



The Network Handbook **2021-2022**

Mission Statement

FCS Homeschool Network exists to partner with the home and church to equip homeschool families to LEARN from a Biblical worldview, LIVE in Christ-centered community, and LAUNCH to impact the world for the Kingdom of God.

Policies and Procedures

The following policies and procedures are in place to provide our homeschool families with an excellent learning environment for students as we seek to honor and glorify Christ through our homeschool tutorial. We enforce these policies so that our students and instructors remain safe and for an overall successful educational experience. In an effort to provide transparency to our families, we have also included some of the responsibilities that are expected of our instructors.

A. General Campus Policies (including Parking)

1. Homeschool Students enrolled in an umbrella school are eligible to register for classes at the FCS Homeschool Network (*The Network*). Specific classroom age/grade requirements are listed on the course description page for each class.
2. *The Network* classes will be held in the Fayette Baptist Church Worship Center classrooms. Students/Parents/Instructors are required to park in the West Parking Lot and enter/exit from the West side of the building (the side where the church vans are parked).
3. The speed limit in the Fayette Baptist parking lot is 10 mph.
4. Students should arrive to class on time, as scheduled. Students must be in their designated classroom, in transition to a class, or in the monitored Study Hall. Roaming around the campus (inside or outside) is not permitted for everyone's safety. *The Network* classes will be scheduled during regular Fayette Christian School (FCS) hours and we must abide by a high level of safety and security standards.
5. Students and instructors are responsible for leaving their classroom(s) tidy and clean. Please dispose of trash and debris in a trash receptacle.
6. Food and drink, other than water, are not allowed in the classroom or on campus unless in the designated "break area".

B. Safety and Security

1. For everyone's safety, we ask that students do not sit in their vehicles or outside our campus between scheduled classes. There will be a designated monitored Study Hall for those who have a period between classes or are waiting on a sibling that is in class. Please see Study Hall schedule and fees to register for that service.
2. No weapons, drugs, alcohol, or nicotine of any kind are allowed on campus. Any act or threat of violence will not be tolerated.
3. The west parking lot doors (and all other campus doors) remain locked. A monitor will open the doors 10 minutes before classes begin and will be locked 5 minutes after classes start. If a student arrives earlier than 10 minutes before a class, they can contact the monitor to let them inside so students can remain compliant with our safety policies. Please see your Instructor's policies regarding late arrivals.
4. For the safety of everyone, guests or visitors of students/instructors are not allowed on campus except parents of students. Siblings of *The Network* students must be under the watch and care of their parent.

C. Behavior Policy

1. Students are expected to behave in a Christ-like manner.
2. Students will behave with respect towards their instructor, fellow students, and staff of FCS and Fayette Baptist.
3. Students are not to deface or damage any part of Fayette Baptist Church.
4. Students are expected to follow classroom policies as set before them by their instructors. Included in this is that students will attend scheduled classes, complete their assignments on time, participate in class discussions, and listen to classroom instruction. Please see further details in your instructor's classroom policies.
5. Public displays of affection (PDA) are not permitted.

D. Dress Code

1. Our aim is to portray modest, Christian character throughout our campus and our dress code is one way to reflect that.
2. Girls: Girls may wear skirts or shorts to the length of the student's fingertips (when arms hang to the side), sleeved tops/t shirts, sweaters, and other modest attire. Tank tops, spaghetti strap tops, low cut or cropped tops, low waisted pants, bare midriffs, or leggings without proper coverage are NOT allowed at *The Network*.
3. Boys: Boys may wear t-shirts, collared shirts, jeans, khakis, or shorts. No sagging pants or sleeveless shirts are allowed.
4. No graphic, offensive, or explicit t-shirts are allowed.
5. Undergarments should not be visible.

6. Shoes must be worn.
7. Please refer to classroom policies for other dress code guidelines (particularly for PE/Health/Science and elective classes that may require a specific dress code).

E. Attendance Policy

1. Classes will begin August 2, 2021 and will run through May 9, 2022. Classes (unless otherwise noted) meet 1 time per week, for 1.5 hours, for 32 weeks.
2. Tutorial Closings: *The Network* offers classes on Mondays, Wednesdays, and Fridays. We will follow the holiday break schedule as outlined by FCS. Instructors will be rescheduling classes when classes fall on Holidays (ex: Labor Day, MLK, Good Friday) or for inclement weather and emergencies. We will follow the same inclement weather closure policy as FCS. Follow our Facebook page for notifications regarding tutorial closing announcements. Instructors are also responsible for immediately contacting students via text/email/app regarding closings, as well as their plan for make up days.
3. Absences: Absences are inevitable, but please be mindful of excessive student absences. Absences affect your student, the instructor's plan for the day, as well as possible group assignments. One class missed equals one entire week of material missed!
4. **Parents** must notify the instructor of an absence. **Students** are responsible for obtaining their make up work. Please see the instructor's attendance policy for other specifics.
5. Rescheduling Classes: Instructors are allowed one "emergency" absence per year, per class without refund. We have asked the instructors to make up ALL classes in some form, (Zoom, rescheduled class during the week, extra class at end of semester, substitute teacher, etc) but this may not always be possible. Please work with your instructor if a class is unexpectedly cancelled.
6. If a student is sick, please keep them home! A parent must notify the instructor of any absences. Students are responsible for contacting the instructor to receive their missed assignments and any make up work.

F. Cell Phone/Electronics Policy

1. Cell phones or any other electronics (smart watches, gaming systems, laptops, etc) that are brought to class must be switched to the off or silent position in order to keep distractions to a minimum.
2. If a parent must contact a student while the student is in class, there will be an emergency contact person and phone number given to the students/parents during the first class of the year.

G. Break Period/Study Hall/Tutoring Sessions

1. There will be a free break period, if needed, for any students enrolled in *The Network* classes. This will be on Mondays and Wednesdays from 12:15-1:00 pm. Snacks will be available for purchase or students may bring a snack/lunch of their own. Purchase for snacks is by cash only.
2. There will be a study hall available on Mondays and Wednesdays. Families may pay in full and register for each study hall (\$100/year/study hall/student). Drop in fee, for enrolled students is \$5/student/study hall period.

3. Several tutors will be available during tutorial hours to tutor students who need assistance in Math, Sciences, and Foreign Languages. Please contact individual tutors to schedule a time for tutoring services. Tutorial policies remain in place for students who attend tutoring sessions. Tutoring will take place in the Fayette Baptist Worship Center near the Study Hall area.

H. Photo and Media Release Policy

1. *FCS Homeschool Network* has my permission to use my or my child's photograph publicly to promote the program. I understand that the images may be used in print publications, online publications, presentations, websites, and social media. (You will sign in acceptance or objection of this policy on our Parent/Student Acknowledgment Form)

I. Conflict Resolution

1. In the event that a conflict or concern arises, we ask that the parent contacts the instructor directly. We advise that communication of this kind be done via phone call or mediated conference. If this cannot be resolved, we then ask that the conflict be brought to the Homeschool Coordinator or FCS Director.

J. Enrollment/Financial Responsibility/Withdrawal

1. The student is not enrolled in *The Network* until: proof of umbrella school enrollment is shown, online registration form has been completed, The Parent/Student Acknowledgement Form has been signed and received, and at least 1 payment as well as Registration Fee and any Supply/Lab fees have been received.
2. Payments may be made in full or in installments of 4 payments. The first payment is due by May 31; 2nd payment is due August 1; 3rd payment is due October 1, and final payment is due December 1. A \$15 late fee will be applied with payments made after the 10th of the month. Please note that you may log in and complete a payment at any time in between payments.
3. Payments may be made via our website with a checking account or credit card. A 1.5% processing fee will be applied to all online transactions. Cash or check is acceptable if you are paying your tuition in full. Please note, there is a \$45 fee for returned checks. Please contact *The Network* by email if you wish to register in person and pay with cash/check: homeschool@fcswarriors.org
4. It is necessary for the operation of this tutorial that both instructors and students/parents make a commitment for the entire academic year. Early registration opens February 1 and classes may be "dropped" until May 31 with a full refund with the exception of the \$50 Registration Fee. During regular registration, classes may be added until July 31. If classes are dropped after May 31 but before July 31, then only a partial refund will be given.
5. Withdrawal: If you choose to withdraw your child from classes after July 31, there will be no refunds issued.
6. If a student is dismissed for academic or disciplinary purposes, then all tuition and fees are non-refundable.

K. Instructor Responsibilities

1. Instructors will plan and prepare for an excellent classroom experience for *The Network* students. They will provide families with a syllabus, list of assignments, field trips, labs, and other materials needed for the classroom. They will also provide enough material and instruction for weekly assignments so the student will gain a full understanding of their subject.

2. Instructors will require good behavior, communication, and respect from students.
3. Instructors will maintain open lines of communication with students and families. Please see individual instructors' policies on how to communicate best with your instructor.
4. Instructors will partner with students and parents first on disciplinary issues unless extreme offenses have been made.
5. Instructors will begin class on time and will not dismiss early unless previously arranged with parents.
6. Instructors will provide clear classroom policies on: behavior, assignments and grading, instructor absences, and student absences.
7. Above all else, Instructors are expected to deliver a learning environment that embodies the love and grace of Jesus Christ and does not contradict the beliefs and doctrines of Fayette Baptist Church.

L. Student Responsibilities

1. Students will plan and prepare for their weekly assignments for an excellent classroom experience for other students and the Instructor. Please note that most classes will require daily home assignments.
2. Students will demonstrate Christ-like behavior and show respect for others and the property of Fayette Baptist.
3. Students will participate in classroom discussions and activities and arrive to class on time.
4. Students will notify the Instructor in the event of an absence.
5. Students will abide by the policies laid out in *The Network* Handbook, as well as, individual Instructor Classroom Policies (which have been approved by *The Network* Coordinator and FCS Director).
6. Students will demonstrate academic integrity by choosing not to plagiarize or cheat on their assignments. Thorough explanations of these terms/acts will be discussed in the classroom.

M. Parent Responsibilities

1. Courses taken at *The Network* are supplementary to the instruction given at home. The parent is the primary teacher and our desire at *The Network* is to partner with the parents to assist and complement their child's learning. The parent has the ultimate responsibility for the education of their children. Significant parental involvement and accountability is vital to student success.
2. Parents can (and should!) be a part of the weekly assignments given by the Instructors by making sure: their child completes all assignments on time, their child understands the content taught within the course, their child prepares well for the next class period, and their child participates in class discussions.
3. Parents should communicate any special learning or physical needs to the instructor. This may be done during the registration process or, at minimum, before the first day of class.
4. During the school year, parents should communicate with the instructor by the means provided to the student on the first day of class. This will typically be through email or mobile app.
5. Parents will encourage their child to abide by the policies laid out by *The Network* and their Instructors.
6. *The Network* is not an umbrella school and asks that students be enrolled in an umbrella organization to enroll in courses with us. With that, it is the responsibility of the Parents to submit grades to your umbrella school.
7. Thank you, Parents, for enrolling your students at *The Network*! We support you in your endeavors to teach your children from home and look forward to the 2021-2022 school year! We are praying for you and your family as well. We encourage you to reach out to our Homeschool Coordinator should a question, concern, or need arise (homeschool@fcswarriors.org).

The FCS Homeschool Network or "*The Network*" is a ministry of Fayette Baptist Church
12465 Hwy 64, Somerville, TN 38060

Email: homeschool@fcswarriors.org

Web: www.fcswarriors.org/homeschool

Find us on FB!



Parent/Student Acknowledgement Form 2021-2022

By initialing and signing below, I (the parent) am stating that I have reviewed and understand the named policies and have reviewed these with my child. We ask that Middle and High School students initial and sign as well. The submission of this completed form is required to complete registration; one form for each student.

Student	Parent	
_____	_____	A. General Campus Policies (including Parking)
_____	_____	B. Safety and Security
_____	_____	C - D. Behavior Policy and Dress Code
_____	_____	E. Attendance Policy
_____	_____	F. Cell Phone/Electronics Policy
_____	_____	G. Break Period/Study Hall/Tutoring Sessions
_____	_____	H. Media Release (initial only if in acceptance of this policy)
_____	_____	I. Conflict Resolution
_____	_____	J. Enrollment/Financial Responsibility/Withdrawal
_____	_____	K - L. Responsibilities of Instructor, Student, and Parent

Student Print and Sign

Parent Print and Sign

Date