



Biltmore Homeschool Ministry Handbook and Parent Agreement

“My son, if you receive my words, and treasure my commands within you, so that you incline your ear to wisdom and apply your heart to understanding; yes, if you cry out for discernment, and lift up your voice for understanding, if you seek her as silver, and search for her as for hidden treasures; then you will understand the fear of the Lord, and find the knowledge of God. For the Lord gives wisdom; from His mouth comes knowledge and understanding...” Proverbs 2:1-6



Dear Members,

Welcome to the Biltmore Church Homeschool Ministry. A wonderful group of roughly 200 families and over 400 students thrives here at Biltmore Church. Some families have five or more children and others have only one child; some have been homeschooling for many years and others have just begun.

This handbook has been created to provide you with information about the homeschool ministry opportunities here at Biltmore Church and to provide details and policies for our group concerning Enrichment Classes. Please read through this information with your child or children, so that your family is familiar with the guidelines and expectations of our ministry.

God has laid it on each of our hearts to educate our children and we look forward to coming alongside you in this most wonderful task. We want you to have the BEST homeschool experience possible!

Serving Him,

The Biltmore Homeschool Ministry Team

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Mission and Purpose

Our purpose and desire is to provide loving encouragement, quality enrichment and social interaction for students as well as essential support for parents as they develop their children to Christ-like character; enabling them to stand firm in their belief in the teaching of the Bible as the complete and inerrant Word of God, thereby equipping them to glorify the name of Jesus Christ.

Statement of Faith

We believe that God is the one and only true God, and exists in three persons, Father, Son and the Holy Spirit.

We believe that the Bible is the inerrant word of God, verbally inspired by Him and written by man.

We believe that Jesus is the Son of God and born of a virgin. He dwelled here on Earth and lived a perfect life. He died for our sins and was resurrected in three days. He is the mediator between God and man.

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life.

Final Authority for Matters of Belief and Conduct

The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Biltmore Homeschool Ministries faith, doctrine, practice, policy, and discipline, our Director and Biltmore church leadership are our final interpretive authority on the Bible's meaning and application.



Contact Us

Our ministry offers many opportunities throughout the year to enrich your homeschool experience and to help strengthen the bond with other homeschool families. The Biltmore Homeschool Leadership Team is a volunteer group of parents who seek to serve the homeschool community. If you contact us, we will try to respond in a timely manner, but please understand that we do not keep office hours. We typically respond to emails Monday-Thursday from 8:00 a.m. to 4:00 p.m.

In case of an emergency you can contact the Ministry Director at 828-651-6256

Email Communication

Our group email, homeschool@biltmorechurch.com keeps members up to date on enrichment class information, homeschool items of interest, and various upcoming homeschool events.

Social Media

We have a private group on Facebook that you can join at <https://www.facebook.com/groups/414276702587638/>.

Website

Visit <https://www.homeschool-life.com/1894/> where you can learn information about classes, and scheduled activities, in addition to general information about our group. This website it also used as our class portal where assignments are posted, messages between teachers and parents are shared and grades are posted.

Family Service Requirements

Volunteers are a very important part of our program. In order to make our program the best it can possibly be, a parent from each family is required to serve three times during the Enrichment Class year in one or more of the categories below. If for some reason you cannot serve the day that you signed up for, it is your (the parent's) responsibility to find a replacement.

If you do not meet these service requirements during the current class year, your family will not be allowed to register for the next year.

Service Opportunities include class day volunteers, Teacher Appreciation Luncheon, Back to School Blast, Spring Fling, Graduation and various other events throughout the year.

Should you have questions regarding your service duties please see the volunteer coordinator or email homeschool@biltmorechurch.com Thanks for your willingness to help out!!!

Enrichment Classes

The homeschool ministry offers an assortment of Enrichment Classes on Tuesday and Wednesday mornings during the school year. Elementary classes (PreK-5th) meet on Wednesdays and offer four class periods, each lasting one hour. Younger grade classes have included: Creative Writing, Science, Art, Health, Grammar and much more. Middle and High classes (6th-12th) meet on Tuesdays and offer three class periods, each lasting 1 1/2 hours. Older grade classes have included: Math, Biology, Electives, Government, Art and History. Classes vary year to year based on interest and teacher availability. See our website for our up-to-date list of classes.

Enrichment Class Registration

Enrichment classes are an exciting way to enhance your student's education. **We are not a school, and therefore our goal is to supplement your child's education, not to provide a complete curriculum for any subject.** High school classes can be used as a full high school credit if all outside class work assigned is completed. Students will receive a suggested final grade for the parent to use when awarding credit.

- PreK-5 Classes run for 24 weeks and the 6-12 grade classes run for 32 weeks.
- Children in PreK-5th classes must be enrolled in appropriate classes for their traditional age/grade level. Consideration will be taken for middle school and high school students who are academically advanced and would like to enroll in a higher-level course. A struggling learner may be placed in a lower-level class. A child must reach his/her 5th birthday by August 31 to participate in a K-1 class.
- Enrichment Classes are each subject to a minimum and maximum number of students.
- A class may be canceled due to low enrollment. If a class is canceled, you and your child will have the opportunity to choose another class or have your money refunded to you.
- Under special circumstances students may switch classes with permission from the teacher and director before the 2nd day of classes begins (see fees below).
- Parents must notify the Biltmore Homeschool Team, not the teacher, prior to dropping a class. The Team will notify the teacher that your child has withdrawn from class.
- Students must be registered by their biological sex, referred to as what they are registered as (he or she) and the name on their family profile.



Enrichment Class Tuition/Fees

- A non-refundable membership fee is due at the time of Enrichment Class registration. This fee is for expenses required to operate the program (copies, postage, office supplies, building maintenance etc.).
- Half of the total enrollment tuition is due at the time of enrollment to hold the spot, the balance due on the 15th of June. Class tuition is refundable until the 15th of July.
- The Biltmore Homeschool ministry team is a volunteer leadership team that makes every effort to keep the cost of enrichment classes to a minimum. Each year class offerings are constructed based on perceived interest and teachers are recruited based on these projections. Large numbers of last-minute classes being dropped result in a shortfall of funds for teacher compensation. Leadership is faced with two options: raise rates to cover dropped classes or move back the add/drop dates/payment deadlines. Rather than penalize the majority, leadership has opted to keep lower rates and move back the payment date. **July 15th is the deadline for refunds.**
- In special cases we will allow you to switch classes after the drop deadline of July 15th; however; there will be a \$50 charge plus any material fees for the new class.

Enrichment Class Code of Conduct

With over 400 students in our ministry, the following policies have been established in order for our Enrichment Classes to run safely and smoothly. Please take a moment to go over the following guidelines with your students so that everyone is familiar with ministry expectations and consequences.

Students are expected to:

- Conduct themselves in a Christ-like manner at all times
- Use respectful and polite language and abstain from any profanity
- Treat others with Christ-like kindness; keeping hands and feet to one's self
- Conduct themselves in the classroom in a way that is respectful to the teacher as well as other students
- Refrain from being a disruption to other students or the teacher
- Be on time for class
- Follow directions given by adults while anywhere on campus (classroom, hallways, lobbies and outside areas)
- Wear appropriate shoe options, no heeies or wheeled shoes are allowed
- Remain in class unless permission from the teacher is obtained to leave. Students may not roam the building or property during class hours. Students with time between classes should remain in the homeschool check in area until they are picked up
- Refrain from boyfriend/girlfriend PDA (public display of affection) such as holding hands, male/female hugging, etc.
- Abstain from sexual activity outside the union in marriage of one female and one male
- Complete all class reading and work prior to class time. Due to most courses maintaining a wait list, consistent failure to fully participate in the class by completing homework assignments or engaging with other students and the instructor during class time will result in forfeiture of the student's space in class without reimbursement of any fees
- Contact their teacher to make up any assignments missed due to an absence
- Provide reimbursement for any damage done to the facility or equipment
- Be escorted to their first class and from their last class by an adult (Kindergartners through fifth graders). Students preK-5th grade may not be dropped off in the parking lot to walk in unescorted. Older students may walk in unescorted but must remain in the lobby until picked up by a parent.
- Use bathrooms that are appropriate for the biological sex of the student

Cell phone/Device Policy

This policy includes cell phones, AirPods or other in-ear devices, laptop computers, and tablets

Classroom:

- None of these devices may interfere with instructional time while the students are on campus.
- Because of our vast array of class options, our classroom device policy is to defer to each classroom teacher. Some classes use technology as part of their curriculum studies, and others do not. Each teacher will have a cell phone policy within their syllabus that will be emailed to the director of the ministry as well as each family before the start of the school year. If you have not received this prior to day one, please email the ministry director.

Outside of classes:

- Each parent should set their own rules about how their child may use their device during any free time on campus, understanding that every parent has their own rules and we can not control other students' usage.
- We, as a ministry, have no guidelines against the usage of cell phones outside of class time aside from the fact that cell phones/computers/devices may not be used for anything inappropriate. This includes, but is not limited to: sexual content, profanity, taking photos/videos of other students, crude jokes etc. If a student would not be comfortable showing that content to the ministry director, it needs to be kept off campus.

Consequences:

- If a student chooses not to follow that specific teacher's guidelines, teachers are fully authorized to confiscate the device and will turn that device in to the ministry director, who will contact the parent and return it at the end of the class day to the parent directly.
- If a student chooses to disregard the class policy a second time, an arrangement will be made to have a conversation with the ministry director, the student and the parent regarding the cell phone policy before that student may return to that specific class.
- In the unlikely event that a student chooses not to adhere to class guidelines after that meeting, the student will be withdrawn from that class for the remainder of the year with no class refund.
- If students do not adhere to the rules for technology outside of classes, the same consequences apply.



Dress Code

Clothing must be modest, clean, and neat. Appropriate dress for P.E. is fingertip-length shorts that are not body-conforming, along with loose-fitting t-shirts. Please do not wear tank tops, strap tops, halter tops, "muscle" shirts, etc., or any short shirts. A blouse or dress will be considered as having a strap top if the shoulders are less than 3" wide. Midriff (short) blouses may not be worn. Necklines must be modest. Pants or shorts must be worn at or near the waistline. Any shorts, skirts, or dresses worn should be at least finger-tip length. Unusual attire associated with immoral or improper ideas is unacceptable. Symbols or logos that communicate anti-Christian messages are unacceptable on clothing, jewelry, and other accessories. While we realize that a person's attire is not indicative of their spiritual worthiness, God's Word does give us standards of both dress and conduct (1 Tim. 2:9; 4:8, 12, 15-16; I Peter 2:12, 3:3-4). Students must dress according to their biological sex.

Weapons Policy

Possession of weapons of any kind, whether on one's person or in a handbag, satchel, purse, backpack, gear bag, or any other means of concealment by staff, students, and ministry volunteers at the time the person is serving and/or working in the student ministry or children's ministry is expressly prohibited. This includes but is not limited to handguns, pepper spray, mace, defense styled knives or blades, or tasers. This prohibition applies to all ministry persons, including those properly possessing a North Carolina recognized Concealed Handgun Permit. This policy shall be strictly enforced. This policy excludes all Emergency Personnel as identified in the Biltmore Church Emergency Action Plan.

Student Supervision

Due to past issues with unsupervised students roaming the halls of the church campus, safety issues, and hallway noise prior to class changes, Biltmore Homeschool must enforce these rules. Biltmore Homeschool is not responsible for children when they are not in classes. Therefore, if a child is not enrolled in a class during any time between 8:30 AM and 1:35 on Tuesday or 8:30-1:05 on Wednesday, they must either:

1. Be with their parent/guardian at ALL times.
2. Be enrolled in Biltmore Homeschool's adult-supervised STUDY HALL.
3. Be off campus until 15 minutes prior to his/her class starting.
4. Sit in a parent's class if that parent is an Enrichment Class teacher, but may not be anywhere else without that parent/ teacher.

If a child is found to be on campus during Enrichment Classes and not in class or under adult supervision, he/she will be automatically enrolled in Study Hall and the parent will be immediately billed for the full year's fee.

Study Hall will be provided during classes and the fees that will be charged can be found on the current year's registration forms.

Students should bring something to read or work on during Study Hall. They will be expected to work quietly during this time. The same rules that apply to classes will apply to Study Hall.

Consequences

If any of these guidelines are not followed, specific consequences will be administered depending on which expectation is not met. This includes but is not limited to, a call between the ministry leadership team and the parents, an in-person meeting between the parents and church leaders, removal from a class, or in an ongoing case, or cases involving weapons, even toy weapons, suspension from classes for a set amount of time. Please contact the leadership team if you have any questions about this.

Biltmore Homeschool Ministry reserves the right to discontinue classes for any student who cannot comply with the rules listed above.



Snacks

A snack cart is available each Tuesday and Wednesday morning with a variety of foods and drinks for 75¢ each. Please make sure that your child brings either a snack from home or the appropriate change for the snack cart. **We are a peanut free campus.**

Visiting Classes

Parents are welcome to visit classes on Tuesday or Wednesday mornings. If you would like to sit in on a class, please make arrangements with the Director in advance.

homeschool@biltmorechurch.com

Homeschool Ministry Activities

We offer monthly, age-appropriate activities. These have included: behind-the-scenes tours, dairy farms, nature preserves, and hikes. Activities serve to broaden the student's academic experience and provide much needed community for families. Our group also plans activities that are catered to certain age groups/grade levels to foster relationships within the students' own age group.

We also offer several ongoing social functions throughout the year. Check the calendar and watch your emails for sign ups and details!

Service Projects

Hands-on mission opportunities are available. Some of the things we have participated in are: helping at Manna Food Bank, making boxes for Operation Christmas Child, visiting the elderly, and collecting items for the Soldier Care Ministry. We welcome our families to share service projects and mission opportunities with our ministry.

Biltmore Church Activities

Biltmore Church offers many opportunities for all ages. Many of the activities provide a wonderful addition to your home education and family's activities. The church website (www.biltmorechurch.com) is a great place to find a comprehensive list of ministries. On Sunday mornings, the Welcome Center offers brochures regarding specific ministries. Biltmore Church ministries that you might find interest in are the Kids and Student Ministry. You can get more information about these and all the church ministries on the website.



Paid Positions

Our ministry has several ways in which a person can be paid as part of our staff. These paid positions include classroom teachers, k-5th teacher assistants and substitute teachers.

If any of these positions are of interest to you, please contact us at homeschool@biltmorechurch.com.