



# Handbook

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## **Mission, Vision, and Values**

### **WEB's Mission:**

To prepare and equip homeschooled middle and high school students for ongoing academic success by providing quality, secular instruction in a nurturing environment that encourages community-building and family involvement.

### **WEB's Vision:**

- A learning community in which each child is respected, each teacher genuinely values children and teaching, each parent feels supported, teachers and parents work together to ensure children develop into lifelong learners, and each individual feels empowered to self-advocate.
- A world in which individualized, holistic, quality education is recognized as a basic human right and made accessible and affordable to all.

### **WEB's Values:**

- We value developmentally-appropriate, enjoyable, purposeful educational opportunities that lead to the creation of lifelong, autonomous learners.
- We value open minds, all voices, diversity, honesty, communication, and the vitality of the community that surrounds us.
- We value a whole-child focused educational environment where mutual respect, kindness, stability, and structure without rigidity are the norm and educators are paid fairly and equitably.

## Family Involvement

### Parent Responsibility

Parents/ guardians should register as homeschoolers with an umbrella school (we recommend [The Farm School](#)) or their [local school district](#). They will provide the information you need as homeschoolers to make sure you are meeting the requirements as well as provide record keeping. **Parents/ guardians are the teachers of record with the state** and are responsible for submitting grades and attendance at the conclusion of each semester to their umbrella school or the school district.

The state of Tennessee requires 180 days (36 weeks) of instruction per year for homeschooled students. WEB meets for 31 weeks. In order to meet the state requirement, we recommend taking advantage of the many educational opportunities available outside of WEB during breaks. Family read-alouds, documentaries, podcasts, seasonal or holiday cooking and preparation, field trips, visiting museums and historical sites while on vacation, and family projects will round out your homeschool year and provide a rich educational experience.

### Overseeing Student Work

Student success at WEB relies heavily on the partnership formed between WEB educators and parents. **Parents will need to assist their children and teens with time management, organization, & assignments (posted in the Google Classroom).** Communication is key to making this partnership work. Reach out early if there's a problem. Email the teacher. We're here to help!

Students will be provided with a **WEB email**. The login information will be shared with parents prior to the start of classes for new students. Students will keep the same email and login for the duration of their time at WEB.

Parents/ guardians are required to have a guardian account through Google Classroom. This enables parents/ guardians to receive a weekly summary of assignments and missing work but does not give as full of a picture as logging directly into Google Classroom as the student.

**Syllabuses** will be sent to parents/ guardians via email two weeks prior to the beginning of the academic year. The syllabuses contain:

- **Google Classroom codes** for each class, which parents will help students join

- An outline of what will be covered during the academic year
- Books and supplies needed for classes, which parents will need to purchase prior to the start of classes or check out according to the reading schedule in Literature classes

Syllabuses are subject to change.

Please note that teachers won't have access to students' WEB email addresses until they are logged into their google classroom via the code sent to parents.

If a student does not have necessary books and supplies for class, parents will be contacted and reminded to purchase the necessary materials. If the student does not have the necessary materials for multiple sessions of class, they will be asked to withdraw from the class. If the purchase of supplies is a financial burden, reach out to a WEB administrator.

If your student will be absent for more than two classes, email their teachers to see how they can stay on track for class.

### **Communications**

Email is our primary form of communication. Please check email regularly to be informed of updates from teachers and administrators. While we recognize the convenience of texting, email works best for having a record of communications and allows teachers to separate work life & hours from home life & hours. Texting will be reserved for urgent & immediate or time-sensitive needs unless otherwise communicated by individuals.

**WEB newsletters are sent on Fridays.** It is essential to read them in order to be informed about upcoming events, volunteer needs, calendar changes, and announcements.

Email Senae Smith to be added to the newsletter list:

[senae.smith@webtutorialnashville.com](mailto:senae.smith@webtutorialnashville.com)

We have a [Facebook](#) page. This is a great place to connect with other WEB families online.

Teachers share announcements with students in the block before lunch and in the **All WEB Google Classroom**. The classroom code for 2024/2025 is ck4yyn3.

Only administrators and teachers may post in this google classroom in order to ensure announcements are seen and not lost in the stream.

## Volunteer Hours

Each family is required to volunteer three hours per academic year. Volunteering is a way for parents/ guardians to be involved, see what being part of WEB is all about, and contribute to maintaining the rich community at WEB. Volunteer sign ups can be found [here](#). Parents have the option to make a \$75 donation instead of volunteering if preferred.

## Academic Policies

### Assignments

WEB teachers provide the framework, classroom experience, and weekly assignments for the classes students choose to attend at WEB. **Parents/ guardians are expected to work with students to complete assignments.** WEB operates as a partnership between the family and our teachers. Assignments will be posted in Google Classroom by 9am the morning following class. Access to a computer or tablet in order to complete assignments is required.

Families can expect up to 3 hours of out-of-class work a week per class for middle school core classes and up to 4 hours in high school core classes. Core classes include language arts, math, science, world languages, and social studies. Elective classes will have minimal homework. Please check the estimated out-of-class homework time for classes in the [course descriptions](#) on our website as you plan your student's schedule.

If you find that assignments are taking longer than the estimated time, reach out to the teacher.

Students should expect to have assignments the weeks before and after breaks, but no graded work to be completed during break. For example, a teacher may assign one standard week's worth of work the week before break to be turned in the week after break but no extra work, so that students have time for rest. Some teachers may give optional work for practice.

Classes at WEB offer a thorough curriculum. You will not need to supplement, **but students will complete a significant portion of the workload at home.** We aim to prepare students for their next step, whatever that might be. With that in mind, we strive to offer a variety of assignment and test formats that students might encounter in a traditional school setting.

## **Grading system**

Grades are one way we communicate understanding and effort and will be posted **quarterly** in the [WEB portal](#). Our middle school teachers have flexibility in choosing which type of grading scale they use, which may include a percentage, ABCDF, or ESNU. High school grades will be given in percentages, as that provides the most accuracy and is what is expected in order to calculate GPA. Grading scales are outlined below.

A: 90 - 100  
B: 80 - 89  
C: 70 - 79  
D: 60 - 69  
F: 59 or below

E: Excellent  
S: Satisfactory  
N: Needs assistance  
U: Unsatisfactory

## **Grade Promotion**

As homeschoolers, grade level promotion is determined by parents, who are the teachers of record with the state. However, if a student doesn't pass a class at WEB or show proficiency for the next level, they will not be permitted to register for the next level class. Once grades have been posted, late work will not be accepted. Posted grades are final. If the student is not passing or showing proficiency in multiple classes, they will not be permitted to return to WEB the following year.

## **Artificial Intelligence (AI)**

Teachers will inform students when AI tools are permitted for a specific assignment and provide guidance on their usage.

Students are responsible for the originality of their work.  
Any content generated or assisted by AI tools must be properly cited and credited.

Plagiarism, including the misuse of AI-generated content, will not be tolerated.

If a student is found to have violated the AI use policy, they will receive a warning and an opportunity to correct their mistake. The assignment in question may receive a reduced grade.

Continued violations may lead to escalating consequences, including parental involvement, academic probation, or other appropriate measures as determined by WEB administration.

### **Academic Expectations**

Students are expected to come to class prepared and on time. Having their work completed enables them to be successful and participate in class. We are committed to the success and well-being of our students, and we aim to recognize challenges early so students are able to participate in class successfully alongside their peers.

Teachers put significant work into their lessons and assignments and students who fail to do their part are not able to participate effectively in class.

If a student is consistently missing assignments, not engaged in class, and/or not meeting the minimum requirements for the class, the teacher will reach out to parent(s)/ guardian(s). The parent(s)/ guardian(s), teacher, student, and administration will develop a plan and timeline for completion of missing, incomplete, or unsatisfactory work. If the student does not meet the criteria, the student may be asked to withdraw from the class. If the above is applicable to multiple classes, the student may be asked to withdraw from WEB in order to find a more suitable program that will meet the student's academic needs.

### **Class Placement**

Most classes are offered to a range of grade levels in order to allow students to take a class based on their individual interest, experience, and development. Some classes have prerequisite knowledge or skill requirements (examples: must have passed Pre-Algebra before taking Physical Science, ASL 1 before ASL 2). We may use any of the following in order to determine best placement:

- Placement test
- Prerequisite class (either at WEB or elsewhere)
- Writing Sample
- Teacher Consultation

Classes are designed for the average student, on grade level, unless otherwise specified. If a teacher notices that a student is significantly above or behind the grade level of the class, they might request that the student move to a different class. If this happens, WEB teachers and administration will work with parents to suggest a more suitable class.



## **Learning Differences**

If your student needs accommodations, we ask that parents/guardians obtain a psycho-educational evaluation and provide WEB administration with a written request for what your child needs to be successful at WEB. We will work with parents to provide applicable accommodations for the student while at WEB. We are limited in resources and expertise to accommodate students with significant learning differences or special needs. We reserve the right to deny admission to students whose differences are beyond our resources and expertise.

Part of WEB's commitment to students' success and well-being includes recognizing when students' academic needs are not being met by our program. If students' needs are greater than we are able to accommodate, we may recommend the following:

- Outside Tutoring (we can provide a list)
- Finding a different, more suitable educational option
- Withdrawing from particular classes
- Additional support, at parents' expense, while student is at WEB

If we have determined that we are not able to continue offering classes to a student based on their needs being outside the scope of our abilities, we will forgive owed tuition for the remainder of the year at which they are withdrawn. If tuition has already been paid in advance, we will prorate and refund the rest.

## **Behavior Policies**

### **Classroom Disruptions**

If a student is disrupting class, they will be asked to leave the classroom. Steps to correct behavior may include:

- Behavior reflection
- Time out in the hallway
- Meet with administrators
- Contact parents

If a student can not be successfully readmitted to a classroom due to inability to exhibit respectful, safe, cooperative participation, parents will be called to pick up the student.

If this continues to be an issue for a second class time, the student may be asked to

withdraw from the class. Ongoing disruptive behavior may lead to the student being asked to withdraw from WEB.

### **Bullying and Aggression**

Safety is our first priority. Physical aggression, verbal threats or intimidation, bullying, harassment, and hate speech (including online) within WEB **will not be tolerated**. Any and all of these behaviors are grounds for expulsion.

### **Drugs and Alcohol**

In accordance with our commitment to maintaining a safe and healthy learning environment, the possession, use, and distribution of drugs, alcohol, vaping devices, and tobacco products are prohibited. This includes arriving for WEB classes or a WEB function under the influence of drugs or alcohol. Violations will result in any of the following:

- Parents contacted
- Incident report filed
- Student asked to leave
- Expulsion

### **Other Behavior Policies**

Students are expected to show respect to all people and property while at WEB. Mistakes are opportunities to learn, and our aim is always to work together toward a resolution and growth.

Students who do not show respect to people and property will have consequences, which may include:

- Reflection sheet with commitment to appropriate behavior (agreed upon between student, administration, and teacher)
- Student asked to pay for, help pay for, or fix/ clean damaged property
- Oral or written apology
- Discussion with parents
- Parents asked to pick up student
- Other consequences deemed appropriate to the situation

## **Health & Safety**

### **Illness**

Please keep your child home if they have any of the following symptoms:

- Temperature above 100.1 F **without** the use of fever reducing medication
- New loss of taste or smell
- Vomiting or diarrhea
- Chills
- Shortness of breath or difficulty breathing

Students may return when symptoms are gone and the student has been fever-free for 24 hours without use of fever reducing medication.

Please fill out the [absence notification form](#) to notify teachers if your student will miss classes, and have them check the Google Classroom to stay up-to-date on assignments. Students should also email their teachers to find out what they missed in class if it is not immediately apparent on the Google Classroom.

### **Medication Administration**

Please be sure you have completed this form: [Medical and Photo Consent](#).

We will administer Tylenol or Ibuprofen if needed during WEB hours if we have parent consent on file. Students should not give medication to each other.

### **Inclement Weather**

In the event we need to cancel in-person classes due to snow, ice, or otherwise unsafe driving conditions, we will alert you via **Remind** and **email** by 7:00 the morning of classes at the latest. We will let you know in the communication whether classes will be canceled or held virtually via Google Classroom. We realize families drive from different areas. If you ever feel unsafe coming to WEB, please stay home.

## **Lock-in/ Lockdown**

In certain situations, we may institute a lock-in or lockdown.

A **lock-in** typically happens when there is a situation going on in our area, involving police activity and we have been advised to lock doors and stay inside. Our doors are locked at all times anyway, so the difference is we will ask students to stay indoors until we have been advised the situation is resolved and we are free to resume regular activities. Students may not even know when this happens, as classes will operate regularly.

A **lockdown** occurs when an immediate and local threat is suspected. In this situation, we will have everyone move to a safe space, follow our lockdown protocols in which teachers are trained, and lock all doors (inside and out). No one will be permitted to enter or exit during this time.

Once the admin team is free, and the immediate threat is resolved, a communication will be sent to parents via Remind. Our first priority is ensuring the safety and care of all people on-site, and we will communicate with parents as soon as we are able.

## **Technology & Internet Usage**

WEB has Chromebooks available for students to use while at WEB to enhance the learning experience, access educational materials, and engage in educational research.

**The use of cell phones at WEB is strictly prohibited.** Students must leave their cell phones at home or keep them turned off and in their backpacks during WEB hours. If they are using their phone at WEB, they will be asked to put their phone away. If there is a second offense, the teacher or an administrator will take their phone and store it until the end of the day. If students choose to not comply, they may be asked to withdraw from the class or from WEB.

Students can always contact their caregivers via the WEB phone located in the admin hallway, an administrator's or teacher's phone, or their own device in the admin hallway. Privacy for their phone call will be given if preferred.

WEB does not assume responsibility for lost, stolen, or damaged electronic devices. We recommend leaving them at home.

WEB does not assume responsibility for lost, stolen, or damaged electronic devices.

Students are responsible for the safekeeping and security of their devices at all times.

### **Google Chat**

Google Chat provides a way for WEB students to chat with peers, for social and academic reasons. This function is accessed via the student's WEB gmail account. WEB adults do not have access to the chats, meaning the responsibility lies with parents to monitor student activity. Click [here](#) to opt in to Google Chat.

### **Drop-off and Pick-up Procedures**

Students who attend 8:30 classes may be dropped off beginning at 8:15. Students may be dropped off no more than 10 minutes early for other blocks. **Text WEB admin if you're running late** for pick-up or need to pick your child up early. Drop-in study hall is available between 8:30am - 2:30pm for \$10 per block. Before 2:30, there is a \$10 fee for being 10+ minutes late. After 2:30, the fee is \$10 + \$1 per minute.

### **WEB Calendar**

The WEB calendar can be found on our website at <https://www.webtutorialnashville.com/202425-calendar>

### **Events**

WEB provides community for the whole family and our staff through regular events, such as our annual Halloween party, Maker's Fair, Reindeer Games, choir concerts, plays, picnics, talent show, book fair, dances, and more.

The events calendar can be found on our website at <https://www.webtutorialnashville.com/events>

It is password protected.

The password is: *community8424*

Questions about events should be directed to our event coordinator,

Erin Kice- [erin.kice@webtutorialnashville.com](mailto:erin.kice@webtutorialnashville.com).

## **FAQs**

### **What is WEB?**

WEB is a non-profit organization that serves homeschool families of middle and high school students in the Nashville area by offering classes, events, community, and support. WEB is not an accredited institution, nor do we issue credits. We are a collection of teachers/tutors here to support your students in their homeschool journey.

### **How does it work?**

Students attend classes one or two days a week at WEB, and our teachers provide assignments for students to complete at home the other days via Google Classroom. WEB classes are a la carte, so students can take what they want at WEB and cover the rest at home. WEB teachers provide the framework, classroom experience, and weekly assignments for the classes students choose to take at WEB. Parents/ guardians work with students on the days they are home to complete assignments. WEB operates as a partnership between the family and our teachers.

### **Can my child attend WEB classes but not complete the assignments?**

It is important for students to complete the assignments teachers give in order to be prepared to participate in classes. Assignments are meaningful to the course content and important to a successful WEB experience. Estimated out of class homework time can be found with our [course descriptions](#). If you are looking for classes with little to no homework, we recommend elective classes such as Walk the Land, Choir, art classes, and our extracurricular classes. This will provide a way for your child to connect with other homeschoolers and enjoy the class time without the additional time commitment of assignments. This works well for families who are participating in additional homeschool programs outside of WEB.

### **How large are classes?**

The average class size is 15.

### **My friend is interested in WEB. Do you offer shadow days?**

We are unable to offer shadow days due to the large number of requests we receive and the lack of extra space in our classrooms. Signing up for an open house in January or February is the best way to see WEB in action, or talking to current families at one of our upcoming events. Contact WEB Director for more information about upcoming events.

### **When is the next Open House?**

Open Houses are held each year in January and February. The link to register for an open

house is posted on our website each year in December.

**Does WEB issue credits?**

WEB is not a school, and therefore does not issue credits. It is up to the parents/ guardians to issue credits by reporting to their umbrella school or school district.

**When can we register for next year?**

Registration opens in March of each year and closes once classes are full, typically in May.

View tuition & fees [here](#).

**Where do we start?**

Parents/ guardians must register as homeschoolers with an umbrella school (we recommend [The Farm School](#)) or their local [school district](#). They will provide the information you need as homeschoolers to make sure you are meeting the requirements as well as provide record keeping. Parents/ guardians are responsible for submitting grades and attendance at the conclusion of each semester to their umbrella school or the school district. View tuition, fees, and register for WEB classes [here](#).

**Helpful Links:**

[TN Graduation Requirements](#)

[Nashville Secular Homeschoolers](#)

## **Parent Agreement**

The official parent agreement is located in the WEB portal and completed electronically during the registration process. Below is a copy of the terms. Please read carefully as the agreement includes policies on withdrawal, refunds, late fees, etc.:

### **Section 1**

I agree to pay tuition according to the published tuition rates for the entire academic year (August 2024 through May 2025) for the classes enrolled in as of **July 1, 2024**. (If unsure of class registration, please obtain confirmation before completing this form.)

### **Section 2**

Parents shall pay the full semester tuition on the first day of each semester's classes or shall pay tuition monthly on the first day of each month's classes, unless previously arranged with WEB administration. **If a tuition or supply fee payment is fourteen (14) calendar days overdue, a late fee of ten percent will be assessed.** If a tuition payment is thirty (30) calendar days overdue, WEB may impose any or all of the following sanctions, at the tutorial's sole discretion, unless special payment arrangements have been made in writing signed by the administration. Sanctioned actions include: (a) withdrawing Student from class participation (b) withdrawing Student from tutorial (c) use of a collection agency. A family with an unpaid balance for the current academic year may not register for the following year until the tuition for the current year is paid in full, unless special arrangements have been made in writing.

### **Section 3**

If the student is withdrawn during the academic year for any reason other than request by WEB, **\*\*\*remaining tuition through the end of the year must be paid in full\*\*\*** unless the administrator agrees in writing to refund a portion of the remaining tuition. Otherwise there will be no refund, credit or reduction for withdrawal, absences, vacations, snow days, illnesses, holidays or moving.

### **Section 4**

If a student is asked to withdraw from WEB, the undersigned is responsible for the prorated annual tuition through the end of the semester in which the Student withdraws.

### **Section 5**

#### **Volunteer Hours**

The undersigned agrees to volunteer for three hours during the 2024-25 academic year or, in lieu of volunteering pay a \$75 volunteer buyout.



## Section 6

### Drop Off & Pick Up

I commit to dropping my child off within ten minutes of their class start time in order to minimize disruption to all WEB students and pick up promptly within ten minutes of their class end time in order to respect the time and attention of WEB tutors. I understand a late fee will be assessed if my child is not picked within ten minutes of my pick up time.

I understand that WEB reserves the right to deny enrollment and/or expel a student whom it determines is unsuitable for enrollment. I, the undersigned, have read and understand the Terms and Conditions of this Agreement, for the enrollment of Student(s) for the 2024-2025 academic year. I agree to abide by said terms and conditions and agree to fulfill the total financial obligation for payment of tuition as set forth herein.

## Quick Links

This page is provided as a quick reference for email and links you might like to have on hand.

### Emails:

[senae.smith@webtutorialnashville.com](mailto:senae.smith@webtutorialnashville.com) (executive director)

[leslie.lutz@webtutorialnashville.com](mailto:leslie.lutz@webtutorialnashville.com) (director of teaching & curriculum)

[becky.gore@webtutorialnashville.com](mailto:becky.gore@webtutorialnashville.com) (accountant)

[traci.steffen@webtutorialnashville.com](mailto:traci.steffen@webtutorialnashville.com) (volunteer coordinator)

### Links:

[Absence Notification Form](#): Fill out if your student will be absent, arriving late, or leaving early.

[Parent Portal](#): Register for classes, view schedule, view grades, request schedule change, access Absence Form

[Volunteer Spreadsheet](#)

### Calendar:

<https://www.webtutorialnashville.com/202425-calendar>

Events Calendar is linked at the bottom, Password: *community8424*

### Homeschooling in TN:

<https://www.tn.gov/education/families/school-options/home-schooling-in-tn.html>