



*Expressing Talents for Christ*

*Parent & Student Handbook*

*“Finally, all of you, have unity of mind, sympathy,  
brotherly love, a tender heart, and a humble mind.”*

*1 Peter 3:8*

## **Mission Statement**

***Homeschool ETC (Expressing Talents for Christ) seeks to encourage homeschool students and families in strengthening their walk with the Lord, building Christ-like character, and discovering and carrying out God’s unique plan for each of their lives.***

Homeschool ETC’s Board of Directors retains the discretion to amend, discontinue, or vary the policies and standards contained in the parent/student handbook with or without prior notice. This handbook does not create contractual rights or give rise to an irrevocable contractual commitment: it only expresses the status of the policies and standards at the time of writing. This Parent & Student Handbook was updated and revised June 2023.

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## STATEMENT OF FAITH

- The Bible is the inspired and infallible word of God and constitutes completed and final revelation. The Bible, in its original autographs, is without error in whole or in part, including theological concepts as well as geographical, historical, and scientific details - including a literal 6 day creation.
- God has existed from all eternity in three persons: God the Father, God the Son, and God the Holy Spirit. Jesus Christ was God come in human flesh being fully God and fully man, yet without sin.
- All men are in violation of God's righteous requirements and His holy character both by nature and by act, and are therefore under His wrath and just condemnation. The central purpose of the coming of Jesus Christ was to pay the penalty for man's sin through His substitutionary death on the cross, the successful accomplishment of which was attested to by His subsequent visible, bodily resurrection.
- Salvation is offered as a free gift to the sinner. This gift must be responded to individually by faith, believing in God's Word, not trusting in any personal good works whatsoever, but trusting only in the atoning sacrificial death of Jesus Christ.
- Marriage is the holy union between one man and one woman.
- God created man in His own image, in the image of God He created him; male and female He created them. There are only two genders. All human beings are created at conception as either male or female with no possibility to change. Gen 1:26-28, Romans 1:26-32, 1 Corinthians 6:9-11, Deut. 22:5

## STATEMENT OF PURPOSE

Homeschool ETC (Expressing Talents for Christ) is a Christian 501(c)(3) Bible, arts, history, world view, and sciences program. By teaching all subjects through a Biblical perspective, our goal is to encourage students to view each aspect of life through a Christian worldview and help students to develop their creative gifts and use them to glorify God.

## GENERAL POLICY STATEMENT

Homeschool ETC (HSE) is made up of families with a wide variety of backgrounds and convictions, so we therefore do not attempt to favor any particular views pertaining to numerous issues faced by Christian families today in such areas as music, dating, clothing styles, movies, politics, etc. We feel it is up to the families to decide for themselves regarding these issues.

However, since these issues can become controversial within the Christian community, Homeschool ETC takes a conservative approach to most issues, and in most cases will choose to err on the conservative side of such issues (Romans 14:19-23). We established general guidelines for behavior and have implemented a moderate dress code. Homeschool ETC does not take these positions as an attempt to force a certain value system on the families attending Homeschool ETC, nor are we placing judgment on anyone that may have differing views. Our purpose in establishing these policies is to create an environment that allows participation of Christian families with differing backgrounds and lifestyles within the Christian community.

Homeschool ETC is seen by the governing board, administrators, teachers, supporting staff, students, and their families as a MINISTRY unto God, allowed by God, and provided for by God. The Lord Jesus Christ is Lord over Homeschool ETC. Administrative staff and teachers must be committed believers in Jesus Christ and the principles and purposes of Homeschool ETC and must be able to effectively communicate them.

As with any handbook, it is impossible to cover all areas, so some additional rules and changes may be encountered during the school year. We encourage parents and students to be familiar with the regulations and procedures of Homeschool ETC listed in this handbook.

## RESPONSIBILITIES

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### HOMESCHOOL ETC (HSE) RESPONSIBILITIES

- HSE provides classes that are taught from a Biblical perspective and follow the Homeschool ETC Faith Statement.
- HSE provides teachers who live in accordance with the Homeschool ETC Faith Statement, who share Homeschool ETC's mission for education, and who have passed a background check.
- HSE will endeavor to provide clear communication of meeting dates, events, tuition, and fees prior to the semester.
- HSE will endeavor to provide clear communication of the code of conduct so that teachers, volunteers, parents, and students can work together to provide an environment that fits families from diverse Christian backgrounds and lifestyles.
- HSE will endeavor to work with teachers, parents, and students to resolve conflicts in a biblical, loving manner that shows respect for all parties involved.

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### TEACHER RESPONSIBILITIES

While teaching or helping weekly on Fridays is not required, parents agree to donate their gifts and talents when the season allows them to help. When teaching, responsibilities include but are not limited to:

- Teachers agree to teach according to the Homeschool ETC Faith Statement.
- Teachers agree to read and follow the Classroom Management policy.
- Teachers agree to work with administration, parents, and students to resolve conflicts in a Biblical, loving manner that shows respect for all parties involved.

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### TEACHER, CLASS HELPER, CLASS LEADER, AND ALL OTHER VOLUNTEER RESPONSIBILITIES

It is expected that all adults working with Homeschool ETC in any capacity will set a good example for the students by:

- Adhering to the same Dress Code established for the students within this handbook.
- Demonstrating self-control in the use of their electronic devices. For example, you will not be on your phone making calls, texts, or checking social media during your time serving HSE. Exceptions would include emergencies and any activity needed to properly execute your responsibilities (looking up information for a teacher or student).
- Arriving early or on time.

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## PARENT RESPONSIBILITIES

- Encourage your students to honor and follow the code of conduct at HSE and all HSE sponsored events and classes.
- Refer to the website before you text, email or call with a question.
- Parents who are not already teaching or helping on Friday morning will sign up for at least one mandatory "Help Day" each semester. On this day, they will help (not teach) in any capacity needed.
- Attend parent meetings. These meetings effectively communicate information for each year and therefore help prevent confusion and frustrations on the part of families and administration.
- Consistently drop off and pick up your children on time. Please plan to arrive a few minutes before your student's first class begins and pick up your student no later than five minutes after the program ends for the day.
- Make payments to HSE by the corresponding payment deadline. In circumstances where this is not possible, parents agree to communicate with HSE administration to set up a payment plan.

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## PARENTAL RESPONSE TO A STUDENT'S COMPLAINT

Our goal is to promote an open, honest, and kind relationship between the Board, leadership team, teachers, volunteers, students, and parents. With this in mind, if a child comes home with a complaint about a policy or discipline, please follow these procedures:

- Give the administration, teachers, and volunteers the benefit of the doubt, and in a spirit of love wait 24 hours before contacting the leadership team. The exception to this would be in cases of safety; please contact the leadership team immediately if you have a safety concern.
- Realize that the child's reporting may be emotionally biased and may not include all the information.
- Refrain from discussing the issue with others not directly involved with the incident until the issue is resolved. Sharing misinformation results in strife within the body of Christ.
- Tone: As parents we are all naturally protective of our children. When we feel they are not being treated fairly, or if they have somehow been slighted, we can become emotional in our response. We request that you be patient with the leadership team and approach them as your brother and sister in Christ, with love and kindness.
- If the situation is unresolved, it will be taken to the Board of Directors for resolution.

## ATTENDANCE

- If a student will be absent, please inform the administration before the absence.
- If your elementary student is late (past 9:00 am), please walk them in to check in with their class leader.
- If you must pick up a student before dismissal, please check them out with an administrator or their class leader before leaving the building.
- Students who drive themselves to and from HSE must check in/check out with administrators or their class leader if arriving late or leaving early.

- HSE is a closed campus program. For students who leave during HSE hours without checking out with an administrator, parents will be contacted on the first offense, second offense will result in suspension for one week and a third offense will result in expulsion.
- Students participating in credit classes or dual-enrollment classes are required to attend weekly core classes with up to three excused absences per semester.
- An excused absence includes sickness, appointments, and family commitments.

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#### HEALTH POLICY AT ALL HSE CLASSES, ACTIVITIES, AND EVENTS

In accordance with Arvada Covenant Church policy, the following guidelines must be followed for sick students and adults.

Do not attend if:

- You or your child are sick, even if you think it is just a minor cold.
- You or your child have been diagnosed with strep throat, pink eye, or any other contagious condition.

Do not attend until there has been no fever, vomiting or diarrhea for 24 hours, no prolonged contagious coughing, no colored mucus, minimal sneezing.

**Please do not take the health policy lightly.** There are some HSE participants that have existing medical conditions that make them more susceptible to sickness. As a Christian community, it is imperative that we protect them to the best of our ability.

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#### INCLEMENT WEATHER

HSE will cancel classes whenever the administration deems the weather situation in surrounding areas could seriously hinder safe transportation. We will post an announcement on the website the night before.

### STANDARDS OF CONDUCT

Homeschool ETC is a blessed community of families who choose to take part in the program. Participation includes agreeing to adhere to a Standard of Conduct. Our purpose for creating these policies is two-fold. First, they will help provide a safe, loving environment that encourages participants to treat each other with love and respect. Second, establishing these policies creates an environment that allows participation of Christian families with differing backgrounds and lifestyles. Both reasons stem from our desire to follow the Great Commandment – *“Love the LORD your God with all your heart and with all your soul and with all your mind. This is the first and greatest commandment. And the second is like it: Love your neighbor as yourself.”*

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#### STUDENT BEHAVIOR GUIDELINES

While the following guidelines do not aim to be complete, they do call attention to some of those areas which should be considered in daily behavior:

- Be respectful in our speech and conduct and encourage others to do the same.
- Be obedient to those in authority over us.
- Listen while those in authority are speaking and be willing to participate in activities.

- Conduct ourselves in a safe, courteous, and friendly manner and be considerate of others in attitudes, words, and actions. Courtesy is the rule in all relationships.
- Address each other properly and do not resort to name-calling, or insulting language towards each other – even in the name of “kidding.”
- Serve others and encourage everyone to feel included.
- Respect each other’s property and use it only with permission.
- Fighting or pretend fighting, physically or verbally, discriminatory remarks, racist statements, 'put-downs', profane language, obscene body language, and sexual harassment will not be tolerated. Such action is subject to immediate suspension and possible expulsion from the program.
- Refrain from any behavior that implies a boyfriend/girlfriend relationship. Practically applied, this means “hands off” (no holding hands, no embracing, etc.) during HSE classes and activities/events.
- Refrain from being involved in or creating an impression of involvement in immoral activities that are contrary to the philosophy and objectives of HSE. These include (but are not limited to) profanity, gambling, lying, stealing, cheating, plagiarism, vandalism, smoking, vaping, use of nonprescription drugs, consumption of alcoholic beverages, narcotics or tobacco, and premarital sex.
- Students will present themselves according to their birth gender. A student’s birth gender will be indicated on the application form and they will refer to themselves with the corresponding pronouns. They will use the appropriate bathroom and dress in a way that corresponds to their birth gender. (see dress code section for further details)
- Students are not allowed to threaten with or have in their possession any kind of weapon, knife (over 4”), gun, fireworks, explosive, matches, or lighter. Any threats of violence against fellow students, teachers, administration, board members, or parents, either written or verbal, will result in immediate suspension, and may lead to expulsion. Small pocketknives (4” or less) are allowed once parents feel it is acceptable, and at their discretion. However, if any problems arise, this privilege will be revoked.

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#### ELECTRONIC EQUIPMENT

- Students are not allowed to use cell phones, music players, or hand-held electronic devices at Homeschool ETC. Specific teachers may make an exception to this rule. For example, study hall will allow the use of music with headphones while studying. If students need to arrange rides or call parents, they will be allowed to use an administrator’s phone. Parents who need to reach students may call Linda Kidder at 303-618-7125. If your student brings a phone, it needs to be turned off and kept in their bag or pocket.
- If there is a specific reason you feel your student needs to keep their phone with them (ie. a specific medical condition), please make the administration aware that your student will have their phone and please ensure that your student knows that the use of their phone is for the emergency need only and not to be taken out and used for other things.
- Violations will result in confiscation of the device for the duration of the morning. Repeated noncompliance regarding electronic devices will result in contact of parents and further consequences as laid out in the next section, “Disciplinary Guidelines and Steps.”

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#### OUR RELATIONSHIP WITH ARVADA COVENANT CHURCH (ACC)

It is only by the gracious gift of their facility that Homeschool ETC has a building to meet in. We have set up guidelines to encourage respect for their property.

Sanctuary, Classrooms, Hallways and Lobbies

- Walk quietly down hallways
- Do not touch or use church materials or displays
- Do not bring sugary drinks with any bright coloring into the building
- Report any spills, mars, or damage to the building to class leaders or administration
- Do not bring food of any kind into the sanctuary unless it is in a closed backpack and not taken out
- No nuts in the building (according to ACC policy)

#### Restrooms

- Flush toilets and urinals after use
- Place paper towels in trash cans
- Report any messes/equipment malfunctions to class leaders or administration
- Restrooms are to be used for their intended purpose and are not a place to gather otherwise.

#### Outside

- Respect landscaping by not moving or throwing sticks, stones or wood chips
- Do not climb trees or hang from limbs of trees
- Playground equipment may only be used by children preschool age and under (according to ACC policy)
- Clean up outside messes and trash
- Parking lot speed limit is no faster than 10 miles per hour.

Anything accidentally harmed or broken should be reported to HSE administration immediately. Students/parents will be liable for and bear the financial responsibility of paying for any intentional damages to church property caused by the student or their guests.

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#### ACC HOMELESS MINISTRY

ACC participates in the Jefferson County Safe Parking Initiative. This program provides a safe place for those without homes to park their cars. This program utilizes Arvada Covenant's building and parking lot. This ministry includes the presence of men and women who are participating in a government run program that includes background checks and work requirements. In principle, the participants of this program are not supposed to be present during the normal operating hours of HSE. However, there is a possibility, due to circumstances beyond the control of HSE, that there may be times when a participant or their vehicle is present when HSE is in session.

HSE participants should not go out of their way to engage with any of the ACC Ministry participants, even if the intentions are good. HSE participants are to stay away from any vehicles that are owned by participants of the ACC Ministry participants. If engagement is unavoidable due to proximity or initial contact by the ACC Ministry participant, HSE participants are to be kind, respectful, and courteous. If you have any negative interaction of any kind, please inform Linda Kidder immediately.

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#### DRESS CODE



A student's compliance with the Dress Code policy is a shared responsibility. Self-policing by parent and student is required and will prevent the Dress Code from becoming a significant issue. Therefore, we ask for your cooperation in helping your students maintain these standards.

However, we realize that standards may be interpreted differently by each family and even by each member of the leadership team. To minimize confusion and frustration, HSE has compiled some general guidelines for all HSE functions, including but not limited to, Friday HSE days, Credit and Dual-Enrollment classes, Field Trips, Back to School Picnic, Senior Banquet, Graduation, etc.

***General Dress Code:***

- No undergarments should be seen at any time.
- Pants that are distressed with holes in the legs, should not have holes above the knee.
- Only appropriate slogans or illustrations are allowed to be displayed. This includes clothing, stickers, temporary tattoos, etc. Inappropriate slogans or illustrations would be considered anything that is contradictory to our Statement of Faith, Mission Statement, or Code of Conduct.
- Hoods are not to be worn over the head.
- Pants must not ride down onto or below the hips at any time.
- Clothing should be loose and not form fitting. To keep consistent, clothing should have at least 1 ½" extra fabric. That means at the seam, fabric can be easily folded into ¾" fold without stretching the fabric. This is given as a bare minimum requirement. It should not be the heart desire to come right up to this requirement and see how far it can be pressed. This is simply given to maintain consistency.

***Girls' Dress Code:***

- Sleeveless tops may be worn if the shoulder strap is three finger widths wide and the arm holes are not revealing. (No spaghetti straps or halters are allowed.)
- Shirts must not show any cleavage or skin around the waist when arms are raised.
- Leggings, jeggings, or tights are not to be worn alone as pants by anyone over the age of 11.
- No skinny jeans or jeans that fit like leggings allowed as pants.
- Shorts are acceptable but must not be any shorter than 2" below the fingertip.
- Skirts and dresses are acceptable but must be no shorter than 2" above the knee when kneeling, even with leggings.
- Leggings/shorts are to be worn under skirts and dresses due to class activities.
- Slits in skirts and dresses must not reach more than 2" above the knee.

***Boys' Dress Code:***

- No muscle shirts or tank tops are allowed.
- Sport leggings can be worn under shorts that meet the length requirement.
- No skinny jeans or jeans that fit like leggings allowed as pants. To help keep consistent, when standing fabric at mid-thigh must be able to be pinched (by the student) up into at least a ¾" fold at the seam without stretching the fabric.
- Shorts are acceptable but must rise no more than 2" above the knee when seated.

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## CONSEQUENCES OF DISHONORING THE DRESS CODE

Students not dressed in accordance with this code will be subject to the following disciplinary schedule:

- First offense - Infractions will be dealt with discreetly, by talking to students first and giving them the opportunity to resolve the issue themselves, i.e., putting a jacket over a spaghetti strap shirt. Students who are unable to do that will be given the opportunity to go home or wear clothing provided by HSE (jacket, etc.) The goal is not to embarrass students, but to help them realize the infraction so they will not be as likely to repeat it.
- Second offense – Students will be spoken to individually and discreetly and given the opportunity to resolve the infraction. In addition, parents will be contacted to be made aware of the situation and may be asked to help further deal with the infraction. Depending on the level of the offense, students may be asked to go home and may be unable to attend HSE classes or events throughout the following week.
- Third offense – Students will be spoken to individually and discreetly and given the opportunity to resolve the infraction. Repeated offenses will be handled by the leadership team and the HSE Board. Parents will be contacted to discuss appropriate consequences. Consequences may result in removal from class, suspension, or expulsion from Homeschool ETC and HSE events.

This dress code policy is not intended to be all-inclusive. The HSE administration is responsible for enforcing and therefore interpreting any subjective areas of the Dress Code and will serve as the final authority in matters related to dress. These interpretations should be received by the student in an attitude of self-discipline and respect.

## DISCIPLINARY GUIDELINES AND STEPS

It is anticipated that students will strive to adhere to the Code of Conduct. We realize, though, that we all struggle with obedience at times. It is therefore our goal to handle each situation in a loving way that encourages students to grow in their relationship with the Lord and with each other.

Homeschool ETC will notify the parents of any concerns, infractions, and disciplinary measures. Students requiring disciplinary intervention will be warned and dealt with according to the seriousness of their actions or attitudes. Decisions concerning the consequence will be determined by the HSE administration according to the nature of the offense after first discussing the infraction with the student and his or her parents and teacher. These decisions will be made with love and concern for each student's relationship with Christ, first and foremost.

When it becomes necessary to assert consequences, Homeschool ETC will be careful to follow the Biblical principles of Matthew 18. After following these guidelines, HSE administration, under the authority granted by the Board of Directors, will have the right to determine the proper procedures for discipline, reconciliation, or release of a student from HSE and HSE activities.

The following are guidelines for handling various situations that may arise at Homeschool ETC. This is not an exhaustive list.

- Minor Offenses will normally be handled by the class leader or by teachers. They will follow HSE Classroom Management policies. Examples of minor offenses include, but are not limited to:
  - Running in the hallway
  - Talking in class
  - Not participating appropriately in classroom activities
  - Minor horseplay (especially for younger students)

- Using electronic devices while at HSE
- Intermediate Offenses will normally be handled by class leaders or teachers, as well as Linda Kidder. The situation may result in a reflective time in the lobby. Parents will be contacted to be made aware of the situation and may be asked to further deal with the situation at home. Examples of intermediate offenses include, but are not limited to:
  - Repetitive offenses from the previous section (minor offenses)
  - Verbal abuse or harassment
  - Lying or deceit
  - Disrespect to helpers, teachers, or property
  - Inappropriate language or topics of conversation
  - Excessive horseplay
  - Leaving the classroom without permission
- Serious Offenses will be handled by the leadership team and HSE Board of Directors. Parents will be contacted to discuss what further action should be taken at home. Meetings with administration, parents, and teachers may be required. Infraction in this section will result in removal from class, and suspension or expulsion from Homeschool ETC and HSE activities. Examples of serious offenses include, but are not limited to:
  - Repetitive offenses from the previous section (intermediate offenses)
  - Leaving the building without prior permission
  - Dangerous activity
  - Fighting
  - Vandalism
  - Bullying
  - Partaking in immoral or illegal activity like pornography, vaping, smoking, etc.

In recognition of the fact that fellow students will hear and see more than the administration, parents, and teachers, we ask that any student observing questionable activities or over-hearing conversations that are contradictory to the policies of Homeschool ETC immediately discuss the matter with a teacher, helper, parent, and/or the administration. We desire to build a safe, respectful community, but we cannot address issues we are not aware of. To that end, we ask that each student partner with us in building the type of community laid out in this handbook.

## FINANCIAL CHARGES AND INFORMATION

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### REGISTRATION FEES

A registration fee is required for all enrolled students. The registration fee is non-refundable and is due upon acceptance into the program for new students, and due the last day of the previous semester for returning students. Payment can be made by cash, check, Venmo (@Homeschool-ETC), or Zelle (hsebuildingourfuture@gmail.com).

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#### TUITION AND INSURANCE FEES

Tuition and insurance fees are due by the first day of class. Payment plans are available. Balances must be paid in full prior to registration for the following semester. Payment can be made by cash, check, Venmo(@Homeschool-ETC), or Zelle (hsebuildingourfuture@gmail.com).

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#### ELECTIVE, CREDIT & DUAL-ENROLLMENT CLASS FEE

Elective class fees will be billed with regular tuition. Payment plans are available. Balance must be paid in full prior to registration for the following semester. Payment can be made by cash, check, Venmo (@Homeschool-ETC), or Zelle (hsebuildingourfuture@gmail.com).

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#### FIELD TRIPS, EVENTS, AND ACTIVITIES PAYMENTS

All field trips, events and activities fees are nonrefundable.

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#### FUNDRAISERS

As with any non-profit organization, fundraising is a necessary component. The various fundraisers Homeschool ETC participates in help to offset program costs and keep our fees low, therefore member participation is strongly encouraged. For the most part, HSE fundraisers are easy and don't require families to sell anything, and are usually just an opportunity to benefit HSE through places families already spend money: King Soopers loyalty cards, Box Tops, Longmont Dairy Caps,, etc.

#### FIELD TRIPS AND OFF CAMPUS ACTIVITIES

Homeschool ETC families may set up group field trips and activities for HSE members, with approval from the HSE administration. All parents and students who participate in field trips or off campus activities associated with HSE must act according to this handbook.

#### LOST AND FOUND

Homeschool ETC is not responsible for personal property left in the building. A lost and found bin will be used to collect items throughout the semester. At the end of each semester, all items which have not been claimed will be given to charity.

#### CREDIT & DUAL-ENROLLMENT CLASSES

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#### CREDIT & DUAL-ENROLLMENT CLASSES – STUDENT RESPONSIBILITIES

It is a privilege to enroll in any of our credit & dual-enrollment classes and your added responsibilities should be taken seriously. Many of these classes are on a different day than our core classes but the same standard of behavior is expected. These classes are offered at an additional cost, payable to HSE. In addition, all dual-enrollment classes are offered at an additional cost (currently \$200) payable to Colorado Christian University.

- Students must attend all core classes at HSE each Friday.
- Three excused absences allowed per semester from HSE core classes. Each credit/dual enrollment class has its own attendance policy as per Colorado Christian University policy.
- Students should arrive, be in their seat, and ready to start class by the posted start time. Please plan accordingly.
- Students are required to go through the class syllabus before class begins.
- Parents must be willing to work with their student and the instructor. This includes but is not limited to:
  - Reviewing the syllabus with students
  - Reviewing at least the first few weeks of assignments to make sure students are performing to their best ability
  - Study with students who appear to be struggling
  - Review or proof-read large papers before they are turned in

## GRADUATION

Each year HSE will host a graduation available to participants of the program. Students who wish to participate in graduation should contact HSE administration at the beginning of the school year. Specific details will be provided at a meeting early in the Fall Semester.

## CLASSROOM MANAGEMENT POLICY

This Policy is provided as guidance for each of our teachers, helpers, and class leaders. This will help parents understand the manner in which HSE guides our classes. These guidelines are specifically for the elementary students, please adjust appropriately for older classes

The first and most important idea is that we need to be fun and yet firm - harshness is not a good response, but neither is being too passive. It is particularly important that we are proactive in the correction, which usually wards off a need for discipline or parents who are concerned about seeing their children mimic bad behavior that they have learned from other students.

1. At the beginning of the day (and whenever necessary throughout the day) ask students how they can show respect and attentiveness to the teacher and the other students. Ask how they can be attentive with their eyes...ears...mouths...hands...and feet. Encourage them to keep their eyes on the teacher, listen with their ears, keep quiet except when raising hands for an answer, and keeping hands/feet to themselves.
2. When coming into a classroom, make sure to loudly praise the students who are being attentive. This usually works better than correcting the ones who are not.
3. If one or more of the students still do not sit quietly, ask them specifically if they are being attentive with their mouths. If they keep touching other students, ask if they are being attentive with their hands, etc.
4. If they still choose not to show attentiveness, please have them come and sit next to you.

5. Remind the kids that these rules are for the hallway as well. If they cannot follow the rules in the hallway, they will need to walk with you to the next class.
6. Please separate children who encourage each other's bad behavior. All of these kids are great kids - sometimes certain combinations, though, are not so positive. Let them know that sitting together is a privilege that they can earn with good behavior or lose with talking or goofing around. Their goofing around makes it extremely hard for the other children to concentrate and that is not fair to them.
7. Make sure to follow through with separation. Lovingly have one child sit on one side of you and the other on the other side.
8. Helpers, do not feel afraid to step in and handle discipline especially when the teacher is lecturing or doing projects. It is our hope that the teachers can focus on the subject at hand and not have to deal with correction.
9. If the students are opposed to any of these ideas and give you a tough time, come get Linda Kidder.
10. Try to encourage children to use the restroom before classes begin. If they need to use the restroom, walk them there and wait outside until they are finished.
11. Make sure not to leave a teacher alone in a classroom with students. If you leaving for the bathroom will leave a teacher alone, please try to have the student wait, ask another adult to come in the room, or as a last resort, leave the door open as you go to the lobby to get another adult. Please do not go to the lobby or converse with other adults outside the classroom if it leaves a teacher alone in the classroom with students.
12. Please do not think you will overwhelm Linda if you talk to her about issues that are happening in the classroom. It is far better to hear it from you when it happens then from parents who later call with concerns.
13. Linda will handle students with classroom behavioral issues that arise or any habitual behavioral issues. We will often have them come talk to us in the lobby, possibly sit in the lobby for a reflective time, and talk to parents about the behavior issues.
14. Please do not take up an issue with parents on your own. You may be asked to discuss an issue with parents after speaking with Linda. This helps keep communication consistent.

Teachers, class leaders, and helpers can come up with variations for handling various situations. If you would like any additional ideas, be sure to discuss the issues with Linda.