



# MEMBER HANDBOOK

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### **Statement of Faith**

1. We believe the Bible to be the inspired, infallible, authoritative Word of God.
2. We believe that there is One God, eternally existent in three persons: Father, Son and Holy Spirit.
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, His sinless life, His miracles, His vicarious and atoning death through His shed blood, His bodily resurrection, His ascension to the right hand of God the Father, and His personal return in power and glory.
4. We believe that for the salvation of the lost and sinful man, regeneration by the Holy Spirit is absolutely essential.
5. We believe in the present ministry of the Holy Spirit whose presence and power are necessary for believers to live a Godly life and for the building of the Body of Christ.
6. We believe in the power of prayer, both individual and corporate.
7. We believe in the sanctity of human life, from conception to natural death, and that each child is a gift from God, entrusted to his or her parents to be the primary educators, training them in accordance with God's will and Word.
8. We believe that the term "marriage" has only one meaning, and that is marriage sanctioned by God, which joins one man and one woman in a single, exclusive, covenantal union, as delineated in Scripture.
9. We believe in the spiritual unity of believers through our common faith in the Lord Jesus Christ, and that individual doctrinal differences which may exist outside the aforementioned should not hinder the unity of Christian home educators.

### **Membership Benefits**

1. Members can enroll in Friday enrichment classes.
2. Members receive discounts on F.E.T.C.H. organized activities and events.
3. Members receive first hand information via email and/or Facebook — not advertised anywhere else.
4. Members receive a membership discount to Home School Legal Defense Association \*code needed.
5. Members receive FREE business advertising in our "Members Only" directory.

6. Members receive priority on F.E.T.C.H. organized activities and events with limited space.
7. Members receive discounts on tickets (group or family) at the Detroit Zoo \*code needed.
8. Members can and are encouraged to participate on event committees.

## **Overview**

Welcome to Family Education Through Christian Homes, Inc. (FETCH)! FETCH is a homeschool support group created to meet the needs of Christian homeschooling families of Shiawassee and neighboring counties. FETCH is a co-op that is dependent upon the shared efforts of all of its members. This Handbook was designed to help members gain a clear understanding of FETCH's mission, policies, and procedures.

## **The Purpose of Family Education through Christian Homes (FETCH)**

1. To represent the home-educated community in a manner that honors Jesus Christ.
2. To keep the group informed of any pertinent home education events.
3. To provide an atmosphere for exchange of teaching techniques and curriculum information.
4. To provide family social events, educational field trips, and group enrichment activities for our children.
5. To promote public awareness of home education.

## **FETCH Mission Statement**

To provide educational, relational, recreational, and spiritual support opportunities to Christian home educating families to help support their individual goals.

## **FETCH Code of Conduct**

All who participate in FETCH activities are expected to represent Christ in all they do and say. Specifically we ask that, at FETCH events, both parents and children respect the following standards: To abide by the FETCH handbook and procedures, speak carefully, honoring the name and character of God by avoiding profane and

vulgar speech; to act appropriately, practicing courtesy, and respecting both persons and property; to be considerate of others, dressing modestly, and abstaining from the use of alcohol or tobacco or any form of recreational drugs.

## **Policies and Procedures**

This Handbook does not reflect the entirety of the FETCH bylaws, policies, or procedures. It is merely a guideline for member services. Members are expected to adhere to the FETCH handbook at all FETCH sponsored activities. Whenever FETCH classes are held, a copy of the bylaws, policies, and procedures will be kept at the Welcome Table at the host site for the perusal of members.

It is the responsibility of each member to read and gain understanding of the FETCH handbook.

## **Participant Requirements**

FETCH is open to anyone who is actively engaged in home education. All participants of FETCH are expected to respect the FETCH Statement of Faith, Mission Statement, abide by the FETCH Code of Conduct, and handbook that have been adopted by the FETCH organization. The Board of Directors has the right to refuse anyone's participation or registration with FETCH for any reason or no reason at all.

## **Individualized Educational Needs**

Because it is the mission of FETCH to support the goals of each home educating family, students with individualized needs may be permitted to continue in the FETCH enrichment program beyond the age of 19 after a meeting with the Board and Board approval prior to each term's registration.

## **FETCH Board of Directors**

FETCH, Inc. is a nonprofit directorship corporation. It is led by an appointed Board of Directors whose duty is to ensure that FETCH's mission is being satisfied, to oversee the carrying out of the purpose statement, and to oversee the overall functioning of the group. The Board of Directors meets throughout the year and evaluates the framework and policies annually appealing to the Lord for His direction and wisdom. The general framework may change and policies added or improved as needs in the group warrant. Members are encouraged to give input as desired at any time as well through annual written evaluation.

## **Requirements for Board Consideration**

The Board of Directors is frequently seeking leaders who strive to maintain quality of leadership, the vision of the group, and harmony among the leaders and members. To be considered for the Board of Directors, one must meet the following requirements:

1. Is currently home educating;
2. Has been an active participant of FETCH for at least two years;
3. Has been appointed by the present Board of Directors;
4. Active participant and regularly attends a Christian Church and will be required to obtain documentation verifying such attendance; and
5. Agrees to and has signed the statement of conduct and confidentiality contract.

## **Annual Members Meeting**

A mandatory Annual Member's Meeting and class orientation will be held for all members each fall prior to the beginning of classes to discuss FETCH's business status, goals for the year, policy updates, and to review the rules of the host site and classroom procedure. Robert's Rule of Order will apply if attendance warrants. The meeting location may vary. Notice to all members of meeting date and time will be provided a minimum of ten (10) days in advance.

## **Confidentiality**

All matters concerning personal issues will not be shared or discussed with the FETCH group members unless it directly affects those individuals. The Board of Directors will only discuss such issues when necessary for resolution of a grievance or problem solving. Careful attention will be paid by board members when discussing matters where unconcerned parties could potentially overhear information. The Board of Directors requires the same level of confidentiality and respect from all FETCH members. All speech should build up the members of the organization and the organization itself. All speech which does not edify the members or which can be perceived as disparaging, mean-spirited and/or counter-productive to the development of members of the organization or the organization itself will be deemed as a breach of confidentiality. Any breach of confidentiality is a violation of the FETCH handbook and will be addressed as such.

A member directory is provided to all members. The Member directory is to be used for FETCH purposes only and not for personal use i.e.: solicitations, personal gain. Any use

of the member directory other than FETCH purposes will be a breach of confidentiality and is a violation of the FETCH handbook and will be addressed as such.

### **Conflict Resolution**

In the event a member has a conflict with another member or a situation arises that requires immediate attention or resolutions, the following procedure will be followed as quickly as possible. As people work together it is to be expected that conflicts will arise. Resolution of those conflicts must be handled with care, compassion, and in accordance with Scripture (Mt. 18:15-20). The first step in the resolution is the offended member must address the offense in love with the offending member to seek restoration (Mt. 18:15). The second step, if no resolutions can be found one -on- one, the offended member must seek out two or three members from the Board of Directors. These members of the Board of Directors will meet with all parties involved and will seek to resolve the conflict (Mt. 18:16). If no resolution can be reached after involvement of two or three members of the Board of Directors, then the matter will be placed before the entire Board of Directors with all facts stated by the Board of Directors involved in the second step. Upon hearing all of the facts the Board of Directors will make a final decision and the disposition of the matter will be final (Mt. 18:17-20) When necessary the Board of Directors may ask or require a member of the organization to leave the organization with no further recourse allowable by the individual removed. The Board of Directors is the final governing authority in such matters and their decision will be final and binding on all parties concerned.

### **Misconduct**

Misconduct is defined as; “to conduct oneself improperly and willful improper behavior”. FETCH greatly values its Statement of Faith, mission, purpose, members, and the community it impacts. In order to preserve the integrity of FETCH, as well as all of its members, all members and participants in FETCH activities are expected to behave in a manner that is respectful to all and is in accordance with all FETCH policies and procedures, the policies and procedures established by all facilities that host; as well as the morals of God set forth in the Holy Bible. Any violation of the standards listed in the handbook may lead to verbal, written, and/or electronic communication from the Board of Directors. Identified misconduct that continues beyond an initial warning may result in a meeting with the Board of Directors and may incur further action. The Board of Directors reserves the right to apply disciplinary action up to and including removal from participation in enrichment days, FETCH sponsored events, and/or FETCH sponsored field trips for any reason or no reason at all, with or without any prior disciplinary action.

## **Fees**

A Membership Fee will be charged to each FETCH family annually from August 1 to July 31 upon enrollment approval. The Membership Fee covers, but is not limited to, facility rentals, supplies, and special group speakers. The cost and usage of the Membership Fee is determined by the Board of Directors.

Student fees will be charged per student at each registration and if applicable, class fees which will vary in cost. FETCH strives to have free options available for classes to meet the needs of our members.

## **Communication**

The FETCH News email is the official communication medium of FETCH. There are two versions of the newsletter available via email or at the welcome table for review on enrichment days. The newsletter will contain information on upcoming events and changes, if any, in the calendar of events or policies and procedures. Members are individually responsible for ensuring they read and understand the information contained in the newsletter. Additional correspondence will be provided as needed via Facebook, website, printed mail or any other method deemed suitable by the Board of Directors.

## **Opening Ceremony**

Each Friday Enrichment Session will have information distributed verbally to all members during the opening ceremony held at 11:30am. All participating members are expected to attend opening ceremony which will include pledges, announcements, and opening prayer.

## **Enrichment Classes**

On scheduled Fridays throughout the school year, FETCH holds Enrichment classes for its members. Membership is open to all homeschool families who have completed the membership enrollment and have been approved by the Board of Directors. All participants in Enrichment Classes are expected to adhere to the FETCH Code of Conduct, handbook, procedures that have been adopted by the FETCH organization, and all rules established by the host facility. The current serving FETCH President will act as a liaison with the leadership of the host facility. The President will have the responsibility of developing the facility rules and overseeing the physical needs of our attendance at the host facility. Members will need to contact the FETCH President with any issues regarding the host facility.

## **Parent Responsibilities**

Parents must remain onsite in the host facility and readily available during the hours that their child(ren) are attending classes. Parents are responsible for their children during enrichment classes and all other FETCH sponsored activities. In the event that a Parent must leave the building, the parent must obtain another Parent to be responsible for the additional children and sign out at the welcome table and notify the children of the absence and supervision. Each family participating in FETCH classes will be expected to assume a minimum of two (2) responsibilities each Friday during the enrichment term. This includes, but is not limited to; teaching, teacher assisting, host site set-up, and host site clean-up. Responsibilities may vary each term. They are determined by the Board of Directors. The number of required responsibilities that must be assumed may vary each term as need dictates. If you fail to meet your assigned responsibility without making prior arrangements for substitution, the Board reserves the right to fine you a reasonable fee for the burden you have placed upon the host facility and your fellow FETCH members.

## **Absences**

If you know in advance of a planned absence, please cover your responsibilities by contacting fellow FETCH members. If you are unable to cover your responsibilities, please contact a FETCH Board member as soon as possible. Please record dates, responsibilities and replacements on the log sheet available at the Welcome Table. No calls and no shows will be fined. Social media is not an acceptable form of notification.

## **Accident / Incident Reporting**

Safety is of utmost importance to FETCH. An Accident / Incident Report Form should be filled out the day the accident/ incident occurs and signed every time an accident/incident takes place. The appropriate forms can be found at the Welcome Table.

## **Classroom Celebrations**

FETCH encourages its members to celebrate the joyous events in life. In order to respect the wide range of beliefs and values held by our diverse members, a few guidelines have been established for classroom celebrations:

1. Teachers control the celebrations that take place within their classrooms.
2. Prior to the planning or announcement of a celebration affiliated with a holiday or a birthday, the teacher must obtain the permission of each student's parents privately. This permission *does not* have to be formal or written but should remain confidential. If a parent opposes the celebration, the celebration may not take place.

3. Unless permission has been obtained by the Board, please keep the celebration confined to your classroom in order to respect the other FETCH participants.
4. Clean up after yourselves so that the room is ready for the next class at the scheduled time.
5. Have a great time!

## **Music**

FETCH encourages its members to celebrate the joyous events in life. In order to respect the wide range of beliefs and values held by our diverse members, a few guidelines have been established for selecting music.

1. Music should be conservative and/or Christian in content and of a moderate genre.
2. Music and/or Artist should be listed in class description.
3. Prior to any performances (i.e. end of term party, music recital) all recorded music will be transmitted to a designated Board member and downloaded on appropriate device.
4. Performance music choices, that do not have pre-recorded music, must be approved by the Board of Directors.
5. Holiday music can be performed at our holiday performance celebration only.

## **Welcome Table**

It is in the best interest of FETCH and all those participating in FETCH enrichment classes to ensure the safety and well-being of all those present. In order to assist with communication and to ensure the safety and well-being of all of the children attending FETCH enrichment classes, a welcome table will be kept near the entry door of the host facility. For each hour that enrichment classes are held, an adult approved by the Board of Directors will be assigned to run the table. The individual assigned to the welcome table must have attended FETCH enrichment classes for at least one full term prior to accepting the assignment. The individual assigned to run the table will have the following responsibilities:

1. Will keep a record of where all of the board members can be located during the enrichment day. It is the responsibility of each board member to notify the welcome table attendant of where he/she can be located during enrichment and if he/she leaves the building for any reason.

2. To make sure that children are not running around the hallways during class periods. Unless a student is sent out of the room to use the restroom or to see a parent with the teacher's permission, no students should be wandering aimlessly around the hallways.
3. To ensure that no young children go out the exit door without adult supervision.
4. To seek help, if requested, by a parent or teacher who cannot leave a classroom, but is in need of aid.
5. To refer members to the calendar or handbook if a member has questions.
6. To refer members to the information on the welcome table for any upcoming events or information if a member has a question.
7. To answer general questions or refer individuals to the Board of Directors if the individual cannot answer the question.

### **Teacher Requirements**

Teachers are the backbone of FETCH enrichment classes. In order to assure the safety and well-being of our students, the following requirements for Teachers have been established:

1. Must be a homeschooling parent/guardian or may also be a Board approved outside volunteer or paid instructor (through application).
2. Have participated in FETCH enrichment for a minimum of one (1) term. FETCH currently operates for two terms. Outside volunteers and paid instructors are exempt from this provision with the Board of Director's approval.
3. An active participant of a Christian Church and attending regularly, a referral from your pastor or priest may be required.
4. Attendance at the mandatory teacher orientation and agrees to and signs the statement of conduct and classroom policy form.

### **Teacher Assistant Requirements**

The Teacher Assistant will assume the role of Teacher in the event that the Teacher is unable to teach. All Teacher Assistants must meet the following requirements:

1. Must be a homeschooling parent/guardian or may also be an approved outside volunteer.

2. An active participant of a Christian Church and attending regularly, a referral from your pastor or priest may be required.
3. Attendance at General FETCH orientation and agrees to and signs the statement of conduct and classroom policy form.

### **Substitute Teachers, Teacher Assistants and Teen Aides**

In order to assure that every teacher has an adult Teacher Assistant during classes, a participating FETCH member not currently acting as a Teacher or Teacher's Assistant whom may or may not meet the above requirements will be selected by a Board Member to act as a Substitute Teacher Assistant on an as needed basis.

### **Young Adult Classroom Assistant**

For previously graduated FETCH students, the young adult classroom assistant would be the third in authority in the classroom. The Teacher and the Teachers Assistant will have the primary responsibility for the classroom. The Young Adult Classroom Assistant must be a child of the currently enrolled member. If under an IEN, the parent must be in the room. The Young Adult Classroom Assistant must sign the Classroom conduct agreement and cannot enroll as a student in FETCH. Over time members with an IEN may transition with Board approval from Parent supervised to Member support.

### **Student Instructor**

For currently registered students, if the student has an Individualized Educational Need, the Parent must be in the classroom as the Teacher, otherwise a Qualified Teacher must be in the room as the Teacher. The student instructor must have the approval of the Board in order to instruct.

### **Additional Service Opportunities**

There are numerous other service opportunities that must be filled in order to make FETCH a success. These opportunities include, but are not limited to: General FETCH enrichment Responsibilities (i.e. set up, cleaning, take down), Field Trip Coordinator, Box Tops for Education Coordinator, Labels for Education Coordinator, and Scholastic Book Order Representative. Coordinator positions require approval by the Board of Directors.

FETCH is a co-op that is dependent upon the hard work and dedication of *all* of its members. All members are encouraged to utilize their God-given talents to make FETCH function successfully. We have all been blessed with gifts. FETCH is thrilled to have them shared for the benefits of the organization and all of its members.

## **Teacher and Teacher Assistant Classroom Conduct**

1. Please be sure that you are in your classroom at the scheduled time. This allows parents to drop off children with a responsible adult and allows class to start as scheduled.
2. Every attempt is made to provide two adults in every classroom no matter the amount of students present. This is for the safety of all persons involved.
3. It is the responsibility of the Teacher to notify the Teacher Assistant, and vice versa, that he/she will not be in attendance prior to the beginning of the FETCH enrichment day. If you are unable to reach the Teacher or Teacher's Assistant, contact a Board Member.
4. The safety of both our teachers and students is our first priority. If at any time you feel that one's safety may be in jeopardy you should contact a member of the Board immediately or at your earliest convenience. A Board Member can be located at the Welcome Table. As a matter of respect for all persons involved do not speak to anyone else at FETCH about the issue.
5. Your class, of course should be a fun place for all. If, however, you have a problem with misbehavior, a single verbal warning should be given to the child. If the child is unable/unwilling to comply after this warning you may, at your discretion, have your Teacher Assistant contact the child's parent or take him/her to the parent to spend the remainder of the hour. Teacher may also leave student with approved adult at the Welcome Table if parent is teaching.
6. You should begin clean-up of your classroom 5 minutes before the end of the hour. Have the kids help out and please be sure to wipe up the mess from the tables and floor. You'll want to be sure to vacate the room at the scheduled time so the next teacher using the room can set up.
7. Please do NOT allow students to leave the classrooms early. This helps us account for students in case of an emergency and allows other classes to continue without disruptions from noise or talking in the hallways. Classes are going on in all rooms including the fellowship hall and therefore, children should not be sent to the fellowship hall early either.
8. In the event a teacher is absent then a board member needs to be contacted by email and phone call both and a message given that identifies the person who will cover for the specified date(s) or the persons asked to cover. In the event a TA cannot teach in the teacher's absence a board member needs to be contacted by email and phone. We ask that teachers attempt to contact their own substitute at least 2 weeks in advance of the date of absence, if known. If one cannot be found please contact a board member. If absence is due to

unexpected illness please contact a board member no later than 8 am the day of FETCH either by text or phone call and voice message.

### **Student Classroom Conduct**

1. Please be sure to be in your class at the scheduled time. You should do your best to not be late. You are expected to stay in class until class time ends. Be sure to use the restroom during breaks.
2. Show respect to your Teachers and fellow students at all times.
3. If someone is disrespectful to you please quietly bring it to the attention of your Teacher.
4. If you are disrespectful to your Teacher or fellow students you will receive one warning from your teacher. If you are disrespectful yet again you may be removed from the class for the remainder of the hour.
5. If you behave in any way that is harmful to another person in your class you will be removed permanently from that class and you, with your parents, will be required to meet with the Board of Directors.
6. Students will refrain from public displays of affection while engaging in courtship/dating. FETCH neither condones nor condemns these practices, however, due to our diverse membership and wide range of beliefs we ask that you refrain from public displays of affection. This applies to all FETCH hosted events.
7. Have lots and lots of fun!!!!

### **Nursery Caregiver Responsibilities**

We do our best to provide two (2) caregivers in the nursery at all times. The responsibilities of the nursery caregivers are as follows:

1. Be in the nursery at your scheduled time, preferably a few minutes early.
2. Being available to receive information from parents as they sign in children.
3. Monitoring children that you are responsible for.
4. If you have an issue with a child (either behavioral or they have been injured) and are alone for some reason, please call down to the person at the welcome table or ask another parent to get help for you. Do not leave the other children unattended.
5. If your child or another child under your care needs to use the bathroom, please ask for assistance by another parent to either stay with the other children or take

that child to the restroom. If the child is potty trained, be sure to check the sign in sheet to see if parent allows child to go by themselves.

6. Being aware of your sign in sheet - make sure your parents are filling out the appropriate information. You may need it in case of an emergency.
7. The caregiver in the last scheduled hour will need to lay out small toys on the table and shelves and spray with the provided disinfectant (located in the cupboard behind the door) after all the children have been picked up by their parents. Please be sure to leave the note provided with the toys on the table stating that they are laid out to dry after disinfecting.

## **Dress Code**

In a day of constantly deteriorating cultural values, it is important that FETCH establish standards that support it's vision and purpose. The principles behind our dress code are to honor God with our whole person, including our appearance. *"So whether you eat or drink or whatever you do, do it all for the glory of God. Do not cause anyone to stumble, whether Jews, Greeks, or the church of God - even as I try to please everybody in every way. For I am not seeking my own good but the good of many so that they may be saved."* 1 Corinthians 10:31-33

### Basic Dress Guidelines - All FETCH Participants; children and adults:

Cover from the acceptable neckline to the knee without gaps or holes. Avoid negative or offensive wording and graphics. No tight fitting or see through clothing.

SHIRTS — Polo's, T-shirts, dress shirts/tops. Neckline showing no cleavage; camisoles may be worn to raise the neckline. Positive logos, words, and graphics are acceptable. Sleeveless shirts: straps must be a minimum of 3 inches wide. No low cut front or back. No spandex is allowed. No Tank Tops.

OUTERWEAR — Cardigans, sweaters, hoodies, sweatshirts, and light jackets may be worn over approved clothing.

PANTS/SHORTS/CAPRIS — (any style, no holes) Shorts need to extend to three (3) inches above the knee. No pajamas pants of any kind. Athletic shorts and pants are acceptable — nothing tight-fitting. Must be worn at the natural waistline.

SKIRTS/DRESSES — Cover to the knee (even with leggings), neckline showing no cleavage. Shorts are suggested under dresses/skirts.

TIGHT - FITTING CLOTHES — Leggings, tights, spandex, etc. must be covered to the knee. Tight - fitting tops must be covered with an additional loose-fitting garment.

FOOTWEAR — All footwear is acceptable but attention should be given to safety and type of activity.

HATS — Upon entering the Church facility, males must remove their hats and place them on a coat rack or in their backpack until which time they exit the Church building or go home. This includes bandannas and hats that some males may consider part of an outfit.

HAIR — Hair, including facial

1. Should be clean, neatly groomed, and of a natural color.
2. Any member with an unnatural hair color will be asked to cover or change their hair for the duration of the term.

PIERCING AND TATTOOS — Members may wear pierced earrings but may not wear other visibly distracting pierced jewelry. Any member with a negative, offensive, or cult driven tattoo will be asked to cover the tattoo for the duration of the term.

SWIM WEAR — Females: Modestly designed, no midriff showing, no strapless, no cleavage, no exposed buttocks; or an oversized dark t-shirt over swimwear is required.

Males: No tight fitting swim wear. Swim trunks are acceptable.  
Shirt must be worn when not in the water.

HIGHSCHOOL FORMAL —

- **Gentlemen:** Must wear appropriate Men's Formal wear. Required to wear dress pants, shirt, and tie. No jeans or corduroys.
- **Ladies:** Must wear appropriate Ladies Formal wear. Dresses must be to the knee or longer. If you are wearing either a strapless, one shoulder strap or spaghetti strap dress, you must wear a cover up/ bolero jacket; not a sheer cover up. It **MUST** be kept on at ALL TIMES. Straps must be two finger widths wide, 1 1/2 inches wide. No low cut front or back. No spandex is allowed. Please follow these guidelines, they will be enforced.
- **Games / Activities Dress Code:** All shirt must have straps at least three (3) inches wide. All shirts must cover the midriff and be of appropriate cut at the top. Pants must be worn at the natural waistline; no underwear or skin may show above the pant line. Shorts need to extend to three (3) inches above the knee. They must remain at this length when a person is sitting or standing. No muscle shirts, spandex, pajamas, or ripped / shredded clothing are allowed.
- **All Participants:** Covered from the acceptable neckline to the knee without gaps or holes.

## **Dress Code Violation**

Members who violate the dress code will not be permitted to attend classes or other activities until their attire is changed to comply with the dress code standards. Members with continued violations of these rules will be disciplined according to the guidelines of misconduct.

## **Field Trip Guidelines**

Field trips provide unique educational experiences and are encouraged. Just remember - First impressions are the longest lasting! For some tours, you will represent the public's first exposure to homeschooling. Let's make it a good one!! Field Trip Guidelines include:

1. Only sign up for a field trip if you are committed to going! Arrangements are made according to numbers and it is a poor testimony if you set everything up for 50 people but only 10 show up. If an emergency does arise, please notify the coordinator or Board member as soon as possible.
2. If the child's parent is not going on a particular field trip, complete the Field Trip Permission Slip and give it to the adult with whom you are entrusting your child.
3. There will be a few field trips where preschool children may not be allowed to attend. There also may be instances where strollers are not permitted. Please respect these requests.
4. Field trip attire must follow our dress code found in the handbook as these are FETCH enrichment outings. Certain field trips may require students to dress up, such as concerts.
5. Please be at the designated meeting place *before* the scheduled time.
6. Please wait until the entire group has arrived before going into the place of business. This will be less disturbing for the sponsors.
7. As a parent, you must always know where your children are and what they are doing. Your children need to be either with you or the person you have designated throughout the field trip. The children and parents should be respectful, kind and courteous to the tour guides and each other.
8. Pick up after yourself. Place everything where it needs to be. Place all trash in a trash receptacle.
9. Send thank-you cards to those who allowed you to tour their facility or take part in the activity that they presented.

## **Fund-Raising Policy**

FETCH is a non-profit organization. One way that we can enrich our group financially is through fund-raising efforts by our members.

1. We at FETCH highly encourage our members to do fund-raising!
2. All fund-raising activities must be approved by the Board. Due to Michigan State Laws, fund-raising events and ventures for non-profit organizations are carefully monitored. Board approval is a must.
3. If you are interested in heading a fund-raiser to benefit our group please contact a Board member.
4. There are many ways to raise funds for a non-profit organization and your input and creativity is welcomed!
5. There must be two adults at each fund-raiser - one who is in charge and one who is overseeing and assisting with the event.
6. Prior to the date of the fund-raiser please get a fund-raising form from a Board member to fill out.
7. At the end of the fund-raising event return the form and the funds to the Treasurer and Board members.
8. Please return the form and the funds in a timely manner. If at all possible this should be done within the same week as the fund-raiser, so record keeping can be completed.

## **Public Relations**

FETCH desires to maintain a God-inspired relationship with the public. If a member of the public would like to procure information about FETCH there are a variety of options available including, but not limited to, the website, Facebook, and brochures. Please refer curious individuals to a member of the Board.

Spokespersons are provided for media interviews and for speaking at special events. Members should not speak to the media on behalf of FETCH. Any questions regarding FETCH from a media source should be directed to a member of the Board of Directors.

## **Weather**

In the case of bad weather, please listen to school closings or visit <http://www.abc12.com> and then School Closings from the sidebar.

When the Owosso Public Schools are closed for weather-related reasons, all FETCH activities will be canceled.

FETCH will adhere to the Emergency Procedures of the facility hosting FETCH activities for all weather related Emergency or other critical condition.

If a FETCH activity is taking place and inclement weather is approaching or has arrived, parents can either direct their children to a safe place on-site (following proper emergency procedures of the host facility) or take them home. They are not required to stay at the site, nor are they required to leave. Neither FETCH nor our facility host will be held liable for any injuries resulting from parents either choosing to remain on-site or leaving the site. For accountability, if a parent chooses to remove their children from the facility they will be required to notify either the student's teacher for that period or a member of the FETCH Board of Directors before they leave the facility/site.

### **Fire**

FETCH participants will follow the Fire Procedures of the host facility.

### **Legal Information**

Legal services are not provided by FETCH. FETCH networks with and supports the efforts of the Information Network for INCH, Home School Legal Defense Association (HSLDA), Citizens for Traditional Values (CTV) and Student Statesmanship Institute (SSI), encouraging Participants to belong to and support them.

Neither FETCH, Inc., the officers, nor board of directors will be held liable for the general negligence nor intentional torts committed by FETCH participants nor those occurring during, or as the result of, a FETCH sponsored activity. All aggregate liability on the part of FETCH will be limited to the cost of participation in the FETCH sponsored event at which, or because of which liability arose.

The Board of Directors reserves the right to modify or make exceptions to any of these procedures at any time.

This copy of the FETCH Handbook supersedes and replaces all previous versions. All previous versions are null and void.

### **In Conclusion**

FETCH hopes that you have found this handbook to be helpful. If you have any further questions, please feel free to contact a member of the Board of Directors. FETCH hopes that you have an incredible and blessed homeschool year. God bless you and your family. FETCH is nothing without its members and the grace of our Lord.

**HAVE A WONDERFUL AND BLESSED YEAR!**