

Science, Etc. Handbook

Policies and Procedures for Students and Families



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Welcome Message



Welcome to Science, Etc.!

We are thrilled to have you as part of our homeschool cooperative community. Our school is a collaborative effort among families to provide a supportive, enriching, and engaging educational experience for our students. This handbook outlines the policies, expectations, and guidelines to ensure a positive and productive environment for everyone involved.

Susan Kitchens

HEAD OF SCHOOL

General Information

1. About Science, Etc.

Science, Etc. is a university-style cooperative. We offer classes, activities, and social opportunities for homeschooled students ages 5-18. Our school is designed to complement home education by providing group learning experiences, specialized instruction, and community support.

2. Location & Schedule

We meet in The Formations Building of St. Patrick Cathedral located at:
1308 Throckmorton Street, Fort Worth, TX 76102

Meeting Days: Tuesday, Wednesday & Thursday

Meeting Times: 9:00 am - 3:25 pm

3. Contact Information

Head of School: Susan Kitchens - susan.kitchens@scienceetc.com

Director of Operations: Kelly Sterling - kelly.sterling@scienceetc.com

Security: Rick Chandler - 817-304-8206

Website: www.scienceetc.com

School Phone: 817-870-1884



School Overview

Our History

Founded in 1989, Science, Etc. is committed to providing educational success through quality classroom instruction from a Christian perspective to home-educated students from kindergarten through the twelfth grade. We offer Biblically-based curricula in all academic areas of study within a safe and inspiring atmosphere. Developing skills in the areas of language arts such as listening, thinking, reading and writing, are integrated into our lessons. We emphasize cultivating the love of learning within each of our students through a Christian worldview in fellowship with teachers and peers.

Our Mission

To foster a Christ-centered, inclusive, and collaborative learning environment that supports homeschooling families by offering academic, social, and extracurricular opportunities for students to grow intellectually, spiritually, and socially.

Our Vision

To empower students to explore their passions, develop critical thinking skills, and build lifelong friendships through shared learning experiences.

Fees & Payments

Registration

Registration fees cover administrative expenses and insurance. This fee is non-refundable.

Security

Security fees cover the cost to pay our security guard. This fee is non-refundable.

Facility

Facility fees cover wear and tear on the building and tables, chairs, etc. This fee is non-refundable.

Class Fees

Class fees vary by class and cover rent and hired teachers. Fees are non-refundable after the second week of class.

Supply Fees

Supply fees are made out to individual teachers and cover costs such as books, photocopies and/or classroom supplies.

Tuition Payments

Payments are made through the FACTS Management System. Families may choose to pay all at once, two times during the year or monthly. FACTS will charge a separate set-up fee that is charged directly to each family.

Refunds

No refunds are issued for class fees (after the first two weeks) unless the school cancels a class. Refund of supply fees are at the discretion of the teacher.

Communication

Primary Methods

Email: Non-emergency communication will happen via email. To remain up-to-date, please make sure you check your emails frequently.

Remind App: Emergency or time sensitive announcements are sent via the Remind app. Please make sure you download the app and send a **text** to **81010** the following in the message: **@sefam2526**

Teacher Communication: Teachers will use email and RenWeb to communicate grades, attendance, homework, etc. Please make sure you can log into your RenWeb account and access all information.

Feedback: Share your concerns and suggestions with us. We value your feedback

Director of Operations
kelly.sterling@scienceetc.com

Head of School
susan.kitchens@scienceetc.com

Drop-Off/Pick-up

- Parents/Students will NOT be allowed to enter the building before 8:50 am.
- Students may be dropped off 5 minutes before the start of their class.
- Students dropped off before that will have to go to Study Hall and will incur a charge of \$10. This will be charged to incidental expenses through FACTS.
- A circle drive is provided for drop-off and pick up. Please do not enter the circle drive prior to 5 minutes before your student's class gets out. If you do you will be asked to park across the street until the appropriate time.
- Please have your student prepared to exit the vehicle as soon as you pull up to the door. We need to keep the line flowing.

Late Pick-up

- If you are going to be late picking up your child, please call or text our security guard, Mr. Rick at 817-304-8206.
- Students need to be picked up at the end of the day by 3:40pm. Pick-up after that will incur a charge of \$25. This will be charged through incidental expenses through FACTS.

Policies & Expectations

Expectations of Parents & Families

- Families must read and agree to the policies in this handbook.
- Parents are expected to encourage students to be prepared for their classes (i.e. having all necessary materials, proper attire, etc.); to be on time to class; and to provide sincere feedback or suggestions as needed.
- Parents are expected to respond promptly to emails, forms and requests from the school.
- Parents are expected to pay tuition, class supply fees, and any additional costs by the specified deadlines.
- Parents are expected to reinforce school policies and expectations at home.
- Parents should notify each of their child's teachers if they are absent. Teacher emails are: [Teacher's First Name] . [Teacher's Last Name] @scienceetc.com. Example: kelly.sterling@scienceetc.com

Student Expectations

- Students are expected to be respectful of the school building, all its staff and Science, Etc. parents and other students.
- Students are required to be ONLY in areas designated for Science, Etc. at all times.
- No use of electronics is permitted in the classrooms, study hall, lunchroom or hallways – unless directed by the teacher or school administration. All cell phones and hand-held devices are to be put on silent during school hours. (see Cell Phone Policy)
- No picture taking or audio/visual recordings unless directed by the teacher for class assignment or yearbook and social media.
- Students are expected to adhere to the Science, Etc. Dress Code (see below).
- Students are expected to adhere to the Science, Etc. Discipline Policy (see below).

Academic Expectations

- Students are responsible for completing homework, projects, and assessments by assigned due dates.
- Parents are expected to oversee their child's progress and ensure assignments are completed.
- Late work policies are determined by individual teachers but generally include a deduction of 10% per day.
- Grades will be provided by teachers at the end of each semester.

Code of Conduct

Our school is committed to creating a safe, respectful, and inclusive environment. We encourage wholesome speech, kind actions, and servants' hearts. **Acts of aggression towards another student or teacher while on campus will not be tolerated.**

All students, parents, and teachers are expected to adhere to the following:

- **Respect:** Treat others with kindness, courtesy, and respect. Bullying, harassment, or discriminatory behavior will not be tolerated.
- **Responsibility:** Complete assignments, arrive on time, and be prepared for classes.
- **Safety:** Follow all safety guidelines, including fire drills and emergency procedures.
- **Integrity:** Uphold academic honesty by submitting original work and avoiding plagiarism or cheating.
- **Cooperation:** Work collaboratively with peers, teachers, and parents to support the school's goals.
- **Honor** and respect those in authority.
- Refrain from physical displays of affection indicative of romantic relationships during school hours (ex. kissing, hand holding, etc.)
- Alcohol, tobacco, vape and drug use will NOT be tolerated. There will be no warnings issued and immediate suspension will occur.
- We should strive to build up and encourage one another in our conversations. Name calling, mocking, excessive teasing or making fun of another's opinions do not edify and will not be tolerated.
- We need to respect the facilities we are allowed to use and leave them in better condition than when we arrived. Please ask what you can do to help clean up after an event.
- Any damage done to the building or its items made through horse play will be the responsibility of the parents and not Science, Etc.

Wellness Policy

Students and Teachers are expected to adhere to the wellness policy.

Do NOT come to school if you have any of the following:

- Temperature (fever) of 100 degrees or higher.
- Green or murky discharge from the nose or eyes.
- Rash, hives,
- Vomiting and/or diarrhea within the last 24 hours.
- Head lice
- Loss of taste or smell.

Students and teachers must be free of the above symptoms for 24 hours before coming to school.

Emergency Procedures

In case of fire, lockdown, or other emergencies, students will follow the school's safety protocols. Drills are conducted at the beginning of the school year. Parents will be notified through the Remind app.

Weather or School Closures

We will use the Remind app to notify you of any weather or school related closures.

Dress Code

Students and parents are expected to dress modestly and appropriately for a learning environment. Students wearing clothing that does **not** meet the guidelines below will be asked to go home or may be required to wear a cover-up provided by the school.

Guidelines include:

- Clothing must be clean and in good repair/condition.
- No clothing with offensive language or suggestive/obscene images or themes.
- Avoid overly revealing attire (e.g., short shorts, crop tops, low-cut shirts, midriffs).
- Closed-toe shoes are required for safety during activities like science labs or PE.
- Shorts should have at least a 6" inseam. No wind, biker or volleyball shorts.
- Yoga pants and leggings must be worn with shirts/tops that are at least finger-tip length.
- Skirts should be no shorter than 2" above knees. No tennis skirts.
- No spaghetti straps may be worn.
- No undergarments may be visible or show through clothing.
- Tops/Shirts should keep the abdomen covered at all times.

Cell Phone Policy

We understand that families may want the ability to contact their children or that a cell phone might be needed for medical reasons. If your child needs use of a cell phone for medical reasons, please contact the office so that we may notify staff. If you would like to contact your student during the day, please reach out to the office and we will pull your child out of class to talk to you.

- All personal communication devices must be turned off or placed in the student's backpack during the school day. This includes, class time, lunch, study hall, hallways and passing periods.
- Devices include: cellphones, wireless and wired earbuds, tablets, gaming devices, Bluetooth headphones, etc.
- Study Hall - students may use computers or tablets during study hall for online classes only.
- Classroom - Some teachers will allow use of electronic devices for their class. This is at the teacher's discretion and will be for classroom work only.

First Offense

- Cell phone will be taken away and held in the office until the end of the day. Student may pick up their phone before they leave.

Second Offense

- Cell phone will be taken away and held in the office. Families will need to pay a \$25 fee to retrieve their phone.

Third Offense

- Students will be suspended.

Behavior and Discipline

We aim to foster a positive learning environment. If a student's behavior disrupts the co-op, the following steps will be taken:

✓ First Offense - Verbal Warning

- When a student is acting out inappropriately or disobeys rules, the teacher will address the behavior with the student and give them a verbal warning.

✓ Second Offense - Parent Notification

- If the behavior continues, the student will be sent to the school office, and a parent will be notified of the issue.

✓ Third Offense - Behavior Meeting

- Student will be removed from the class until a meeting can take place between, the teacher, parent, student and a member of the Leadership Team.

✓ Fourth Offense - Suspension/Dismissal

- If behavior does not improve, the student may be suspended or asked to leave the class for the remainder of the year. Class fees will NOT be refunded.

Plagiarism & AI Policy

Plagiarism by definition is presenting someone else's work as your own, whether it's from a human source or Artificial Intelligence (AI). Plagiarizing copyrighted material is not only dishonest, but it is illegal. AI tools including but not limited to ChatGPT, Midjourney, and DALL-E are considered sources of information, and their output must be cited if used in an assignment.

✓ Consequences

- Failure to cite copyright information or using AI to generate content without proper citation will be considered plagiarism and will result in a failing grade, academic warning and even disciplinary action.
- Using AI to write your entire assignment or generate substantial portions of work without citation will not be allowed and will be considered plagiarism.

Photos and Audio/Video Recordings

Taking photos or recordings (audio or video) are strictly prohibited, unless for a class assignment and previously approved by teacher and staff.

Lunchroom Policy

Monitors for the lunchrooms and study halls are here to supervise children. Please instruct your children regarding appropriate behavior at school.

Make sure your child's lunch does not need to be refrigerated or warmed. All students will be required to clean up their spots after lunch.

Safety Issues & Policies

In order to ensure the protection of your child and their classmates, it is the policy of Science, Etc. that no one is allowed to bring any potentially dangerous tools or instruments to school. These include, but are not limited to the following: whips, knives, fingernail files, chains, and ropes. Parents should help the child make wise decisions about what are appropriate items to bring to school.

Parent & Student Acknowledgment

By participating in Science, Etc., students and parents agree to abide by the policies and expectations outlined in this handbook. Please sign and return the Parent and Student Agreement form by **September 16, 2025**.

Please sign below,

Signature of Parent

Date

Signature of Student

Date

Additional students sign below,

Signature of Student

Date

Signature of Student

Date

Signature of Student

Date

Signature of Student

Date