



FAITH
HOME SCHOOL
TUTORIAL

2018-2019 Handbook

Ramona Mitchell,
Director

Office Hours: Tuesday & Thursday Mornings
8:30 a.m. – 12:15 p.m. August through May
Office 731-512-3492 Cell 731-225-8172
faithtutorial@bellsouth.net
faithtutorial.com

Mission & Value Statements

Mission Statement

We exist to encourage, support, and build up a community of Christian home school families. Twice weekly, your child can make friendships, work with other children of varying ages and abilities, have fun in a group situation, and learn.

Vision & Purpose

It is our desire to support and encourage home schoolers in educating their children. It is our goal to provide academic and social support in a creative and fun Christian environment. Our program is designed to enhance what you do at home.

Benefits

- Quality teaching from Christian teachers
- Opportunities to have interaction with others in a small and friendly classroom setting
- To have adults reinforcing Christian convictions and ideals
- “Positive” peer pressure – to feel the need to turn in their best effort for their Tutorial class

We offer classes for students from pre-kindergarten through high school. Tuition supports the teaching staff, the office manager, and covers operating expenses.

The tutorial provides a good balance between a classroom setting and the full home school approach, in which students do all their learning at home.

Values

We believe that there is One Living and True God, eternally existing in three persons: the Father, the Son, and the Holy Spirit, equal in power and glory; that this true God created and governs all.

We believe in the Holy Bible, Old and New Testaments, fully inspired by God.

We believe in Jesus Christ, God’s only begotten Son, conceived by the Holy Spirit. We believe in His Virgin birth, sinless life, miracles, and teachings. We believe He was crucified on the cross, raised from the dead, ascended into heaven and sits at the right hand of God.

We believe in the Holy Spirit, Who has come from the Father and Son to convict the world of sin, righteousness, and judgment and to regenerate, sanctify, and empower ministry for all who believe in Christ. We believe the Holy Spirit dwells inside every believer in Jesus Christ.

We believe in God the Father, perfect in holiness, wisdom, power, and love; that He concerns Himself with the affairs of men, that He hears and answers prayer, and that He saves from sin and death all who come to Him through Jesus Christ.

We believe that the Lord Jesus Christ committed two ordinances to the Church – baptism and the Lord’s Supper. We believe in water baptism following conversion, and communion is open to all believers.

Parent Orientation

1. Parents need to remember that even with this program, the primary responsibility for success in a child’s education still lies with the parent.
2. Our day begins promptly at 8:30a.m. Upon arrival students should go directly to the classroom. Please do not drop your child off before 8:15a.m in order to give staff time to make preparations for the day.
3. Students arriving after 8:30 a.m. OR students leaving early during the day must sign in/out in the Tutorial office.
4. Students should leave the property with their parent after their scheduled class time. Secondary students attending half-day should not “hang out” in the building (including the Courts) or in the parking lot. We do not have a study hall, so all students that do not have a class must leave the premises.
5. Parents please be prompt in picking up your children. You may begin pick-up at 12:15p.m. and all students should be picked up by 12:15p.m. Parents who have not picked up their child by 12:27p.m. may be assessed a late fee. We will not leave until all children have left the premises.
6. Tutorial meets at West Jackson Baptist Church at the pleasure of the church.

7. Skipping class(es) is not tolerated. If we are made aware that a student is skipping class, and remains on the church premises, the student will be subject to dismissal from the Tutorial.
8. Students will not be allowed to use the vending machine or the microwave.
9. The safety and security of our students is a top priority. We ask that you emphasize to your children to be where they are supposed to be at all times. Your children should remain in the supervision of their teacher or the teacher in charge at all times.
10. The direct line to the Tutorial office is 731-512-3492. Leave a message and we will return your call. For emergencies you may call the Director's cell phone at 731-225-8172. Please do not call the church office.
11. Tuition for the month is due by the 15th of each month. If unpaid by the 15th of the month, a \$25 late fee will be automatically charged to your account. If any unpaid balance is 60 days old, you will be asked to withdraw your child(ren) until the balance is paid, including ongoing monthly tuition. Those wishing to pay tuition by semester may do so; however, there is no discount for prepayment. The returned check fee is \$25.
12. All communication, including billing, is done via e-mail. Please make sure the Tutorial office has a current e-mail address, and please be sure to check it regularly.
13. Please let the Tutorial office know if emergency contact numbers change during the year (given to us at registration). If your child has a specific health situation that needs to be brought to our attention, make sure the Tutorial office and all of the child's teachers are aware of the situation. If your child may need an inhaler, epi pen, insulin, etc., please coordinate that with the Tutorial office.
14. In case of inclement weather or a natural disaster, information concerning cancellation will be posted on our website homepage (www.faithtutorial.com) and will be on www.wbbjtv.com as well as WBBJ TV 7 and NewsTalk 101.5 radio station.
15. Notification of Withdrawal: To withdraw a child from our program, we must receive a written notice of intent. Tuition will be charged, after receipt of written intent, through the end of the month in which the written intent was received.
16. Student absences and vacation days are not deducted from tuition.
17. If your child, or anyone in your family, has contagious symptoms such as the flu, please consider keeping all family members at home.
18. The Tutorial website (www.faithtutorial.com) is our first source of communication with parents. Announcements, homework assignments, questions concerning billing, and general information are available on the website.
19. Students should bring everything they need from home. i.e.: sharpened pencils, notebook paper, snacks, etc.
20. Your child should have their curriculum and supplies when classes begin in August.
21. A Progress Report will be sent home with your child about every 6 weeks. Please sign and make comments for the teacher and return the report to the teacher promptly. The Tutorial does not keep student grades on file.
22. Students and parents should conduct themselves in a manner that reflects positively on home schooling and on FAITH Tutorial.
23. The adult in charge will lovingly correct students whose behavior is inappropriate during the Tutorial day. Parents will be notified of recurring discipline problems and will be expected to help the teacher resolve the behavior problem. For recurring problems that are not resolved to the satisfaction of the Tutorial, the child will be asked to leave the program.
24. Parents are encouraged to assist the teachers on occasions when extra "hands" are needed.

25. Students should turn cell phones off during school hours. Cell phones should remain in purses or backpacks for the duration of the class. Students will not be allowed to make calls, to text, play games or check the time on cell phones during class. Parents may call the Tutorial office (731-512-3492 or 731-225-8172) if you need to reach your child.
26. Students should not bring weapons of any type to the Tutorial, i.e. pocketknives, guns, pepper spray, etc.
27. Please monitor the clothing your child wears to the Tutorial. Sophie shorts or any shorts that do not reach the tips of the fingers when arms are hanging down are not acceptable. Spaghetti straps and sleeveless shirts are not acceptable. Shirts for girls that are too tight or too low are not acceptable. No skin should show when a student sits down because jeans are too low or top is a mid-drift. No bill caps or headwear. No earrings for male students. Tattoos should not be visible. Failure to comply with the dress code will result in the child not attending class until their clothes are changed. The Tutorial staff reserves the right to deem jewelry, clothing, etc. inappropriate as needed.
28. If an unmarried student fathers a child or becomes pregnant while enrolled at the Tutorial, he/she will be dismissed from classes and all Tutorial-related events.
29. **Social Networking Policy**
Please discuss internet safety, age-appropriate exposure to social networking sites, and online behavior with your child as it relates to FAITH Home School Tutorial. We encourage parental supervision of internet usage since the internet usage originates at home. We expect our students to be respectful and thoughtful about what they post and how they communicate online as it relates to the Tutorial: our staff, students, and their families. Derogatory posts or comments can be hurtful and unhealthy resulting in negative impressions of our program or families involved in our program. Posting false statements, anything that defames another person, posting critical statements about a teacher, a class or FAITH Tutorial will not be tolerated. **Any infractions will be addressed and could result in dismissal from our program.**

Agreement to a code of conduct will be required of all children and parents participating in the Tutorial. A signed consent of the following information is submitted at registration.

Code of Conduct

General Guidelines

- All students and parents will conduct themselves in a manner that reflects positively on home schooling and on our families at all times.
- Students are expected to arrive on time and to be picked up on time.
- We encourage the use of “Yes, Ma’am,” “No, Ma’am,” etc., as a sign of respect for adults in authority.
- Parents should call the Tutorial office at (731) 512-3492 or (731) 225-8172 to contact students during Tutorial hours.
- FAITH Home School Tutorial and West Jackson Baptist Church are not responsible for loss or damage of a student’s personal property, including electronics, dental appliance and jewelry.
- FAITH Home School Tutorial leadership will investigate complaints and determine consequences and/or continued participation when the rules are not kept.
- Students whose behavior is inappropriate during class or group activities will be lovingly corrected by the adult in charge. Parents will be notified of recurring discipline problems and expected to help the teacher by speaking with the child regarding his/her behavior.
- Failure to comply with the code of conduct may result in dismissal from the Tutorial.

General Guidelines for Academics

Conduct deemed unacceptable includes, but is not limited to, the following:

- Cheating and plagiarism
- Excessive and consistent absenteeism and/or tardiness
- Skipping class(es)
- Deliberately choosing to not complete required assignments and projects (including Science Fair) as instructed by the teacher

General Guidelines for Attire/Appearance

- All clothing should be worn properly and should be size-appropriate.
- Clothing and accessories should not exhibit any words, slogans or pictures offensive in a Christian environment.

- Clothing that is too short, too tight or too low-cut is prohibited.
- Athletic leggings/yoga pants, if worn, must have appropriate clothing covering one's posterior.
- No spaghetti straps, sleeveless shirts or tank tops.
- No boxer shorts that show or cheerleader shorts. Shorts should reach the ends of the fingertips when arms hang relaxed at students' sides.
- No hats, bandanas, scarves or other headwear inside the building.
- Piercings of any kind for males are not permitted.
- Piercings for females, other than ear lobes, are not permitted. Excessive ear piercings may be deemed inappropriate by the Director.
- Tattoos should not be visible.
- All hairstyles should be in good taste and neatly groomed. Unnatural coloring of hair is prohibited.
- Proper hygiene is required so that offensive body odor is avoided.
- Students who fail to comply with dress code may be asked to leave class.

General Guidelines for Behavior

Conduct deemed unacceptable includes, but is not limited to, the following:

- Public display of affection
- Physical, emotional, or sexual harassment
- Physical abuse in any form (hitting, slapping, pushing, biting, etc.)
- Profanity, vulgar or insulting language of any kind
- Playing too roughly (pushing, wrestling, running indoors)
- Personal or school or church property abuse, theft or violation thereof
- Use of cell phones, pagers, iPods, computer games, and the like
- Disrespect of other students and authority
- Lack of attention in the classroom
- Possession of anything that could be used as a weapon (knives, guns, pepper spray, etc.)