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LEARNING WITH GRACE HANDBOOK

The LWG handbook is intended to provide guidance and information for the families of LWG.

The handbook content is subject to change at any time without notice by the LWG leadership Board. The board is not in any way contractually bound by the LWG handbook.

Carefully read through the following policies with your student(s) so everyone is aware and ready to have a successful year at Learning With Grace.

LWG EXPECTATIONS:

LWG helps homeschooling families by providing:

- Classes using structured curriculum.
- Skilled and vetted tutors with knowledge of subject areas.
- An interactive classroom environment (with lecture, discussion, projects and instruction) for students two days a week.
- Weekly assignment sheets (may be electronic), due dates and grades.
- An overall grade for the class or progress report.
- Prayer for LWG students and parents.
- A positive learning environment for students.

STATEMENT OF FAITH

LWG is based on a biblical worldview with the Word of God as our foundation. Teaching will be based on our statement of faith.

WHAT WE BELIEVE at LWG

We believe the Bible is the inspired, inerrant, and authoritative Word of God. We believe the Bible is the final authority in every area it addresses for every individual Christian, as well as for the church collectively. (2 Timothy 3:16-17, 2 Peter 1:21, John 10:35)

We believe there is one God who eternally exists as three persons: Father, Son, and Holy Spirit.

We believe that all things were created by Him and for Him. (Deuteronomy 6:4, Isaiah 45:21-22, Matthew 28:19, Colossians 1:16)

We believe that God the Son became a human being in the person of Jesus Christ. That He was conceived of the Holy Spirit, born of the Virgin Mary, lived a sinless life (for He was without sin), died a substitutionary death for all mankind, was raised from the dead the third day, ascended into heaven, and is seated at the right hand of God until His enemies are made His footstool. (John 1:1, 14, Matthew 1:18-25, 2 Corinthians 5:21, 1 Peter 3:18, 1 Corinthians 15:3-4, Hebrews 10:12-13)

We believe the Holy Spirit was sent by the Father and the Son to convict the world of sin, righteousness, and judgment. We believe the Holy Spirit regenerates, indwells, and seals believers in the Lord Jesus Christ, and that He empowers them to live as His witnesses. (John 14:16-17, John 16:7-11, Titus 3:5-6, Romans 8:9, 1 Corinthians 6:19-20, Ephesians 1:13-14, Acts 1:8, Romans 12:6-8, 1 Corinthians 12-14, 1 Peter 4:10-11)

We believe that God created human beings, male and female, in His own image. He created them equal in value, dignity, and worth. (Genesis 1:26-28, Ephesians 5:22-6:4, 1 Timothy 3:1-7)

We believe that, as a result of the Fall, all people are sinners by nature and in need of a Savior, and that Jesus Christ is the one and only Savior of the world. That salvation is by grace alone through faith alone in Him. We believe that all who call on the name of the Lord shall be saved eternally. (Romans 3:10, Romans 3:23, Romans 5:18-19, Matthew 1:21, 1 John 4:14, John 14:6, Acts 4:12, Ephesians 2:8-9, Romans 10:9)

We believe there is one church, the body of Christ, consisting of men and women from every tribe, tongue, people, and nation. We believe that each local congregation is an expression of that universal church. We believe in the spiritual unity of believers in our Lord Jesus Christ. (Ephesians 4:4, 1 Corinthians 12:12-13, Revelation 5:9, Acts 2:42-47)

We believe in the resurrection of the dead. Believers will be raised to life, and unbelievers to shame and everlasting contempt (hell). (Daniel 12:2, John 5:25-29, Revelation 21:1-22:5)

Should any doctrinal issues arise, students will be referred to their parents as the final authority for their children.

We teach Biblical truths and never shy away from difficult topics. We enjoy coming alongside parents on the harder to navigate subjects. We encourage students to memorize, write, read and apply scripture to their lives in a variety of ways. Often we recount stories from scripture or

share the adventures of a missionary. We have seen God do amazing things through our Bible class.

NONDISCRIMINATORY POLICY

LWG admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities available to students at the tutorial level. It does not discriminate based on race, color, national, and ethnic origin in administration of its educational policies, admission policies, athletic, and other school-administered programs.

SAFETY PROCEDURES

LWG takes the safety of our students seriously. For this reason, we require that all staff and individuals who serve in any capacity submit to a background check.

LWG tutors have received emergency training and procedures are in place in case of an active shooter. Some tutors have first aid including CPR training.

Students will participate in safety practices such as fire drills. The main focus is teaching the students to obey right away.

RETURNING STUDENTS

Enrollment at Learning with Grace is valid for one full academic year only, however, re-enrollment is not guaranteed. Families and students in good standing with LWG will be invited to re-enroll for the following academic school year. Re-enrollment application forms will be provided during the second semester of the academic year.

WITHDRAWAL POLICY

LWG budgets and secures tutors and staff based on enrollment. Due to this fact, enrolled families are expected to commit to a full academic year of tuition and will be financially responsible for the complete outstanding balance of tuition and fees after the class selection/registration.

FINANCIAL POLICY

PAYMENTS

Each family is required to pay necessary application and testing fees.

Payments for classes are to be paid directly to the tutors. The tuition will be due August 1st.

Payment plans may be set up with the tutor. You may pay in full, in half, or monthly. The

payments will be due the first of the month from August 1 until April 1. A \$10 late fee will apply after the 5th and \$20 late fee after the 10th. If monthly payment is not received within the month of service, the student will not be allowed to return until the tutor receives payment. We recommend using PayPal for monthly payments, any other will be at the tutors discretion. Our tutors do not like asking for money, please be courteous and take care of bills promptly. If not paying electronically, payment can be dropped off at Learning with Grace in the outside drop box or left in the tutor folders at the front desk.

Switching a class will not be permitted after August 1st. All schedules will be finalized and all fees will be owed to tutors as of August 1st.

DISCIPLINARY POLICY

“No chastening for the present seemeth to be joyous, but grievous: nevertheless afterward it yieldeth the peaceable fruit of righteousness unto them which are exercised thereby.” (KJV).

We understand many of our students struggle with issues that make focusing difficult, but these differences cannot be used as excuses for poor choices.

Change is not easy and it is hard to watch our students go through hard things. Parents and teachers are a team and should work together to help students learn new techniques. This enables them to become what God wants them to be.

Teachers use various techniques to discipline students. These include, but are not limited to verbal correction, loss of reward, sitting outside the classroom, and sitting with the parent on duty.

We heartily reward good behavior with “Grace” stamps. Students may “purchase” various toys and snacks with their earned Grace stamps.

Proverbs 22:6 Train up a child in the way he should go, And when he is old he will not depart from it.

Hebrews 12:11 No discipline is enjoyable while it is happening--it's painful! But afterward there will be a peaceful harvest of right living for those who are trained in this way.

LWG Tutorial reserves the right to discipline or expel any student who, in the opinion of the leadership team, is causing a threat to a tutor or student.

STEPS IN DISCIPLINE

1. The tutor will address the student about any inappropriate behavior or misconduct.
2. Should the student's behavior continue; the tutor will contact the parent.
3. Should the behavior continue, a conference will be called between the student, parent, and tutor.
4. If the misconduct continues, a conference will be called between the Parent, LWG Principal, and school counselor or board member.
5. The final step in discipline when misconduct persists and has NOT changed is expulsion of the student. All tutor payments will still be due. All prior payments are NON-refundable.

HOW TO HANDLE A PROBLEM

Tutors thoroughly understand problems may arise in the classroom.

If there is a problem in the classroom, parents should:

First: Contact the tutor via email or make an appointment to meet before or after school.

Second: Contact the tutor again before or after school hours.

Third: Contact the principal via schoolworx

Fourth: Contact the board via lwgtutorial@gmail.com

1. Before you speak, pray. Before God, consider if there is any error on your own part, in thought, word, or deed. Pray that you convey your concerns in an honest, loving, and kind way (Matthew 7:4-5).
2. Express it promptly, clearly, and to the right person. Direct your concern to the specific individual(s) involved. Speak to a leader or administration if you are unable to come to a resolution, or if the issue is of a more serious nature (Matthew 5:23-24).
3. Do not broadcast it. Love covers a multitude of sins. We cannot please God when gossiping. Anxiety, hard feelings, and disharmony can arise when we share our complaints with those not involved in a disagreement (Philippians 4:6-7). We should be wise and not take up the offenses of another (Proverbs 26:17). Instead, when approached with another's complaint, guide your friend to seek out God's blessings by following

the above steps. “The first to plead his cause seems right, until his neighbor comes and examines him.” (Proverbs 18:17)

Be sure to allow ample time for the problem to be resolved before contacting the Board. Most of the problems that arise can be resolved by keeping the channels of communication flowing with your child’s tutor. With everyone following this procedure, any problem will be properly addressed and promptly handled.

A parent is never to initiate contact with another student. Never attempt to resolve a problem of any kind with another student. Just as you would not want other parents interacting with your child without your knowledge, we ask you to show the same courtesy. If you desire to resolve a problem between your child and another student, you must talk to the tutor or coordinator and allow them to intervene with the other child on your behalf. If needed, the tutor will contact the parent of the child.

Training a child is the primary responsibility of the parent (Prov. 22:6). Learning with Grace seeks to assist parents in the discipline and nurturing of our students. At times, LWG staff may provide students with a yellow behavioral slip, as well as sending parents communication through Schoolworx to inform the parents if a student’s conduct has been deemed to be inappropriate. It is the parent’s responsibility to address the situation at home and facilitate reconciliation as needed.

BULLYING

Bullying of any kind will not be tolerated. Actions taken may include: suspension or expulsion. If students are expelled for bullying, all tuition will still need to be paid. All tuition paid will be non refundable. **LWG takes bullying very seriously.** Please discuss this in detail with your student. Bullying includes, but is not limited to, making fun of another, name calling, derogatory comments, pushing, tripping, hitting, intimidation of any kind.

Any known harassment should be reported to the principal immediately.

PLAGIARISM POLICY

Plagiarism will not be tolerated and will result in dismissal from class.

Acts of plagiarism can include, but are not limited to:

- Using words or ideas from a published source or the internet without proper permission.

- Using the work of another student (e.g., copying another student's homework, composition, or project in entirety or in part).
- Using excessive editing suggestions of another student, teacher, app, or parent.

LOST AND FOUND

Students are responsible for all of their items. LWG provides a lost and found center from which articles may be claimed. Lost and found items will be held for 10 days after which LWG may discard or donate them. The tutorial encourages students to mark all personal items brought to school. LWG will not be responsible for lost items, even within the 10-day lost and found period.

THEFT AND LOSS OF PROPERTY

While LWG makes every attempt to prevent theft, it is our strong recommendation that students refrain from bringing expensive items, large sums of cash, or other valuables to school in order to avoid having them stolen. LWG will not be responsible for lost or stolen items of any value. Further, it is quite difficult to recover stolen items and takes away from valuable educational time.

ILLNESS

Children and staff must not come to LWG when sick. A classroom is a breeding ground for illness, and children are not always careful to avoid sharing their germs. Please do not bring your child to school sick. If another family member is home with a stomach bug or fever, it is best to keep your LWG student home. If a student should become ill while at tutorial, parents will be called to pick up the student. Student will be isolated from other students in our monitored sick room while awaiting their parent to pick them up.

Please do not attend classes or events within 24 hours of presenting the following symptoms or conditions:

- Fever/Chills
- Nausea/vomiting/diarrhea
- Flu virus or flu-like symptoms (muscle/body aches, headache, chills, runny/stuffy nose, fatigue, etc.)
- Strep throat

- Cold symptoms (cough, excessive sneezing, colored mucus, sore throat, congestion, etc.)
- Conjunctivitis (pink eye) symptoms
- Chicken Pox, Hand-Foot-and-Mouth, or other contagious viruses

Students who are not feeling well, tired, lethargic, or unable to participate in class will be sent home for needed rest and recuperation. Parents will be contacted to pick up their child immediately if, in the opinion of the staff of Learning with Grace, the student is determined to be ill on campus. In the case of a parent being unavailable, the emergency contact of the child will be notified to pick up the child.

MEDICATIONS ON CAMPUS

Learning with Grace does not provide over-the-counter medications to students. When possible, parents are requested to administer any required medication to their students either before or after school. If it is necessary for prescription or over-the-counter medication to be administered to a student during the school day, the following requirements must be met:

- A letter must be provided to the Leadership Board and signed by a parent and physician.
- Sharing of any prescription or non-prescription medication between students is strictly prohibited.
- Prescription medications must be in the original, pharmacy labeled container/package.

Prescription labels must be labeled with the student's name and must not be expired.

- Students are not permitted to have prescriptions or over-the-counter medications in their backpacks or on their person unless approved by the LWG Board ahead of time. These medicines include, but are not limited to, ibuprofen, acetaminophen, cough and cold medications or lozenges, allergy medications, and nasal sprays.
- Emergency use medication (i.e. epi-pens, inhalers, nitro tabs, etc.) may remain with the student, but LWG Administration, Office, and the students' tutors must be informed.

LATE WORK

Students may not turn in late work without the tutor's permission. We want our students to learn to meet deadlines. If a student is unable to complete work on a regular basis, please communicate with tutors to see if assignments need to be adjusted. Students may be asked to leave the class or even expelled for persistently missing assignments, at the tutors discretion.

Payments will still be due. All tuition will be non-refundable.

DAYS MISSED

If a student misses a class it is up to the parent to contact the tutors and the parent duty phone to let them know their student will not be in class. It is the parents responsibility to get the assignments for the missing day. No refunds are given for missed classes or cancellation of a class.

INCLEMENT WEATHER

If weather conditions result in a delayed opening, early closing or cause the school to be closed, LWG will send out an email and update our myschoolworx platform. As always, keep your family safe, feel free to contact your tutor any time you have a concern. Please keep an alert to emails and Myschoolworx the morning of a snow or ice. LWG does NOT strictly follow the school closures or delays of the public schools. All decisions will be made by the discretion of LWG leadership. In the event of unplanned emergency campus closure, delay, or early dismissal, a message will be sent out via text message through Myschoolworx.

DROP-OFF AND PICK-UP OF STUDENTS

BE ON TIME

Please make sure your student arrives at school on time. Striving to be a few minutes early can be very beneficial. Students should be seated and ready to learn when the bell rings. It is very disruptive to the entire class when students arrive late. Consistently late students may be asked to sit in the hall so as not to continually disrupt the class. If a student is later than 5 minutes, they may not be allowed in the class. If your student arrives late, a parent MUST come into the building and sign them in.

Persistently late students may be expelled from the class at the tutor's discretion. All payments will still be due. No refund will be provided.

Please do not drop off kids earlier than 15 minutes before their class,

ARRIVAL

When coming into the parking lot, please take the first right and drive slowly around the outside of the parking lot to form a line. Drop off will be one car at a time, underneath the

portico.

If your student needs assistance getting into the building, and you need to park, you must park and walk your student to the door. **Students are not to be walking through the parking lot without an adult escorting them.**

Students are not to walk through the parking lot or get out of their car until they are under the portico or at drop off point. If your student is still in the car line at 8:30, they are not to get out of the car until they are under the portico. Students will be counted as late, even if they are held up in the car line, so if you are concerned about being late, please plan to arrive no later than 8:20 to allow enough time to get into the building before the bell rings. If you arrive at the school later than 8:28 and see there are cars in the drop off line, we recommend parking and walking your students into the building if you are concerned about being late. The image below shows the flow of traffic for arrival and dismissal.



First hour Arrival for classes starting at 8:30AM:

Students can arrive as early as 8:15am.

Second Hour and later Arrival (9:30AM and later)

Please do not send your student into the building until 9:25. You will need to have them ring the intercom to gain access to the building. There will be a greeter to help the younger students so parents can stay in their vehicle. Use the drive up option to drop them off under the portico. This will allow space between the students and give them a quieter arrival time to transition into learning.

DOOR AND DISMISSAL

No students should be answering the door. All students must be dismissed to their car in the dismissal line or be escorted through the parking lot with a parent/guardian. Please pick your students up promptly after their last class. We do not offer before or after care. Students picked up later than 15 min will be charged a \$15 fee to be given to the tutor who is forced to stay with the student. DO NOT make the tutor ask for this fee. You should have it ready to give or have called the parent duty desk ahead of time to inform tutors of the reason you are late. Students may not stand outside waiting to be picked up, they must wait inside the foyer. Students are not free to run around the building even if a parent is in the building. Parents may not set up play time for their children after school in the building.

CHANGES IN PICK UP

Please inform the parent duty if a child will be picked up at a different time than usual and who will be picking them up. They will pass the information to the tutors. If a student is going to be going home with another person other than their regular designated ride (friend or family member), please inform the parent duty.

PARENT EXPECTATIONS:

- Be the primary teacher for their child for all state required courses.
- Purchase all texts and supplies required for their student's classes prior to the first day of class. Follow up to make sure they are bringing the needed school supplies and using a planner.
- Check email and Myschoolworx from the LWG team and tutors.
- If a student is pulled from a class, families are still responsible to pay for the tuition for the

complete year. This is fully spelled out on our financial agreement as well.

- Make sure students are completing assignments to their best ability and according to deadlines.
- Create an environment in the home that is conducive to learning and set up for the best possible success of the child.
- Make sure your students arrive at the classes on time and fully prepared
- Communicate information regularly with your tutors, they are there to help you.
- Pay monthly fee on time and pay late fee for any that are late.
- Fully complete designated parent responsibilities.
- Ensure that your student is following all LWG policies, including adhering to the LWG dress code, electronics, study hall, recess, plagiarism, late work and safety policies.
- Pray for your student and LWG.
- Parents may not mingle in the hallways during the school day, please be respectful of the distraction this is to the students.
- Front doors will stay locked, if a parent needs to enter please ring the bell and wait.
- Parents should not enter the classroom during class time as this creates a distraction to the students.
- No one knows your student like you do, please communicate with tutors any extra assistance students may need.
- Help instill an “I can attitude”.
- Please make sure homework is completed. For older students who are learning to be independent, the parent still needs to confirm homework is being completed.
 - Please save this number in your contact list on your phone: Parent Duty phone number: 410-279-1967. This number can receive texts as well as phone calls. The tutors and teachers generally do not answer their phones during the school day.

PARENT VOLUNTEER DAYS

Every family is required to volunteer 6 half days, this may change based on enrollment.

There will be a sign up at the beginning of the year. We need parents to help supervise check in, recess, and lunchtime. Every Wednesday at the end of the day rooms will need to

be vacuumed and bathrooms tidied. All volunteer work is greatly appreciated! The kids will be asked to tidy up by picking up after themselves and emptying trash. If parents do not help with parent volunteering, their family may not be allowed to return.

STUDENT EXPECTATIONS

Complete obedience and respect to all tutors, staff, and all other adults at all times is required.

- Bring your ID. If you lose it, be prepared to pay for replacement.
- Bring a water bottle to school filled with water. Please put your name on the bottle.
- No talking without permission during class. Tutors will be encouraging interaction, but excessive talking can be disruptive.
- Students must be in their seat and ready to learn when the bell rings. Do not leave the classroom or building without permission. Tutors will be having stretch breaks especially for the younger students. If a child needs more standing time, please don't hesitate to discuss it with the tutor.
- Give full attention to the tutor.
- Students are responsible to pay for any damages done to church property.
- Pencils should be sharpened before class. Be sure to have extra pencils and supplies on hand.
- Help keep classrooms, halls, and sidewalks neat. You are responsible to pick up trash whether you put it there or not.
- Always treat other students with respect. Mimicking, mocking, laughing at mistakes of others, unsportsmanlike conduct, sassiness, writing, passing and reading notes, whispering during a lesson, studying another subject without permission, etc., will not be tolerated.
- Please make sure all assignments are done on time, if a student needs more time please feel free to talk with the tutor. A teacher may have students sit in the hall until homework is completed.
- Use the restroom in between classes.
- Feel free to communicate with tutors if the student is not understanding concepts or needs additional help.

- Communicate with the tutor or principal if someone else is doing anything that is harmful to them or someone else.
- Keep their belongings together.
- Backpacks, lunchboxes, and anything else the student has brought must either be with them in class or in the designated spot for them.
- Belongings left in an undesignated place may be placed in backpack jail and must be paid with Grace stamps or earned back. It is a fire hazard to have walkways cluttered.
- Students are required to attend and actively participate in Bible/assembly.
- Bible is a vital part of our tutorial, it is only through Christ that we can accomplish anything.
- Bible is a time students receive announcements so students must pay attention.
- Students are given the opportunity to use their talents in Bible class by sharing their talents.
- Students earn rewards by saying or writing verses.
- Cell phones may be used to call home. Phones must remain in the students backpack at all times.
- If the students have the phone out, the phone will be taken and placed in a box with the Parent on Duty. Students will need to either pay with Grace Stamps or help do some cleaning to retrieve it.

Impermissible for students

- Students should not bring any electronics to school. No EarPods, headphones, or games/toys of any kind are permitted.
- No knives or razors of any kind are permitted.
- No games that encourage betting or gambling.
- No comic books/magazines of any description.
- No solicitation will be permitted on the school premises.
- No smoking.
- Students are to maintain a “hands off” policy at all times.
- Students are not to be alone with members of the opposite sex in any part of church.
- Profane or obscene language is prohibited
- No running in the hallways at any time.

- Gum chewing is not allowed on church property at any time.
- No caffeinated drinks or sugary candy

CELL PHONES and COMPUTERS

If a parent needs to contact a student, they must call the parent duty desk phone. In the event that a cell phone or other device is brought to school, it must be given to the Parent on Duty for storage during the school day. This includes smart wearables that can send and receive communication. Chromebooks or laptops for school use are the exceptions to this as they are needed throughout the day for schoolwork. Students are not permitted to use cell phones during school hours. All student phones must be turned in. Any violation and/or disruption of the learning process will result in the confiscation of the item. Return of the confiscated cell phone will be granted upon the payment of a \$10 fine for the first offense. Each subsequent offense will increase the fine in \$10 increments (i.e., the fifth offense will incur a \$50 fine). The Administration reserves the right to review all text messages, photo images or electronic data on confiscated cell phones or other electronic devices. The school is not responsible for loss or theft of any items whether confiscated or in the student's possession.

- Any student using a phone or computer to transmit text or images that are sexually explicit, or overtly sexual in nature may be guilty of violating Maryland law, and is undoubtedly guilty of violating God's law. Students found guilty of such offenses will be expelled from LWG without recourse on the first offense, and violations of law will be reported to Maryland authorities. Tell your students! LWG takes this matter very seriously.

CONFISCATION POLICY

If at any time a staff member finds a student with any item deemed dangerous, distracting, or otherwise inappropriate, the item may be confiscated and turned-in to the parent on duty. The confiscated items may be returned at the end of the day. If a student is found to be in possession of a weapon or illegal substance, law enforcement will be contacted immediately.

DRESS CODE

Modest clothing is to be worn at all times while at LWG or tutorial sponsored events including educational and parent-led outings. The basic guideline is that all private body parts must be well covered while standing, sitting, or moving around. Students must dress appropriately to show respect to others and to keep others from distraction by dressing modestly. If a student is in violation of these requests, they may be asked to leave the classroom or tutorial until the student complies.

Uniform: Learning With Grace shirt with solid pants or skirt

Not permitted:

- Excessively tight or loose non-covering clothing.
- Excessively short clothing.
- Exposed waistline, cleavage or underwear.
- Excessively ripped clothing or see-through clothing.
- Excess dirt/grime on clothes.
- Strapless tops.
- Profanity or offensive graphic, writing on clothes.
- No hoods over head in the building.
- No flip flops or sandal type shoes that toes are exposed for safety reasons.
- No jean shorts or cutoffs
- No yoga pants
- No leggings worn as pants
- No jeans

Acceptable:

- Both boys and girls will need to wear a Learning With Grace shirt.
- Girls may wear skirts. The hemline must fall below the knee (younger girls should wear shorts under the skirt).
- Pants for both boys and girls should be navy, khaki, or black. Sweatpants in neutral colors

- Shorts may be worn. They must be loose shorts and to the knee.
- Feel free to wear layers during cold months.
- Have appropriate warm clothing for recess outside.
- Tennis shoes for running outside.
- Should have a neat and tidy appearance.
- It is recommended that girls' hair be fixed so that it is not a distraction to them.
- Boy's hair is to be neatly cut and combed, it should not touch the ears, eyebrows, or collar.
- No excessively bright hair dye color. We want the focus to be about learning, not trying to outdo or get the most attention.
- Boys are not to wear items that may be considered feminine, such as; necklaces, bracelets, earring, etc.
- Girl's make-up must be modest and never worn in excess. Would encourage girls to not wear makeup until 8th grade, except for lip gloss. The goal is to not have looks be a distraction from learning. Tutor discretion concerning modest make-up is final.

CARE OF THE BUILDING

All school buildings are provided by Grace Baptist Church, but they belong to the Lord. The buildings, equipment, and school property came from the sacrificial gifts and labors of God's people. Please take good care of them.

The following rules should be observed in order to keep God's building in good condition:

- Put all trash in cans – not on the lawn, floor, or playground. Pick up any trash you see.
- Keep hands and feet off the walls.
- Protect the shrubbery and lawn.
- Help keep the property in good repair by never defacing or harming it. Please report anything that is broken, damaged, or lost.
- Keep the lunch area clean. Do not drop food on the floor, no food or drinks in the hallway at any time, and do not leave any food on the tables.

- Students should thoroughly clean the area they eat lunch in.
- Students should clean up their classroom at the end of the day.
- Open and close all doors properly.
- Parents of all students who maliciously destroy property will be required to pay for any damages.
- Turn lights off when they are not needed.

STUDENT SERVICE HOURS

Can be earned by helping with the cleaning or anything else leadership or tutor needs help with. Students fill out a service hour form which can be located at the LWG desk. It is the student's responsibility to keep track.

KITCHEN AND FOOD

There is no refrigerator or microwave access. Students are responsible for bringing in their own eating utensils, napkins, and anything else needed for lunch or snacks.

- If you are having food delivered it needs to arrive by 12:15, please text the PD phone to let them know it is coming.
- Sharing food between students is strictly prohibited. Parents will be notified if their child is caught sharing food. This is due to the wide and extreme food allergies.
- Students should have lunch and snacks.
- We recommend low sugar food and as healthy as possible, NO SODA or CANDY
- Water bottles are permitted in classrooms for water only.
- No caffeinated drinks

NO PEANUTS of any kind are allowed in student lunches. This includes sandwiches, snacks etc. Almond and other butters may be acceptable. This will be a year to year decision based on the needs of the students.

BIRTHDAY PROCEDURES

Parents may choose to celebrate their child's birthday at school in the following ways:

- Parents may bring in something for one class. Please email the teacher directly to arrange this.
- Parents may bring Pizza or something sweet for the whole school. We recommend mini cupcakes or cookies, something not super loaded with sugar.
- Please check with the Principal and parent duty coordinator to arrange this. Plan on being there to set up and clean up.
- Consider bringing something for those with food allergies, vegan cookies or bars are usually the easiest to find that is safe. Or let us know ahead so we can contact parents so they can send something so no child is left out.
- Have a mini party after school outside enjoying the use of the play area, just make sure enough adults are there to help and clean up.