

Olive Tree

Location: Summitview Community Church, 1601 West Drake Road, Fort Collins, CO 80526
School Office address: 2912 Rocky Mtn. Ct., Ft. Collins, Co. 80526

PARENT HANDBOOK

Parents and Students please sign and return page 8 on the first day of classes. Thank You!

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Dear Olive Tree Families,

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

We are a non-profit corporation which is overseen by a Board of Directors. Our desire is to help homeschooling families by offering a support system for them. The Board is comprised of five husband and wife teams which includes the Administrator. The Board of Directors is responsible for all final decisions regarding Olive Tree. 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 their children. Our idea for Olive Tree was born out of this recognition.

We acknowledge that Jesus Christ is the Head of our families and therefore our individual home school as well. We are simply one of the many tools that the Lord may use in your own family. Our desire at Olive Tree is to aid in making your home school experience a positive one. We also 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 Olive Tree. 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 Olive Tree.

Sincerely,
Olive Tree Board of Directors

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 devotions, classes, and coursework. No provision will be made for opting out of portions of the program at the K-8 level; full participation in High-School devotions is mandatory for all students.

OUR MISSION

Enriching the home-school family by providing a quality program grounded in a Biblical worldview.

Olive Tree is a Christ-centered program. We provide instruction to Kindergarten through 5th grade in Art, Music, P.E, Geography and Science Lab. We offer instruction in 6th, 7th and 8th grade in Apologia Science Labs, Art, Logic, Effective Communication, Writeshop Writing and Worldviews. We offer High School (9th-12th grade) core subjects, Algebra 1 & 2, Geometry, Pre-Calculus, Biology, Chemistry, Physics, World Geography, World History, English Literature/Essay, World Literature., British and American Literature, and Spanish 1 & 2, , American History and Economics.

It is our desire to aid the Christian homeschool family in preparing well-rounded students to be responsible citizens of our nation, who will be able to acknowledge the sovereign God in all spheres of life and render true homage to His Son, Jesus Christ, who is Lord of all.

As an organization of Christian families, we hope that we help meet your needs in your home schooling life, and we hope that you'll step forward with a servant's heart to help us accomplish this task. Our success depends upon the families of the school coming together as members of the body of Christ to help serve one another in different capacities.

The Scriptures are clear that a parent is ultimately responsible for their children's education, therefore Olive Tree is not:

1. Ultimately responsible for your child's education.
2. A place to enroll because of discipline problems.

We seek to provide a safe community where children share respect, courtesy, and God's love for one another.

LEGAL ISSUES

Olive Tree strongly suggests that each participating family belong to the Home School Legal Defense Association (HSLDA).

For further information, go to 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, Olive Tree 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. Scholarships will be considered by the Board on a case by case basis.

ADMINISTRATION

Board of Directors

The Board of Directors is the permanent, final authority for Olive Tree. It consists of a minimum of five couples including the Administrator who are committed to maintaining the spiritual, philosophical, and financial integrity of the school. The Directors are responsible for selecting the Administrator, hiring staff, establishing policies and new programs, and approving the budget.

Administrator

The Administrator is a member of the Board of Directors and the manager of the staff. The Administrator provides an important need in the life of Olive Tree: he/she serves as a liaison between the Board and the Faculty, and between the Faculty and the Parents. The Administrator also serves as the Volunteer coordinator and the Devotional coordinator. The Administrator is paid a set monthly salary and is accountable to the Board of Directors.

Treasurer

The treasurer is a member of the Board of Directors who oversees all financial transactions for Olive Tree through the bookkeeper who produces monthly reports for the Board and keeps a record of what each family owes and has paid.

Faculty

The teachers at Olive Tree 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 (1 Timothy 4:12) both in and out of the Program to the children (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 pupils 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 child 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 and always give a good report. All differences shall be resolved by utilizing Biblical principles—always presenting a united front. Appropriate confidentiality will be observed in regard to child, parent, teacher and program matters. The teachers at Olive Tree agree that the Scriptures dictate standards for sexual behavior. Any promiscuity, homosexuality, and other deviant sexual behavior are 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 states that God recognizes homosexuals and other deviates as perverted. Such 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.

Snow Day Policy

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 make up snow day on the calendar, the last day of the Spring semester.

PARENT RESPONSIBILITIES

Responsibilities

1. If a child/student injures another person or causes property damage, that child/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 Olive Tree will reflect an attitude of love and respect for others of all ages.
3. Parents, their guests and non-member children, must abide by the Olive Tree dress code when attending Olive Tree events.

Parent Volunteers

Olive Tree requires specific parental involvement. Each family is expected to volunteer one (1) day per semester. Volunteering is a great opportunity to serve others and get acquainted with other Olive Tree families. Plenty of helpers will mean better supervision, a better learning environment, and more fun for our kids. Watch your email for volunteering opportunities.

PROCEDURES

Enrollment

Your enrollment is complete when you have turned in all required forms supplied by Olive Tree and have received a notice of acceptance. Registration and Emergency Medical Forms are required by all participating families. Since we communicate primarily via e-mail, please make sure Olive Tree has your e-mail address.

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 Olive Tree 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. Olive Tree 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, Olive Tree's associated cost will be charged.

Drop-off and Pick-up Procedures

Please park in the lot south of the building (please respect any reserved parking signs). Students, enter through the Gym door down the stairs at the SE corner of the building and sit in their class line. Promptly at 12:00 students will report to their respective 1st period classes. No running or rough-housing will be allowed in the gym at Check-in.

At the end of the school day, children will remain in the gym until released to their parents or previously designated persons. Please be prompt.

Students

Our students represent our program, the homeschooling community, and most importantly the Lord Jesus Christ. In recognition of this, students are expected to behave in a manner consistent with the instruction given in God's Word. (See Ephesians 4:1 and I 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.

Code of Conduct

For All Students:

1. Students shall show respect for the adults in charge, including Olive Tree 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. (I 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).
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; I Corinthians 8:7-13).
4. Students shall have an attitude of compassion for the differences, needs, or disabilities of others (Romans 12:5-10; I Corinthians 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 Olive Tree but shall remain turned off during classes.
6. For safety and insurance reasons, students shall not bring skateboards or in-line skates to Olive Tree functions. This includes the parking lots of our church facilities before and after Olive Tree events.
7. Due to the overwhelming nature of the sale of goods for fundraiser events for our Faculty and Administration, we ask that you refrain from selling anything at OliveTree.

For Junior and Senior high students:

8. Wholesome friendships between boys and girls 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).
9. 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 Olive Tree. Noncompliance with this item will result in expulsion from the school.
10. After using the lunch area (Café off the gym) 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.

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 cannot be allowed. If a teacher has twice spoken to your child about wrong behavior with no improvement, 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 reliable quality 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, or damage to church or school property.

If the student accumulates three violations ('three strikes') in one day 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

Because we desire to honor the Lord in our inward spirit and outward appearance, some guidelines have been set for appropriate dress at school functions. The Word is clear that our dress should be modest (I Timothy 2:9) and not too elaborate (I Peter 3:3-4) and that we should do everything in our lives for the glory of God (I 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 Board reserves the right to regulate current trends on a case-by-case basis.

Please honor these general guidelines:

1. Avoid clothes with pictures or symbols identified with any form of disrespect or ungodliness (i.e., eastern religions or the occult), or clothes which are commonly considered gang attire.
2. No caps or hats are to be worn indoors, and caps are only to be worn with the bill forward.
3. Girls may wear appropriate earrings. Boys may not wear earrings. All other body piercing will remain unadorned.
4. Because the gym is carpeted, we strongly suggest that all students wear long pants. Shorts, shirts, and skirts must be of appropriate size and length. No sloppy or baggy clothing.
5. There should be no extremes in hair style (such as extreme length for boys, spikes, stripes, etc.).
6. Modesty ensures **the fit is not too tight** and that undergarments do not show.

Dress Code for Grades 6-12

Boys and girls should wear a properly fitted (not too tight) collared shirt, any color. Small logos are acceptable. Shirts or blouses may be polo, golf, or button down style. Button down style shirts must be worn buttoned up. If you are layering a blouse over a tank or tee shirt the **blouse must be buttoned up.** Jeans in good condition are acceptable, **no** 'fashionable' rips or tears. Should students come to OliveTree inappropriately dressed, they will be given a large unfashionable shirt to wear over their own shirt for the day.

Withdrawal

Notice of withdrawal from Olive Tree 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.

Parent and Student Acknowledgement of Discipline Policy

We have read the Handbook and have reviewed the 'code of conduct' on page 6 with our student (s).

We understand the Dress Code and Expectations of student's behavior while attending OliveTree.

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

Signed: _____ Parent

Signed: _____ Child

_____ Child

_____ Child

_____ Child

_____ Child

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

Please sign and return this page to OliveTree the first day of classes. Thank You!