



**FAMILY EDUCATION THROUGH CHRISTIAN HOMES**

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# **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. Furthermore, we believe 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 biological man and one biological 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 family education differences, which may exist outside the aforementioned, should not hinder the unity of Christian home educators.

# Membership Benefits

The following benefits are available to those who become members of FETCH:

- The ability to enroll their child in enrichment classes
- When applicable, discounts on FETCH-organized activities and events
- First-hand information via email
- A membership discount to Home School Legal Defense Association (HSLDA)
- FREE advertising in our business directory with Board approval
- Priority when FETCH-organized activities and events have limited space
- Welcome, and encouraged to, participate on event committees

# Overview

## **Welcome to Family Education Through Christian Homes (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 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 (F.E.T.C.H.)**

1. To represent the home-educated community in a manner that honors Jesus Christ.
2. To strive to keep the group informed of pertinent home education events and opportunities.
3. To provide an atmosphere of support that encourages an 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 provide a positive environment for Christian homeschool families to gather and socialize.

## **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:

- Abide by the FETCH handbook and procedures
- Speak carefully, honoring the name and character of God, by avoiding profane and vulgar speech
- Act appropriately, practicing courtesy, and respecting both persons and property
- Be considerate of others, dressing modestly, and abstaining from the use of alcohol, 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 and Mission Statement as well as abide by the FETCH Code of Conduct and Member 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 of Directors and their approval.

## FETCH Board of Directors

F.E.T.C.H. Inc. is a nonprofit corporation 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 may be added or improved as the needs in the group warrant. Members are also encouraged to give input, as desired, at any time. Anonymous input can be left at the Welcome Table or via the website (<https://fetchcoop.org>).

# 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 all of the following requirements:

- Is currently home-educating.
- Has been an active participant of FETCH for at least two (2) years.
- Has been appointed by the present Board of Directors.
- Is an active participant and regularly attends a Christian church. Documentation may be required verifying such attendance.
- 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 facility and classroom procedures. 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 held on file for board use only. The member directory is to be used for FETCH purposes only and not for personal use (e.g., solicitations, personal gain, etc.). Any use of the member directory other than for FETCH purposes is a breach of confidentiality, which is a violation of the FETCH handbook, and will be addressed as such.

## Conflict Resolution

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 (Matthew 18:15-20):

1. The offended member must address the offense, in love, with the offending member to seek restoration (Matthew 18:15).
2. 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 (Matthew 18:16).
3. 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 those board of directors who were 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 (Matthew 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 both, “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, and 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 annually to each FETCH family, upon registration approval, for the period of August 1<sup>st</sup> to July 31<sup>st</sup>. 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. We strive to keep classes free, but sometimes the classes offered require a higher expense to offer (whether it be for materials or to hire an outside instructor). If needed, these classes will incur an extra cost to the member.

## **Communication**

*The FETCH News* newsletter is the official communication medium of FETCH. There are two versions of the newsletter available: one via email and the other 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. All participating members are expected to attend the opening ceremony which will include pledges, announcements, and opening prayer.

# Enrichment Classes

On scheduled days 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 / Guardian Responsibilities

Parent(s) must remain onsite, in the host facility, and readily available during the hours that their child is attending classes. Parent(s) are responsible for their child during enrichment classes and all other FETCH-sponsored activities. In the event that the parent(s) must leave the building, they must do ALL of the following:

1. Obtain another parent/guardian to be responsible for the child
2. Notify the child of:
  - a. Their absence AND
  - b. Who will be responsible for the child
3. Notify the welcome table attendant (or a board member, if the attendant is not available)
4. Sign out at the Welcome Table
5. **Upon returning**, the parent(s) must sign back in at the Welcome Table AND notify all pertinent parties of their return

Each family participating in FETCH classes will be expected to assume a fair number of responsibilities each enrichment day during the term. This includes, but is not limited to, teaching, teacher assisting, host facility set-up, and host facility clean-up. Responsibilities may vary each term and are approved 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 responsibilities without making prior arrangements for substitution, and FETCH incurs a fine from the host facility, the Board of Directors reserves the right to fine you a reasonable fee for the burden you have placed upon the host facility and your fellow FETCH

members. If you are struggling in any way, please contact the Board of Directors so arrangements can be made. We encourage all members to help as you see a need.

## Absences

- If you know in advance of a planned absence, please cover your responsibilities by contacting fellow FETCH members.
- Please, record the following information on the Planned Absences Log Sheet available at the Welcome Table:
  - Date(s) your family will be absent.
  - Responsibilities that your family is responsible for on the enrichment days that will be missed.
  - Who the replacement will be for those responsibilities in your stead.
- If you are unable to cover your responsibilities, please contact a FETCH board member as soon as possible.
- No calls and no shows will be addressed.
- In the event a last-minute cancellation is unavoidable, please contact a board member directly and promptly so they can find accommodations for your responsibilities.

## Health Policy

If you or your child has any of the following symptoms, you must stay at home:

- Fever over 100°F (orally)
- Diarrhea, or loose/watery stool, in the last 48 hours
- Unexplained rash
- Vomiting in the last 48 hours
- Thick discharge from eyes or nose (clear runny nose is acceptable)
- Red around the eyes (pinkeye)
- Head lice, scabies, or bed bugs

If you or your child is prone to have any of these symptoms due to pre-existing health conditions, let the Board of Directors know when you are enrolling. Exemptions may be made for specific health conditions. This list will act as a helpful tool when determining when to say home. If a child develops any of these symptoms while at FETCH, a member of the Board of Directors will notify the parent/guardian right away. They will be respectfully asked to go home to rest and recover.

When a family is free of symptoms for at least 48 hours, they are welcome to return to FETCH. Please, do not mask your child's fever with fever-reducing medication (e.g., Tylenol, Motrin, etc.) and bring them to FETCH. Children may also return with a doctor's note confirming that they are not contagious. Please, keep in mind that a doctor's note that does not confirm they are not contagious but that your doctor is comfortable with a child returning to normal activities are not the same thing. The Board of Directors understands that nobody wants to miss out on activities, but attending while sick will spread an illness. This, in turn, will cause more families and instructors to stay home in the future.

All families will be notified of an exposure to communicable disease so they may observe their family for symptoms. For this purpose, please let a board member know if you came down with an illness after attending FETCH. The Board of Directors will not identify the family and will be respectful with your personal information. We all run into unpleasant illnesses and want to create an environment families feel safe attending.

We do have families with health complications that attend FETCH. If you believe, or know, that you have COVID-19, influenza, the stomach flu, or any other communicable illness, but are experiencing mild symptoms not listed above, please keep your family home for the sake of our immunocompromised members. Additionally:

- Please, let the Board of Directors know if your child has an allergy, especially towards foods.
- To reduce the spread of germs, encourage your child to cough or sneeze into their upper arm or elbow.
- Toys and other equipment will be sanitized depending on the use of the item.
- Medication should only be administered by a parent/guardian.
- During enrichment days, a first aid kit can be found on the Welcome Table. During other events, parents will be responsible for providing first aid.

## **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 range of beliefs and values held by our members, a few guidelines have been established for

holidays/birthdays. We are a Christian group that recognizes that not all Christians celebrate the same holidays. That is a family decision that we respect. However, we also recognize that we live in a world where these holidays exist. We encourage any members who choose to not participate in holidays to be comfortable to decline participation in those moments.

While celebrations/parties are not held on FETCH enrichment days, there will be various times throughout the year when some holidays may be celebrated as a group (e.g., Christmas party). If you would like to bring a treat to share for a birthday or special occasion on enrichment days, your family should feel comfortable to do so during mealtime. If a holiday is included in a class lesson, teachers will note it in the class descriptions.

## Music

FETCH encourages its members to celebrate the joyous events in life. In order to respect the range of beliefs and values held by our members, a few guidelines have been established for music. Music should be child appropriate at all times and, preferably, support Christian values/morals. Prior to any performances (e.g., end of term party, music recital), all recorded music will be turned into, and approved by, the Board of Directors. Performance music choices, that do NOT have pre-recorded music, must be approved by the Board of Directors.

## 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 two (2) full terms prior to accepting the assignment. The individual assigned to run the table will have the following responsibilities:

- Keep a record of where all of the board members present during that enrichment day can be located. It is the responsibility of each board member to notify the Welcome Table of where they can be located during enrichment and if they leave the building for any reason.

- 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.
- Ensure that no young children go out the EXIT door without adult supervision.
- Seek help, if requested, for a parent or teacher who cannot leave a classroom, but is in need of aid.
- Refer members to the calendar or handbook if a member has questions.
- Refer members to the information on the Welcome Table for any upcoming events or information if a member has a question.
- Answer general questions or refer members 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 ensure the safety and well-being of our students, the following requirements for teachers have been established:

- All teachers must be approved by the Board of Directors.
- New members will not be asked if they would like to teach until they have attended a full two (2) terms. A FETCH school year consists of four (4) terms.
- Any outside volunteer or paid instructor WILL be assigned a board approved teacher assistant for the duration and entirety of their class.
- Any outside volunteer or paid instructors will also have to clear a background check before being approved by the Board of Directors to teach.
- All teachers must attend the mandatory teacher orientation.
- All teachers must agree to and sign the Statement of Conduct and Classroom Policy forms.

## Teacher Assistant Requirements

The teacher assistant will assume the role of the teacher in the event that the teacher is unable to teach. All teacher assistants must meet the following requirements:

- Either the teacher assistant must be a homeschooling parent/guardian, or they may be an approved outside volunteer (pending background check and board approval).
- All teacher assistants must attend the mandatory teacher orientation.
- All teacher assistants must agree to and sign the Statement of Conduct and Classroom Policy forms.

# Substitute Teacher Assistants

In order to ensure that every teacher has an adult teacher assistant during classes, a participating FETCH member, not currently acting as a teacher or teacher assistant, who 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.

## Teacher and Teacher Assistant Classroom Conduct

- 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.
- Every attempt is made to provide at least two (2) adults in every classroom no matter the number of students present. This is for the safety of all persons involved.
- It is the responsibility of the teacher to notify the teacher assistant, and vice versa, that they will not be in attendance prior to the beginning of the FETCH enrichment day. If you are unable to reach the teacher or teacher assistant, contact a board member.
- 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 of Directors immediately or at your earliest convenience. The welcome table attendant can assist with locating a board member.
- 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 them to their parent to spend the remainder of the period. If the parent is teaching, the teacher may also leave the student with an approved adult at the Welcome Table.
- You should begin clean-up of your classroom five (5) minutes before the end of the period. Have the kids help out, and, please, be sure to wipe up the mess from the tables and floor. You will want to be sure to vacate the room at the scheduled time so the next teacher using the room can set up.



- 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 throughout our facility and, therefore, children should stay in their classrooms until the designated departure time.
- In the event a teacher has a planned absence, then the teacher must email [absent@fetchcoop.org](mailto:absent@fetchcoop.org) with a message given that identifies the person who will cover for the specified date(s) or the persons asked to cover. Also, the Planned Absence Log Sheet must be filled out and initialed by a board member. In the event a teacher assistant cannot teach in the teacher's absence, that detail needs to be included in the email. We ask that teachers attempt to contact their own substitute at least two (2) weeks in advance of the date of absence, if known. If one cannot be found, please contact a board member. If the absence is due to an unexpected illness, please contact a board member no later than 8 AM on enrichment day either by text or phone call and voice message.

## Student Classroom Conduct

- 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.
- Show respect to your teachers and fellow students at all times.
- If someone is disrespectful to you, please, quietly, bring it to the attention of your teacher.
- 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 period.
- If you behave in any way that is harmful to another person in your class, you may be removed from that class. In addition, the student, with the parents, may be required to meet with the Board of Directors, at which point, the student may be removed permanently from the class depending on the severity of the situation.
- Students will refrain from public displays of affection while engaging in courtship/dating. This applies to all FETCH-hosted events.

# Nursery

Until there is a need or desire for a supervised nursery, FETCH will strive to provide a safe place for nursing, changing, and a designated space for babies to play with their parent's supervision.

- Even if there is a supervised nursery available, parents are welcome to keep their child with them anywhere they are during enrichment days, so long as the child are being supervised.
- When a supervised nursery is needed or requested, and there are enough volunteers that meet the same requirements as class teachers, then a nursery will be provided during classes with all the same requirements and responsibilities as the other classrooms. Any curriculum used for the nursery needs board approval and will be communicated to the parents.
- Diaper changes will be up to the parent, and, if a parent prefers, they can be pulled aside to do it themselves as the need arises. Potty-training and little ones that require assistance with the bathroom, however, will be the parent's responsibility. They will be sought out to help in those instances.
- At least two adults will be in the nursery at all times when there are children being supervised without their parents.
- There will be a sign-in/out sheet posted when a supervised nursery is in use.

## 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 (e.g., set-up, cleaning, take-down, etc.)
- Field Trip Coordinator
- Box Tops for Education Coordinator
- Yearbook Coordinator
- Events Coordinator (e.g., Christmas party, Field Day, etc.)

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 God's glory, and for the support of the organization and all of its members.

# Dress Code

In a day of ever-deteriorating values, it is important that FETCH establish standards that support its vision and purpose. The principles behind our dress code are to honor God with our whole being.

*“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 everyone 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 (NIV)*

## **BASIC DRESS GUIDELINES – All FETCH Participants (both children and adults)**

- Cover from the acceptable neckline to the knee without gaps or holes
- Avoid wearing clothing with wording or graphics that go against Biblical standards

## **SHIRTS**

- Polos, T-shirts, dress shirts/tops
- Neckline showing no cleavage. Camisoles may be worn to raise the neckline
- Sleeveless shirts: Straps must be thick enough to cover undergarments - no “spaghetti straps”
- No low-cut front or back
- No midriff showing
- No spandex is allowed
- Tight-fitting tops must be covered with an additional loose-fitting garment

## **OUTERWEAR**

- Cardigans, sweaters, hoodies, sweatshirts, and light jackets may be worn over approved clothing

## **PANTS, SHORTS, AND CAPRIS**

- Shorts need to extend to approximately three (3) inches above the knee
- Pajama pants CAN be worn, but no words on the posterior
- Athletic shorts and pants are acceptable
- No skin showing more than three (3) inches above the knee (i.e., holes)
- Must be worn at the natural waistline
- Leggings/jeggings CAN be worn, but front and back must be covered so that nothing is exposed (i.e., no hoodie with jeggings)

## **SKIRTS AND DRESSES**

- Cover to the knee (even with leggings)
- Neckline showing NO cleavage
- Shorts are suggested under dresses and skirts

## **FOOTWEAR**

- All footwear is acceptable, but attention should be given to safety and type of activity

## **HAIR**

- All hair, including facial hair, should be clean and neatly groomed

## **FEMALE SWIMWEAR**

- Modestly designed
- No midriff showing
- No strapless
- No cleavage
- No exposed buttocks

If these guidelines cannot be met, it is required that an oversized, dark T-shirt be worn over the swimwear.

## **MALE SWIMWEAR**

- No tight-fitting swimwear
- Swim trunks are acceptable
- A shirt must be worn when not in the water

## **FORMAL EVENTS AND “OTHER”**

- Regardless of event or venue, if FETCH is hosting or organizing an event, all dress-code rules must be followed. PROM IS NOT AN EXCEPTION.

## **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. This may include up to expulsion or revocation of membership.

## **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:

- 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 shows up. If an emergency does arise, please notify the coordinator or board member as soon as possible.
- 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.
- There may be field trips where only specific age groups be permitted to attend. Some venues have limitations on items to be brought along with you (examples may include strollers, wagons, backpacks, etc.). Please, respect these requests.

- Field trip attire must follow our dress code found in the handbook as these are FETCH enrichment outings. Certain field trips may require special attire (such as dressing up for a concert).
- Please, be at the designated meeting place before the scheduled time.
- Please, wait until the entire group has arrived before going into the place of business. This will be less disruptive for the sponsors.
- As a parent, you must always know where your child is and what they are doing. Your child needs to either be with you or the person you have designated throughout the field trip. The child and parent(s) should be respectful, kind, and courteous to the tour guides and each other.
- Pick up after yourself. Place everything where it needs to be. Place all trash in a trash receptacle.

## **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.

- We at FETCH highly encourage our members to do fund-raising!
- All fund-raising activities must be approved by the Board of Directors. Due to Michigan State laws, fund-raising events and ventures for non-profit organizations are carefully monitored. Board approval is a must.
- If you are interested in heading a fund-raiser to benefit our group, please contact a board member.
- There are many ways to raise funds for a non-profit organization, and your input and creativity are welcomed!
- There must be two (2) adults at each fund-raiser: one who is in charge and one who is overseeing and assisting with the event.
- Prior to the date of the fund-raiser, please get the Fund-Raising Form from a board member to fill out.
- At the end of the fund-raising event, return the form and the funds to a member of the Board of Directors.
- 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 that may include, but not be limited to, the website, social media, and brochures. For more information, please contact a member of the Board of Directors.

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 and Emergency Procedures

### WEATHER

When Owosso or Corunna Public Schools are closed for weather-related reasons, all FETCH activities will be cancelled. If we cancel, regardless, we will also notify members as soon as the decision is made.

If a FETCH activity is taking place, and inclement weather is approaching or has arrived, parents can either direct their child 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 the host facility 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 child from the facility, they will be required to notify the student's teacher for that period and sign out at the Welcome Table.

FETCH will adhere to the emergency procedures of the facility hosting FETCH activities for all weather-related emergencies, or other critical conditions (e.g., fire, earthquake, tornado, etc.).

### FIRE

FETCH participants will follow the fire procedures of the host facility which will be discussed during orientation. Escape routes will be posted at or near the Welcome Table. It is the member's responsibility to remain aware of all routes available at the host facility should a fire emergency arise.

## Legal Information

Legal services are not provided by FETCH. If you have any questions about how to homeschool legally, you can contact HSLDA (Home School Legal Defense Association).

Neither F.E.T.C.H. 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. The latest copy can be found on the FETCH website (<https://fetchcoop.org/handbook>).

## 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 ~**