



*Expressing Talents for Christ*

*Parent & Student Handbook  
2026 -2027*

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

*I 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 February 2026.

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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, worldview, 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 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, 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 who may have differing views. Our purpose in establishing these policies is to create an environment that allows the 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

Teacher 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 a Tuesday or 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. Exceptions can be made with prior approval. Parent participation in some capacity is required for registration.
- 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 of Directors, 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.
- 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.
- When contacting the leadership team, please remember to be patient and approach them as your brother and sister in Christ, with love and kindness.
- Please consider that you only have your child's perspective and that perspective may not contain all of the relevant information.
- 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 into their classroom 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. If students leave during HSE hours without checking out with an administrator, it is ground for suspension..

- Students participating in electives, 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

Out of deference for the health and well-being of others, please 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, and minimal sneezing.

**Please do not take the health policy lightly.** There are some HSE participants who 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 communicate cancellations no later than 6am via email and posting on the website.

### 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 areas that 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 alcohol, 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 3.5”), 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 pocket knives (3.5” or less) are allowed once parents feel it is acceptable, and at their discretion. However, if any problems arise, this privilege will be revoked.

#### 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 Joshlyn O’Mara at 303-591-3381. If you are part of the Tuesday program, contact Brittany Kintzel at 434-221-5855. If your student brings a phone, it needs to be turned off and kept in their bag or pocket.
- Violations will result in confiscation of the device for the duration of the morning. Repeated non-compliance regarding electronic devices will result in contacting parents and further consequences as laid out in the section, “Disciplinary Guidelines and Steps.”

#### DRESS CODE

A student's compliance with the Dress Code policy is a shared responsibility. Self-policing by parents and students 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.

HSE has compiled some general guidelines for all HSE functions, including but not limited to, Friday and Tuesday 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.

***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 are 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.
- Shorts are acceptable but must rise no more than 2" above the knee when seated.

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HOW WE HANDLE INFRACTIONS AGAINST THE DRESS CODE

Students not dressed in accordance with the HSE dress code will be subject to the following::

- 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 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 issue. 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.

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#### 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 or nut based products in the building

##### 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
- The 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.

#### 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 the leadership team.. 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. Infractions 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

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.

## CONFLICT RESOLUTION POLICY

As a community of believers, we are all individually accountable to God for our actions (2 Corinthians 5:10), but our actions in community necessarily affect those around us (Ephesians 4:15-16). As servants of Christ, we daily surrender our right to be offended, our desire to be validated, and our impulse to find justice on our own behalf. Rather, we consider others before ourselves, seeking forgiveness and peace, in faith trusting God to meet our needs. The following guidelines are intended to help members of our community resolve conflict if it arises.

We believe that we must first and foremost approach one another with 1) trust; giving the other person the benefit of the doubt and thinking the best of their intentions rather than the worst, 2) humility; a willingness to listen to the other side and consider my part in the conflict, and 3) forgiveness; a desire to reconcile and continue in community with one another.

If you have been offended by another individual or have some other source of conflict:

1. Do not share your feelings with others and please do not gossip to anyone in the community, but be ready to go directly to the person who has offended you or with whom you have the conflict. If you need to talk about it with a friend, as we often do in order to gain perspective, please choose a friend OUTSIDE of our community. Do not post anything on a public forum.
2. Before talking to them about it, ask yourself: Am I being easily offended? (Proverbs 19:11) Have I considered the plank in my own eye or is there something I have done that needs to be forgiven or that contributed to this situation? (Matthew 7:15)
3. Wait 24 hours before talking with them. Sometimes all that is needed to get over a perceived offense is time and perspective. Consider reading the scriptures and praying.
4. If you still need to talk to the person, please reflect on the order of events and why you are offended. Try to give the benefit of the doubt and assume the person did not offend you on purpose.
5. Talk to the person directly, face to face is best or over the phone but please do not text them or use other electronic communication. (Matthew 18:15)
6. If, after talking with the person, you are not able to resolve the conflict, the Bible says to involve another person or two and try again. Please bring your struggle to the Director to help mediate.
7. If a resolution is still not found, the Director will request the intervention of the Board of Directors.

If someone comes to you with an issue or offense they feel you have committed:

1. Listen and do not defend yourself immediately. (Phil 2:5 and James 1:19)
2. Consider asking the person for time to respond so you can think and pray through your response.
3. Listen to and consider their claim, regardless of whether you intentionally or unintentionally caused harm. Try to put yourself in their place and see the perceived offense from their perspective. (Proverbs 27:6, Ephesians 4:32)
4. Confess any realized sin or offense both to God and to the offended person. (James 5:16)
5. Commit, in person, to not intentionally repeating the offense.

Questions to consider:

1. Do I have all of the information?
2. What angers, confuses, hurts, saddens, or disappoints me and why?
3. Is what I think true? Can I know with certainty that it is true? Are there any assumptions or past hurts that could be affecting how I am reacting?

4. In this situation, what am I asking for the other person to do?
5. What am I willing to do to bring about reconciliation?

## 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 on 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

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

While these classes may be held on a different day than our core classes, 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 payable to Colorado Christian University.

- Students must attend all core classes at HSE each Friday.
- Three excused absences are 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 seats, 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

## 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 for Teachers and Class Leaders

The following are classroom management ideas to help make the day run as smoothly as possible for everyone.

The first and most important point is that we want to be fun, yet firm – harshness is not an appropriate approach, but neither is being too passive. It is very important that we are proactive about communicating the behavior we are expecting and in providing correction when it is needed, as it usually wards off a need for discipline. Some ideas:

1. At the beginning of the day (and whenever necessary) 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 (looking at the person who is talking), ears (listening), mouths (not talking when someone else is talking), hands (raising their hand to contribute an idea instead of shouting out, keeping their hands to themselves), and feet (keeping them to themselves, not running down the halls).
2. Praise is usually a better motivator than correction, so we want to publicly praise their good behavior. If the entire class is doing well, be sure to praise them for it. If one, or a few students, are doing well, praise them in front of the rest of the class.
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 be attentive, please have them come and sit next to you.
5. Remind the kids that the rules are for the hallways as well. If they cannot follow the rules down the hallways, they need to hold your hand on the way to the next class. (Yes, this even applies to the older students. They will generally only have to do this once before they decide to change their behavior 😊)
6. Please separate children who encourage each other's bad behavior. All of these kids are great kids, but sometimes certain combinations of personalities bring out the worst in one another. If needed, you can have one of them sit on one side of you and the other one on the other side of you. Let them know that sitting together is a privilege that they can earn with good behavior and lose with talking or goofing around.
7. Make sure to follow through with separation in EVERY class period. If a teacher has the kids working together in groups, the class leader should notify the teacher if they are aware that there are certain students who should not work together. It may not be able to be avoided in every circumstance, but the teachers can usually adjust the groups if they know there is an issue.
8. Helpers do not be 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 not responding positively to you and they are giving you a hard time or are just having a particularly hard day (not feeling well, crying, acting out) please come and get Joshlyn O'Mara (or Brittany Kintzel on Tuesday) in the downstairs lobby. Someone in the lobby will have a radio to contact them if they are not there.
10. Encourage the students to use the restroom before the day starts and between classes, instead of during class. For the younger kids, you will need to escort them to the restroom and wait for them in order to walk back to class with them. You do not need to enter the restroom, unless they need help. Otherwise, just prop the door open so you can hear and make sure they wash their hands before they leave the restroom.

11. Please talk with Joshlyn or Brittany about any issues that you see happening in your class. It is far better to hear it from you first than to be surprised by a call from a concerned parent. We want to be proactive in working with the parents about any issues we may encounter, but we need to know they exist! Please do NOT wait until the end of the semester to tell us about a problem that has been happening for several weeks. Please give us the opportunity to address issues when they first come up, as they are much easier to deal with before they become habitual.

12. If there is an incident that you feel warrants it, please fill out an Incident Report. This is going to be left to your judgement, but you need to complete one for any item that clearly breaks the guidelines in the student handbook or for any accidents that may occur. You do NOT need to fill out a report for a violation of the dress code; please bring those to our attention and we will address it. **When in doubt, come talk to Joshlyn or Brittany (Tuesday)!**