Rom 3:23; Eph 2:1-5; 1Pe 1:15-16). Only through faith in Jesus Christ and His provision of Salvation by Grace, and not as a result of any works that we may do, may we be saved from eternal punishment, enter into God's family, and receive eternal life (Eph 2:8-10; Rom 6:23; Rom 8:11; Rom 10:9-13; 1Jn 1:9). The salvation of a sinner is instantaneous and accomplished solely by the power of the Holy Spirit through the instrumentality of the Word of God when the repentant sinner -- enabled by the Holy Spirit -- responds in faith (Jn 3:16; Rom 4:5-8, 10:9-13; Eph 2:8-10).*

\* It should be understood by all that OliveTree is a Christian program, rooted in the core doctrines of broader Evangelical Christianity. While we do not stipulate that students or families affirm every point of doctrine expressed above, we do reserve the right to orient the program from this perspective. Our desire is to faithfully proclaim Jesus Christ as Lord and Savior. Because of this, students will be expected to fully participate in classes and coursework. **No provision will be made for opting out of portions of classes and coursework.**

# OliveTree School

## *A Statement on Biblical Sexual Morality*

Adopted by the Board of Directors September 16<sup>th</sup>, 2022

We believe and teach that God wonderfully and immutably creates each person biologically as male or female. These two distinct, complementary genders together reflect the image and nature of God (Gen. 1:26-27). Rejection of one's God-given sex is a rejection of the image of God *within* that person, and God's sovereign design *for* that person.

We believe and teach that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Gen. 2:18- 25).

We believe and teach that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Cor. 6:18; 7:2-5; Heb. 13:4). We believe and teach that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe and teach that any form of sexual immorality (including adultery, fornication, homosexual behavior, and the use of pornography) is sinful and offensive to God (Matt. 15:18-20; 1Cor. 6:9-10).

We believe and teach that life is a gift from God, begins at conception (Psalm 139:13-16; Isaiah 44:2a; Isaiah 49:5a), and is precious.

We believe and teach that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19- 21; Rom. 10:9-10; 1 Cor. 6:9-11). We believe and teach that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are not in accord with Scripture nor the standards at *OliveTree* and will not be tolerated.

We believe and teach that in order to preserve the function and integrity of *OliveTree* as a Christian ministry, and to provide a biblical role model to the *OliveTree* students and the community, it is imperative that all persons employed by *OliveTree* Christian School in any capacity, or who serve as volunteers, agree to and abide by this Statement on a Biblical Sexual Morality (Matt. 5:16; Phil. 2:14-16; 1 Th. 5:22).

In the unfortunate circumstance in which the atmosphere or conduct within a particular home is counter to or in opposition to the biblical lifestyle the school teaches, *OliveTree* Christian School reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student. This includes, but is not necessarily limited to, living in, condoning, or supporting sexual immorality; practicing homosexual lifestyle or alternative gender identity; promoting such practices; or otherwise having the inability to support the moral principles of the school (Lev. 20:13, Rom. 1:26-27, Matt. 19:4-5).

## THE PROGRAM

OliveTree is a Christ-centered program designed to supplement and enrich the parents' home school education program. Classes meet one or two days per week while the majority of work is still done at home.

Parents are required to be involved in what their students are learning, assisting with scheduling, deadlines and organization as needed.

**Parental involvement is commensurate with your students' ability to work independently.**

Small class sizes and teachers who are passionate about their subjects make this program unique and effective. We aim to prepare students for college and for life.

### **What we offer:**

Kindergarten through 5th grade Enrichment classes

Middle School (6th – 8th) Core and Elective classes

High School (9<sup>th</sup> – 12<sup>th</sup>) Core and Elective classes

Please see Book List/Class Description Tab on Website for details of classes offered.

It is our desire to aid the Christian home school family in preparing well-rounded students who acknowledge Jesus Christ as Lord and are ready to live as responsible citizens of our nation.

The Scriptures are clear that parents are ultimately responsible for their children's education, therefore OliveTree is not ultimately responsible for your child's education, nor is Olive Tree a place to enroll students because of discipline problems.

**The Teacher's Role**

6<sup>th</sup>-12<sup>th</sup> grade instructors will teach the course subjects as stated in their course prospectus, provide and grade weekly homework assignments, provide semester report cards, contact parents as needed, and teach from a Biblical worldview. Instructors are available to students in between classes, however, extended tutoring situations require a personal agreement among the parent, student, and teacher to arrange for paid additional tutoring sessions. K-5 teachers instruct on an enrichment level only.

**The Student's Role**

6<sup>th</sup> – 12<sup>th</sup> grade students will be on time for class, comply with the teacher's prospectus requirements, meet assignment deadlines, participate respectfully in class discussions, come prepared for class which includes wearing appropriate modest attire according to the dress code, bringing text books, completed assignments, and all required supplies needed to participate fully in the class. Students are expected to practice academic integrity to prepare them for life. K-12<sup>th</sup> grade students will demonstrate respect for all teachers, administrators, teacher aides, fellow students, and the church property and building.

**The Parent's Role**

K-12<sup>th</sup> grade parents will see that their student arrives on time wearing the appropriate clothing according to the dress code and prepared for class. 6<sup>th</sup>-12<sup>th</sup> grade parents will review and monitor their students' homework assignments, see that they are completed on time, and satisfy all requirements as outlined on the teacher's prospectus. 9<sup>th</sup>-12<sup>th</sup> grade parents will notify via email the teacher directly regarding absences, and work with the teacher to make up missed homework. If any parents have questions or concerns about a class, we ask that you first communicate directly with the teacher. Parents are expected to monitor their student's social media interactions and shepherd them wisely. Parent's involvement with 6<sup>th</sup>-12<sup>th</sup> grade work at home will be commensurate with your student's academic ability. OliveTree does not have resource or tutoring available, parents assume this role.

**Administrator's Role**

The Administrator and assistants, with the assistance of the Board, hire teachers and staff; determine which classes will be offered; arrange the schedule; maintain the Olive Tree database; monitor the program's budget; build and maintain the website; process registrations and payments; manage teacher payroll; arrange for payment of rent, insurance, and scholarships; assist in disciplinary matters and conflict resolution; act as facility liaison and generally take care of policy and paperwork for the program so the teachers can concentrate on teaching.

**Board of Directors Role**

The Board of Directors is the permanent, final authority for OliveTree. It consists of husband-and-wife couples - including the Administrator(s) - who are committed to maintaining the spiritual, philosophical, and financial integrity of the school. The Directors are responsible for selecting the Administrator, assist in hiring staff, establishing policies and new programs, and approving the budget.

## CODE OF CONDUCT

OliveTree families represent our program, the home-schooling community, and most importantly the Lord Jesus Christ. In recognition of this, all are expected to behave in a manner consistent with the instruction given in God's Word (Ephesians 4:1 and 1 Thessalonians 2:12).

It is often uncomfortable for everyone involved when a child needs to be corrected or disciplined by an adult other than their parent. To help avoid this situation, we ask that you go over the following guidelines with your children the first week of school. We also encourage you to look up and read with your children the Scripture verses given for each.

1. Students shall show respect for the adults in charge, including OliveTree staff, volunteers, teachers, etc., which includes sitting quietly and attentively in classes, assemblies, and any other such events. Students should raise their hands and wait to be acknowledged if they would like to speak. Students should also show respect for all adults by addressing them as Mr. or Mrs. (1 Peter 2:13-17; Romans 13:1).
2. Students shall not use language or joking that may be offensive to someone else (Eph 4:29).  
Touching others and using inappropriate language is prohibited.
3. Sometimes things that are allowed at home are not appropriate in a group setting or on someone else's property. Students shall not climb on rails, fences, or trees, throw stones or other objects (Philippians 2:3-4; Romans 12:10; 1 Corinthians 8:7-13). Roughhousing is likewise considered to be inappropriate behavior at OliveTree.
4. Students shall have an attitude of compassion for the differences, needs, or disabilities of others (Romans 12:5-10; 1Corinthians 12:12-27; Matthew 7:12; James 2:1-9).
5. Students shall come prepared to participate in activities, interact with other students, and listen attentively to the adults in charge. DO NOT bring radios, CD players, electronic toys, or other distracting devices (Colossians 3:1-3; Romans 12:2). Cell phones are allowed for older students for safety purposes going to and from OliveTree but shall remain **turned off and out of sight** during classes. Teachers reserve the right to hold cell phones during class.
6. For safety and insurance reasons, students shall not bring skateboards or in-line skates or sneakers to OliveTree functions. This includes the parking lots of Summitview church facilities before and after OliveTree events. In addition, parents and students who drive, will respect all parking lot rules for drivers while on SVCC property.
7. Due to the overwhelming number of students potentially involved in the sale of goods for fundraising events, we ask that you refrain from selling anything or fundraising at OliveTree.
8. We seek to provide a safe community where children learn and share respect, courtesy, and God's love for one another. Students who attend our program are required to attend according to their gender at birth.

### **Conduct Addendum for Middle School and High School students:**

1. OliveTree upholds a Biblical standard of respect, honor, and integrity for all who participate in the program. Cheating and plagiarizing are serious violations. If a student is found to be cheating or plagiarizing, a parent conference may be scheduled. Teachers may assign a grade of zero for the assignment, at their discretion. If there is a second occurrence, the student may be dropped from the class. The administration and teachers reserve the right to limit and define appropriate content for all student produced work.



2. Wholesome friendships between young men and women are encouraged. However, students should refrain from demonstrating personal affections at school and, instead, look upon one another as brothers and sisters in Christ (Romans 12:5; Colossians 3:17; I Corinthians 10:31).

3. The use of alcoholic beverages or tobacco products, the possession of weapons or firearms, and the use or possession of illegal drugs is not permitted at OliveTree. Noncompliance with this standard will result in immediate expulsion from the school.

4. After using the lunch area or the study hall room, STUDENTS will be responsible to leave it clean and restore it to its original condition. Check the floor for paper, trash and/or crumbs.

#### **Conduct Addendum for Parents:**

1. If a student injures another person or causes property damage, the student's parents are responsible for any compensation required.

2. Parents should discipline their children in their home as needed so that during school functions discipline is not a problem. We desire that the children enrolled in OliveTree will reflect an attitude of love and respect for everyone.

3. Parents, their guests, and children, should dress modestly when attending OliveTree events.

## **OUR EVENTS**

### **Back-to-School- 6<sup>th</sup>-12<sup>th</sup> grades**

The OliveTree Back-to-School is an opportunity to connect with your student's teachers via email. Before the first day of classes, teachers will email the syllabus for the class. Be sure to go over the syllabus with your student(s) so everyone understands expectations.

### **Back-to-School Night K-5<sup>th</sup> grades**

This is a great time to connect with other families of students in K-5<sup>th</sup> grades. This is a social event designed to build community by facilitating friendships of students and parents. All siblings welcome. It is held the week before classes start.

### **Spring Program K-8<sup>th</sup> grades**

The K-8 students enjoy an end of year program that highlights the year on the last day of K-8 classes at 2:45 pm. Parents are invited. Watch email for information.

### **Social Events**

OliveTree recognizes the importance of positive social opportunities for our students. There are Student and Mom's Socials and interest groups that form spontaneously and meet periodically. Watch the newsletter for information.

## OUR ACADEMICS

### K-5th Grade

This is an Enrichment Program designed to round out the student's home education experience. The classroom time is dynamic and focuses on students working in groups. The K-5 enrichment classes are self-contained with no homework. Geography and Science classes (especially 3<sup>rd</sup>-5<sup>th</sup> grades) should be considered a supplement to the curriculum that is being taught at home. Parents should be using a history and science curriculum at home in addition to the Geography and Science that is done at OliveTree. These classes are a supplement but not a substitute for what you do at home. There is no homework for K-5<sup>th</sup> grade Enrichment classes. The Elementary Enrichment classes are offered as a block of classes, not as individual classes. Core subjects should be taught at home.

### Middle School

Middle School is a transitional time where students are doing some elective and some core subjects. The Middle School classes are offered as a block of classes with options to add Math, Art, Book Club. See the schedule.

The Science classes are comprehensive core subjects, and no additional science course is needed at home. Students read and take the test at home and do the science experiments in class.

The Writing classes do have homework assigned and should be a component of your Language Arts curriculum at home. Depending on your student, you may opt to do writing at OliveTree and not at home, or you could do both.

The Art, Logic, and Worldview classes should be considered as an Elective in your overall course planning. Art has no homework, Logic has minimal homework, Worldviews has moderate homework.

Math classes meet Tuesday and Thursday and have significant homework required to master the concepts.

### High School

High School focuses on the Core classes and leaves the Enrichment or Elective classes for the parents to provide. OliveTree does offer some Electives. See the Book List and Class Descriptions Tab or the Schedule Tab on website for elective classes offered.

Each teacher will write a syllabus, which will include their policies on (1) course objectives, (2) grading scale, (3) grading criteria, and (4) late homework/quizzes/tests. Syllabuses for each class will be available on Back-to-School night. Teachers will provide grades via ThinkWave, our online grading program.

Whereas grades or evaluations are issued by the teachers, it is the responsibility of the parent to make the final judgment of the performance of their student and record the grade on the student's transcript.

It is also the responsibility of the parent to monitor home study hours. Parents should make sure that their students devote an appropriate amount of time to study apart from class. Students should plan on approximately 3 hours per week, per class, of homework time. This amount of time is commensurate with your student's academic ability.

### Grading and Auditing Policy for High School

The intention of Olive Tree High School is to be college preparatory. We want the students to easily make the transition to college. Therefore, we have certain standards that we expect the students and parents to meet.

Standard #1 The parent is contracting with OliveTree to teach a particular subject. Therefore, the student is expected to complete all the work assigned by the teacher on time.

Standard #2 The teacher has final authority for OliveTree grade assignment. Some teachers may give a certain prescribed percentage of work and grade for the parent to oversee at home. That portion of the grade would then be turned into the teacher for final grade consideration. Parents, as overseers of their student's education, may use an OliveTree grade as a component of a larger assignment as they see fit.

AUDITING Auditing for a HS class must be approved by Administration on a case by case basis. This is a good option for a student who could benefit from the teaching and interaction of a classroom but needs to have assignments overseen by the parent. Teachers will not grade assignments. Parents will assign a grade for work completed.

LATE WORK If a student has a legitimate "excused" absence, the work will not be given a "late" grade. Example of excused: Sickness, death in family, pre-announced family vacation. Example of not excused: non-prearranged absences excluding sickness and family emergencies.

If the student is expected to miss an Olive Tree class due to prearranged vacation or prearranged conflict, or an excused absence, then a make-up deadline needs to be discussed with the teacher, and the new deadline must be met in order to not receive a late grade.

If a student misses a deadline for a non-excused absence, the penalty is to lose one letter grade (10 pts.) on the late assignment. Teachers may use discretion to increase penalties for repeated offences. For an excused absence, if the student misses an agreed upon deadline for make-up work, the penalty is also to lose a letter grade on the assignment.

There is always a penalty if an assignment is late for any other reason than an excused absence.

There is no sanction if the student has a pre-arranged absence and makes up the work on the agreed upon timetable.

Plagiarism – In preparing students for real life and for integrity purposes, teachers will decide the sanctions imposed for plagiarism on a case-by-case basis.

#### Grade Scale

A= 90-100, B= 80-89, C=70-79, D= 60-69, F= 0-59

Our goal is to serve you by helping prepare the students for real life. Please contact your teacher if you have any questions about your student's grade.

### Withdrawal Policy

Notice of withdrawal from OliveTree must be given in writing to the Administrator 30 days prior to the semester's commencement. Once the semester has begun, no tuition refunds will be given. High School students who withdraw from a class once it has started will incur a \$50 drop fee. Out of respect for teachers, High School students may not withdraw from a class until the parent and teacher have had a conference.

### **Special Needs**

Unfortunately, our program is not designed to serve special needs students, although sometimes there are exceptions. Many times, extra parental involvement on the days the students work at home, is enough to assist students who are not working at grade level or who have learning difficulties. Our teachers have limited hours to cover a year's worth of material and do not have time for remedial work. If you have a child with learning challenges, medical conditions, or is working below grade level, and you think he or she can keep up with the pace of the work and the teacher's expectations, please discuss your child's special needs with the administrators before applying and provide details when you register. It is the administrator/teacher's discretion to allow a student to take their class when there are special needs. To ensure a quality experience for all students, if it is determined during the course of the year that a student's needs are making excessive demands on the teacher or the class, other arrangements will need to be made.

### **LEGAL MATTERS**

Olive Tree strongly suggests that each participating family belongs to the Home School Legal Defense Association (HSLDA). For further information, go to [www.hslda.org](http://www.hslda.org) or call (540) 338-5600 to contact HSLDA.

### **ADMISSION POLICY**

Olive Tree admits families and children of any race, color, sex, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to families and students at Olive Tree. It does not discriminate on the basis of race, color, sex, national and ethnic origin in the administration of its educational policies, admission policies, and other Olive Tree administered programs. The Board of Directors is the decision-making body for extraordinary and unique situations.

### **DONATIONS/SCHOLARSHIPS**

We would like to be able to provide scholarships, thus, if you are financially able and would like to make a donation to help offset the cost of scholarships, OliveTree is a non-profit (501c-3) corporation, and your gift will be a tax-deductible donation. Please mail any donations to the school office address. A receipt for tax purposes will be provided via email. Scholarships will be considered by the Board case by case. Contact Administration for an application.

### **ADMINISTRATION**

**The Administrator** is a member of the Board of Directors and the manager of the staff. The Administrator provides an important role in the life of OliveTree: he/she serves as a liaison between the Board and the Faculty, and between the Faculty and the Parents. The Administrator is paid a set monthly salary and is accountable to the Board of Directors. **The Executive Assistant** is responsible for all administrative duties, serving the Administrator, Parents and Students. The EA is paid a set monthly salary and is accountable to the Board of Directors.

**Admin Assistant** is responsible for administrative duties as directed by the Administrator and Executive Assistant. The AA is paid hourly wages.

**The Bookkeeper** oversees all financial transactions for OliveTree who produces monthly reports for the Board and keeps a record of what each family owes and has paid. The bookkeeper is paid hourly wages and works with the Executive Assistant.

## FACULTY

The teachers at OliveTree are “born again” Christians who know the Lord Jesus Christ as Lord and Savior (Jn 3:3; 1 Peter 1:23; Romans 10:9, 10). They manifest by precept and example the highest Christian virtue and personal decorum, serving as a Christian role model to the children (1 Timothy 4:12) both in and out of the Program (Luke 6:40), and as an example to parents and fellow teachers in judgment, dignity, respect and Christian living. They will strive at all times to understand, appreciate, love and serve the students entrusted to him/her for instruction and will to the best of his/her ability provide for their fullest spiritual, intellectual, physical and emotional development. They will avoid highly debatable topics as much as possible that tend to divide evangelical believers. A student shall be referred to his/her parents and local church in the event a debatable topic of a theological nature arises. The teachers agree to follow the Biblical pattern of Matthew 18:15-17 and Galatians 6:1. All differences shall be resolved by utilizing Biblical principles. Appropriate confidentiality will be observed in regard to child, parent, teacher and program matters.

The teachers at OliveTree agree that the Scriptures dictate standards for sexual behavior. Any promiscuity, or other deviant sexual behavior is forbidden as such behavior violates the bona fide occupational requirement of being a Christian role model. The unique roles of males and females are clearly defined in Scripture. Romans 1:24-32. Deviation from Scriptural standards is grounds for termination. The teachers are fully aware of their obligations under state law regarding child abuse reporting requirements and that they will fulfill those obligations.

## PROCEDURES

### Enrollment

Your enrollment is complete when you have turned in all required forms supplied by OliveTree and have received an emailed Confirmation of Enrollment. Registration and Emergency Medical/Waiver Forms are required by all participating families. Since we communicate primarily via e-mail, please make sure OliveTree has your e-mail address. The Board reserves the right to cancel a class if the minimum enrollment has not been met.

### Finance

Our bookkeeper maintains an account for each family. Your tuition payments are due at the beginning of each semester unless other arrangements have been made with the bookkeeper. If your account is delinquent, the bookkeeper is required to inform you of any overdue amounts. Keeping your account current will be greatly appreciated since the processing of past due accounts costs OliveTree additional expense. If the bookkeeper has notified you repeatedly of your past due monies with no resolution, she will turn the matter over to the Board who will contact you. Participating families who do not fulfill their financial commitment risk loss of participation. If you experience a financial setback or hardship, please notify the bookkeeper or administrator immediately. Your timely action will allow us to devise a plan to accommodate your circumstances and help us to anticipate changes in our budgeted income. OliveTree strives to deal fairly and compassionately with our participating families.

Late fees will be charged for late tuition payments and if a check is returned for any reason, OliveTree’s associated cost will be charged.

## **Building Use**

- We are guests of Summitview Community Church (SVCC) and have limited access to the building. Students are expected to remain in class, study hall or lunchroom during OliveTree class hours. Wandering the halls is not allowed for any reason.
- The church property and all its amenities must be treated with respect. If a student damages classroom materials, lab equipment, white boards, chairs, or other articles of property owned by OliveTree or Summitview, his/her parents will be fined for the damages.
- Students must walk at all times while in the building, no running.
- Students will respect the SVCC office workers and keep their voices down in the hallways.
- Bottled water only is allowed in rooms other than the lunchroom. For High School students, other drinks in enclosed containers are allowed with permission from the teacher.
- Students should notify administration if they spill a fluid other than water, so appropriate cleaning materials can be used.
- White boards are for teachers' use only. Students may ask teacher's permission for use.
- Requests for the use of Summitview Church for any OliveTree related activity must go through the Administrator.
- Items such as lighters, matches, fireworks, weapons, toy weapons, and obscene/offensive printed, or electronic media are prohibited. The administration reserves the right to determine obscenity or offensiveness.
- OliveTree rents the building for its program. OliveTree is not formally affiliated with Summitview Community Church.

### *Cell Phones/Electronic Devices/Internet Use*

Cell phones must be turned off in class. Listening to music is permitted in study hall, but no one else should be able to hear it. Electronic media content should be respectful to others and suitable for all ages. If a student chooses to access, share or view material of questionable content while at OliveTree, or if the student's use of an electronic device becomes questionable or burdensome to others, the student may:

- Receive a warning
- Lose the use of electronic device(s) while at OliveTree for the year
- Lose the privilege of staying on the premises when not in class (the student's parent would be required to supervise them during any study hall periods).

### *Lunchroom/Study Hall*

- Please be aware that the use of the lunchroom is a privilege and not a right.
- While in the lunchroom, middle school and high school students are expected to promptly clean up all trash and crumbs for which they are responsible, this includes running the vacuum when necessary.

## *Church Campus*

- OliveTree is an open campus for High School students only. Students enrolled in Study Hall and/or Lunch period need to report to the Study Hall/Lunch monitor if they are leaving campus. Students need to leave the premises in a timely manner. Students are not allowed to be outside in the parking lot or grassy area at SVCC unsupervised.

### **Drop-off and Pick-up**

**Please note the 10 mph speed limit in the Parking Lot and go SLOW.** We have many children coming and going! On Thursday afternoons, we have a drop-off line at the West Gym door. Parents do not need to park and walk in to drop students. Watch for Mrs. Frasco and the orange cones to be directed. You may also walk your students in the first few weeks.

**K-5th students** enter through the West Gym door and sit in their class line. No running or rough housing will be allowed in the gym. After Devotions at 12:15, students will be escorted to their respective 1st period classes.

**6th through 12th students** report directly to their classes using the East doors by the playground for am classes and the West doors for afternoon classes.

At the end of the school day, K-8th grade students will remain in the Gym until released to their parents or previously designated persons. To pick up K-8<sup>th</sup> grade students, parents need to park and come in the West Gym doors. There is no car pick-up line for picking up students, you must park and walk in the West Gym door. Since OliveTree rents the building by the hour, **please be prompt in picking up your student.** High-School students dismiss through the East doors by the playground at the end of their class period.

### **Snow Days**

For snow days, High School students and teachers will telecommute via email. High School teachers will send out the lesson and assignments for work at home. For K-8 students whose classes are cancelled more than 2 days, tuition credits will be issued. Please note the makeup snow day on the calendar, the last day of the Spring semester. There may be a situation where the weather will dictate a late start for high school classes. On snowy mornings, check your email before starting out. We will email the late start schedule by 7:00 am for high school and 10:30 am for K-8.

### **Withdrawal**

Notice of withdrawal from OliveTree must be given in writing to the Administrator 30 days prior to the semester's commencement. Once the semester has begun, no tuition refunds will be given. Registration fees are non-refundable. Students who withdraw after the Confirmation deadline will incur a \$50 drop fee. **High School Students may not withdraw from a class until the parent and teacher have had a conference.**

## **DISCIPLINE POLICY**

Inform your child that his/her teacher is the authority during class and must be obeyed at all times. Persistent disruptive, disrespectful, or disobedient behavior will not be allowed. If a teacher has twice spoken to your child about wrong behavior with no improvement, he/she will inform you of the problem. If the problem persists, we may require that you withdraw your child from classes until he/she has matured enough to exercise the self-control necessary for the classroom. Our goal is not to punish you and your child, but to ensure worthwhile classroom experiences for all children.

Inappropriate behavior includes but is not limited to disrespect of authority, disruption of class, verbal or physical harm to a fellow student or teacher, roughhousing, or damage to church or school property.

If the student accumulates three violations ('three strikes') in one day, or similar repeated inappropriate behavior over time, he/she will be suspended and sent to the care of the Administrator and the parent will be notified. If a student is suspended a second time during a semester he/she may face additional discipline up to expulsion.

### **DRESS CODE FOR ALL STUDENTS:**

Because we desire to honor the Lord in our inward spirit and outward appearance, guidelines have been established for appropriate dress at OliveTree. God's Word is clear that our dress should be modest (1 Timothy 2:9) and not too elaborate (1 Peter 3:3-4) and that we should do everything in our lives for the glory of God (1 Corinthians 10:31). In other words, our clothing, and the way we wear it should show our desire to please God and show our willingness to submit to a standard. The standard for dress is modesty. Students are required to dress according to their gender at birth. The Board reserves the right to regulate current trends on a case-by-case basis.

#### **DRESS CODE:**

#### **Young Men – please pay special attention to the bold items:**

**6<sup>th</sup>-12<sup>th</sup>** young men are required to wear a **collared** polo (golf) or button down (oxford) shirt

**Clothing including jeans cannot have holes or tears or 'fashionable rips'**

No clothing with offensive printed material

No extremes in hair style (extreme length, spikes, stripes, **unnatural color**, etc.)

**Caps, hats or sunglasses may not be worn indoors**

No sloppy or baggy clothing. Undergarments or skin may not show

**Any body piercing will remain unadorned, including ears**

Footwear is required at all times.

#### **Young Women - please pay special attention to the bold items:**

**Clothing must cover the torso, back, midriff, and chest, regardless of posture**

**Excessively tight or sheer clothing may not be worn**

**Shirts must have sleeves – no tank tops, spaghetti straps or exposed undergarments**

**Shirt necklines should not allow cleavage to show regardless of posture**

Scarves worn around the neck are not a substitute for an appropriate neckline

Dresses and skirts must minimally touch the top of the kneecap when standing

Shorts must cover  $\frac{3}{4}$  of the thigh – Bermuda style

**Leggings or yoga pants may only be worn under dresses, skirts & shorts, not with just a long shirt**

Underwear as outerwear, pajamas and slippers may not be worn

**Clothing including jeans cannot have holes or tears or 'fashionable rips'**

No clothing with offensive printed material

**No unnatural hair color or extremes in hair style (shaved, spikes, stripes, unnatural color, etc.)**

Caps, hats or sunglasses may not be worn indoors

**Piercings are acceptable in the ears only.**

Footwear is required at all times



## COMMUNICATION

### Administration

Ron Frasco, Administrator

Email: [barbarafrasco@gmail.com](mailto:barbarafrasco@gmail.com)

Phone: 970-988-6579 Ron teaches throughout the day. Please contact Barbara for any questions.

Barbara Frasco, Assistant Administrator

Email: [barbarafrasco@gmail.com](mailto:barbarafrasco@gmail.com)

Phone: 970-581-8807 Barbara is available to take phone calls Tuesday - Friday.

**For emergencies only**, when Olive Tree classes are in session, you may contact Summitview Community Church at 970-530-1000 if you are unable to reach Ron or Barbara.

### Email

All families must have access to an email account and check it regularly. Parents and students should immediately notify the administrator and teachers if their email malfunctions, or if their email address or other contact information changes. Families should check their email at least twice a week and before each class. If, by August 1<sup>st</sup> you are not receiving email notices from the administrator, please contact us! If a class is cancelled due to an emergency during the year, families will be notified via email. Teacher email addresses are listed on the class syllabus.

### Web Site

On our web site [www.olivetreeschool.org](http://www.olivetreeschool.org) you can print an enrollment form, get book lists and class descriptions, find the schedule, calendar, and tuition information as well as access other general home school information including charitable giving opportunities, umbrella school options, testing information, and college options. For Colorado home school laws, please contact [www.nocohug.com](http://www.nocohug.com) or [hslida.org](http://hslida.org)

### Inclement Weather Notification

OliveTree takes into consideration the Poudre School District's determination of snow days or late starts, but due to the hybrid nature of OliveTree, sometimes there are exceptions. In case of snow or other inclement weather, the administration will email a notification to high school students by 7:00 a.m. and K-8 students by 10:30 a.m. on the day of classes. Many of the conditions that affect the roads for public school students are not an issue in the afternoon, when Olive Tree K-8 meets.

### Privacy

The personal information collected by OliveTree is used exclusively for the OliveTree program. Emails to the group are limited to items relevant to Olive Tree students and limited to guidelines given by the Board. The OliveTree phone and email list is not an avenue for advertising under any circumstances.



*Olive Tree Homeschool Support Program*

**Parent and Student Acknowledgement of Positions and Policies**

We have read the Participation Agreement and reviewed the 'code of conduct' with our student(s).

We have read the OliveTree Statement of Faith and Statement on Biblical Sexual Morality in the Participation Agreement and understand that teachers and courses will be oriented and aligned with this perspective.

We understand and will comply with the Dress Code and hair length and color expectations.

We understand that we as a parent will be informed by an OliveTree teacher or Administrator if our student engages in persistent disruptive, disrespectful, or disobedient behavior.

\_\_\_\_\_  
PRINT Family Last Name

\_\_\_\_\_  
Child

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

\_\_\_\_\_  
Child

\_\_\_\_\_  
Child

\_\_\_\_\_  
Child

Thank you for helping us make OliveTree a quality experience for all the students.

**Please read the Participation Agreement on website with your students right before classes begin. Sign and return this page to OliveTree on the first day.**

**Do not mail this with your Enrollment - bring it on the first day of classes.**

**For High School Students Only - Open High School Campus**

OliveTree is an open campus for High School students only. Students enrolled in Study Hall and/or Lunch period need to report to the Study Hall/Lunch monitor if they are leaving campus. Students need to leave the premises in a timely manner. Students are not allowed to be outside in the parking lot or grassy area at SVCC unsupervised. Please initial below:

**Please check ONE:**

My High School student(s) does not have permission to leave campus \_\_\_\_\_

My High School student(s) has permission to leave campus (**checkout required**) \_\_\_\_\_

I/we will not hold the faculty or staff or the Program or Summitview Community Church responsible, either jointly or severally, for injuries that result from my/our student(s) while off campus.

**Parent signature(s):** \_\_\_\_\_