



1. Administration
2. Student Conduct
3. Attendance
4. Fees and Fines
5. High School Students
6. Report Cards
7. Grade Point Averages
8. Dismissal

1. **ADMINISTRATION:** *Pertaining to records, curriculum, administration, policies and grievances:* Family Tree Private School will continue to strive toward, and maintain integrity of grades and test results in order to continue to have a good reputation of unbiased & accurate records. The school Director is subject to the school board, and board of Family Tree Ministries, Inc.

- **RECORDS:** Documentation of School Records is under the direct supervision of the school Director and/or designee, and are securely locked up, and are confidential. Records are available only to parents or legal guardians, and when the student turns 18, **only** to the student. No records are kept in our files after a 1 year period following when a student graduates, when they transfer to another school, or when they leave the school for any reason. All records left at our school and are not requested, are purged/destroyed. Family Tree Private School's official school transcripts will be kept indefinitely, and will be made available whenever requested by other institutions for a \$5 fee after the first request which is filled at no charge. When requested, all records will be sent that pertain to the student. If this school closes, records will be sent to "The Record Center" of FCCPSA, or the public school district of Madison County, Florida. Records will include all academic information, and documenting of violations, and of unacceptable behavior. Appointments and access to records are arranged with the school Director by appointment only. A **written Records Request is required**, and must be sent from any K-12 school requesting records. The request can be faxed to 561-383-6956.. Records are usually only acceptable to other institutions if they are hand delivered in a sealed envelope, or are transferred from school to school. Records File Security Statement: School files including hard copies, and file folders will be kept in a locked room when the director, or designee is not present, or in direct supervision over the records.

- **STATE AND OFFICIAL AUTHORITIES:** Issues of truancy, Department of Children and Families (DCF) or other state inquires are to be referred to the school Director. DO NOT give an official access to your home; DO NOT answer questions; DO be very polite, DO give them my business card, DO demand that they bring a police officer back with them if they threaten you in any way. The school director will follow up with a phone call. Communication with the school Director is through phone, fax, email, or by appointment.

- **IMMUNIZATION REQUIREMENTS** Families choosing exemption from immunization need to call 1-800-CDC-INFO or go to <http://www.cdc.gov> on the internet for information about diseases and alerts.

- **PARENT/TEACHER MEETINGS/COMMUNICATION:** Both parents should attend the Enrollment and other Parent Meetings, but it is not mandatory if there is hardship due to distance, medical, etc Communication with the school Director is through phone, fax, or email, by appointment only. A Guidance Consultation is required for all 8th – 12th graders annually, and for students scoring less than 41% for an average on annual testing.

- **CONFLICT RESOLUTION:** For consultation and conflict resolution year round, resolutions of, and requests by parents are to be resolved with the school Director. Parents may appeal a decision in writing to the Director for School Board review who will make final decisions in matters pertaining to the school. Matters of harmful gossip will not be tolerated and will be dealt with directly.

- **CURRICULUM:** The curriculum list is available at enrollment, and parent-made (creative) curriculum is acceptable. Due to our school's mission and philosophy, it is required to complete 2 credits of Bible prior to graduation. Parents are the sole authority to approve materials, videos and web sites shown to their children. If using secular content to teach science or social studies, parents must use a Biblically based supplement. Academic Standards Benchmarks for K-8th grade are part of the Enrollment Packet. Curriculum used is required to meet or exceed these Benchmarks.

- **MISSING/MAKE-UP WORK:** Parents are responsible to have students accomplish any missing or make-up work at the end of every semester. If students do not finish their curriculum by the end of the prior year, they may continue on that curriculum where they left off at the start of the following school year, but may be promoted if test scores average at or above the 41st percentile.



Family Tree Private School

SCHOOL POLICIES

- **TESTING, PROMOTION, AND GRADUATION:** Our school identification numbers for formal testing are: DOE # 3292, and the College Board school code number is #101-618 needed for the SAT or ACT Test. Use whenever applicable. Grade validation, and promotion is done through testing and governed by the Grade Validation/Academic Standards of Mastery, and Promotion Policies included in this Enrollment Packet. Each student in 4th through 12th grades that enroll before the end of the 2nd quarter will be required to take an annual test by choosing one of the options listed in the policies. A test is necessary to validate grades & progress, and is a tool used during Guidance Consultation sessions to determine weak areas on which to work. Seniors must score an average score at the 41st percentile or above, or within the discretion of the Administrator with Alternative Testing methods, or documented accommodations when appropriate, in order to graduate. This will be reflected in the Guidance Consultation Notes. Students with severe developmental disabilities must submit, at a minimum, a doctor's medical assessment, or non-academic evaluation of life/health skill levels for the required annual testing.

Make sure a copy of test results is mailed to the school before the beginning of the next school year. A "Portfolio" of student work must be made available upon request. If testing scores are *significantly* low, this could indicate that the student is to work towards a Vocational Diploma (not appropriate for most academic colleges). When there are low scores, or in the absence of testing, records will be handled according to the Grade Validation/Academic Standards of Mastery & Promotion Policies.

2. STUDENT CONDUCT: A first infraction of a violation of conduct will be documented, and depending upon the severity, it is at the discretion of the Director and the school administration if the student is dismissed. A 2nd infraction may be grounds for immediate dismissal. Acceptable behavior and appropriate (descent) dress are required at school functions or away from school functions, as students are to behave as a representative of the school. We expect a student's appearance to show respect for God, his/her parents, school & self. Students should dress modestly in appropriate clothing. Replacing property damaged by student(s) will be the parent's responsibility. It is required of parents to report any and all conduct violations that are of any significance or noteworthy to the Director. Attendance in a wide variety of school functions is not required; however, total un-involvement or infractions of behavior, or dress code may lead to dismissal from the school.
3. ATTENDANCE, DUAL ENROLLMENT & OTHER AFFILIATIONS: Attendance requirements are outline in the Parent/Teacher Agreement.
 - **DUAL ENROLLMENT:** No student enrolled with Family Tree Private School may be simultaneously enrolled with the K-12 District for *any reason unless provided for within the law.* Agreements may be worked out to participate in Public or Private High School Sports as an extra-curricular activity if approved by both school administrations. Participation in private school classes or classes with The Florida Virtual School, Dual Enrollment, scholarships, etc. must be approved by Family Tree Private School, though parents are responsible for all deadlines and acceptance requirements. **Students are not to list themselves as Homeschoolers with these programs.** It is important to register only as a private school student in these programs, the correct, legal status.
 - **SUPERVISION:** All students between 15 years old and younger must have direct adult supervision during school hours. If not supervised properly, this is grounds for dismissal from the school, and authorities may remove children from the home, and the school will **not** intervene.
4. FEES & FINES: Annual Registration is \$125; Monthly Tuition \$45/month (for 10 months). Siblings: \$50 registration and \$20 per month tuition. Summer school is \$45 Registration & Monthly Tuition \$45 per month (for 2 months). Parents purchase curriculum. Seniors must pay a \$50 graduation fee. Transcript requests are \$5 after the first request. A \$60 fee is required per request to process one time scholarships such as Bright Futures, if parents choose to apply. **Parents are responsible for seeking out, and meeting the deadlines, and applying for all scholarships, and submitting the "Request for Scholarship Processing" form found in the High School Packet to request the school fill out information required of the private school. This must be submitted in a timely manner for the school to meet any deadlines required of it.** There are no refunds for any reason. The "Fee Schedule" on the Enrollment Application, and "Registration and Fees" Page in the Enrollment Packet has additional details.
 - **OPTIONAL: TRANSFER/GRANTING OF CREDITS FROM OTHER SCHOOLS OR HOMESCHOOL:** High School students in 9th – 12th grade, enrolling for the first time who were homeschooled, and/or enrolled in a school where credit verification can not be given or verified, can receive credit for work after they produce a student portfolio, or a reputable test, & pay school registration & tuition fees for years for which credits are to be testing in. Students entering after the 9th grade with transferring credits for prior year(s) will be assessed \$30 for each prior year for the review of credits, development of the five-year plan, diploma option & processing high school records.
 - **WITHDRAWING:** If a student is withdrawn for any reason before the completion of the year, they are required to be tested, otherwise records will be completed according to the Grade Validation/Academic Standards of Mastery, and Promotion Policies. If you wish to re-enter your student, you must pay a \$50.00 re-entry fee, & re-entry will be at the discretion of the administrator. Tuition for the missing, lapsed months will be due. If the Monthly Reports &/or tuitions are late, the *student may automatically be withdrawn retroactively to the first day of the month, with No notice.*
 - **LATE ENROLLMENT:** For students enrolling late in the year, full registration & tuition is required for all months no matter how late in the year it is. Discounts for siblings are only in effect for the time that the first sibling is still enrolled.



Family Tree Private School

SCHOOL POLICIES

5. **HIGH SCHOOL STUDENTS:** Any changes in student work, as reported on the Monthly Reports, which vary from the “Five Year Plan” can affect the awarding of credits & eligibility in classes & scholarships offered by the state & other organizations. It is highly recommended that one Master Monthly Report is created at the beginning of each school year, and parents make copies for the 10 months of the school year. (Additional courses can be added, as a new column if needed). Half credits can only be earned when a student has been in attendance for a minimum of two consecutive (9 week) quarters. No quarter credits are allowed, and all grades are “un-weighted” (they only go as high as 4.0).
- **ON THE JOB TRAINING (OJT) CREDIT:** Experiences wherein high school students earn credit “on the job” will require an instructor to verify progress. A form will be provided, and the policies outlined on the form must be followed. Students that wish to participate in OJT with an organization should be because he/she has expressed an interest in the career path, or is requesting this experience as part of a prospective major in college, or a vocation. Hours-per-week required for credits, is described as follows: 5 hrs. Or fewer=.5 credit; 6-10 hrs. =1 credit; 11-15 hrs. = 2 credits; 16-19 hrs. = 2.5 credits; 20-25 hrs. = 3 credits.
 - **DRIVER’S LICENCES:** All 16+ year old students who withdraw from school, will be reported to the Division of Motor Vehicles (according to state law) to have their Driver’s License suspended unless a new, receiving school verifies enrollment.
 - **SENIORS: GRADUATION:** For seniors in their final month of school, the student is to write a short letter requesting graduation, which is to be sent in with the \$50 graduation fee (to cover administrative costs of processing graduation.) The requirement for students to write a letter is to provide a time for the seniors to reflect upon their senior year and express any thoughts they may have regarding their homeschool experience and their plans for the future. There is no specific format.
 - **SCHOLARSHIPS:** If parents and students do not apply for scholarships in time, scholarships will not be available. **Scholarship application deadlines, and meeting the academic requirements, including choosing the necessary classes to be eligible for scholarships, such as Bright Futures, is the responsibility of parents.** Contact scholarship offices if you have questions about their requirements. For example FASFA is not the same as Bright Futures. **Family Tree Private School must be informed of a student’s intention to apply for any scholarship if Family Tree is to complete applications or upload courses, or course code numbers, or other required information. A “Request for Scholarship Processing” form (found in the High School Packet) must be submitted along with a \$60 fee paid to Family Tree Private School before the school can contact the scholarship organization to verify the schools eligibility to participate, and/or to make application for school eligibility, or to complete information that may be required of the private school. The school will make every attempt to meet submission deadlines. But if the school is given short notice, then deadlines the school may have to submit information may not be met, and is the responsibility of the parent. (The school may need to apply to participate, courses may need to be submitted to databases, etc.).**
 - **ACCEPTANCE AND TRANSFER/GRANTING OF CREDITS FROM OTHER SCHOOLS, HOMESCHOOL OR TO COLLEGES:** ALMOST EVERY K-12 SCHOOL, AND COLLEGE ACCEPTS OUR TRANSCRIPTS, INCLUDING STATE AND PRIVATE COLLEGES, UNLESS THEY *REQUIRE* “SACS” ACCREDITATION. (“SACS” ACCREDITS ALL PUBLIC SCHOOLS AND SOME LARGE PRIVATE SCHOOLS). WE ARE NOT SACS ACCREDITED. If transferring to another high school, receiving schools may choose to test your student in order to verify credits earned before transferring credits.
6. **RECORDS/MONTHLY REPORTS/REPORT CARDS:** Reports Cards may not be issued until the following quarter when Monthly Reports are late, (received past the 10th of the month), or missing. Information is cumulative and will appear on the next Report Card when issued. Parents may submit 1 Monthly Report to cover several months when students and families travel due to professional athletics, ministry work, or other reasons. Indicate the months the report covers such as, Jan-March, etc. Tuition must be sent in on time. Our data entry requires that you keep the number of subjects to 10 or less per year, and list subjects on the Monthly Reports in the same order for each 10 month school year. You may add new subjects in the right column on the Monthly Report if new courses are added.
7. **GPA:** For all students: Students earning a Standard Diploma Option or higher will have their grades adjusted based upon the results of a standardized test according to the Grade Validation/Academic Standards of Mastery, and Promotion Policies.
8. **DISMISSAL PROCEDURES:** If Monthly Reports &/or tuitions are late, *or if a family is in violation of any of the school’s policies or does not adhere to the agreements found in the Enrollment Application, Parent Agreement, or any of the policies then the student can be withdrawn with No notice retroactive to the first of the month. Parents may not receive a “Dismissal Warning” letter. A student can be withdrawn with No notice.*

Thank you for your faith and trust in Family Tree Ministries and Family Tree Private School, and most importantly in our Lord!

Nancy Moral, M.Ed.
Director