

LEARNING WITH GRACE FAMILY HANDBOOK

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LEARNING WITH GRACE FAMILY HANDBOOK

Learning With Grace (LWG) is a ministry of Grace Independent Baptist Church (GIBC), managed by servant-leaders holding staff positions within LWG or GIBC. Leaders are selected collaboratively by LWG staff and GIBC leadership.

Learning With Grace Leadership reserves the right to interpret, apply, and enforce all handbook policies and procedures. Circumstances not specifically addressed in this handbook will be handled at the discretion of LWG Leadership in accordance with the mission, values, and Statement of Faith of Learning With Grace.

Mission Statement

Our mission is to first reach families for the Lord and to disciple them. We seek to build up students so they can fulfill God's calling in their lives while providing challenges that allow them to recognize His hand at work in their growth.

Philosophy

We believe that each child is uniquely created by God and that learning differences can be used to strengthen and shape them according to His purposes (2 Corinthians 12:9). Children who learn differently often see the world in creative and unique ways, and we trust that God will use these gifts mightily.

Our goal is to provide a learning environment that is stimulating, secure, and caring, supporting growth in three key areas:

- **Spiritual** – fostering a strong foundation in Christ
- **Emotional** – nurturing resilience, confidence, and self-awareness
- **Intellectual** – providing academic support and tools to succeed

Vision Statement

At Learning with Grace, our vision is to cultivate a Christ-centered learning community where each student is known, valued, and encouraged to grow in both wisdom and character. Guided by faith, we seek to nurture a love of learning that reflects God's truth, inspires curiosity, and builds confidence in every child's unique design.

We envision a place where grace shapes our relationships, excellence guides our instruction, and students are equipped not only for academic success, but for lives of purpose, integrity, and service. Through a foundation rooted in faith, we aim to develop lifelong learners who seek truth, walk in grace, and impact the world for good.

STATEMENT OF FAITH

- We believe the Bible is the inspired, inerrant, and authoritative Word of God. (2 Peter 1:21; Matthew 5:18)
- 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. (1 John 5:7; 2 Corinthians 13:14)
- We believe that all things were created by Him and for Him. (Genesis 1:26; John 1:3; 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, Hebrews 12:2)
- 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, 1 John 5:10–13, Galatians 5:16 and 22–23)

- 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 6:1-3, Galatians 3:28)
- 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 6:23, John 3:16, 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. (1 Corinthians 12:12–13, Revelation 5:9, John 17:18-23, Ephesians 4:1-3)
- 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)
- We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between one man and one woman. We believe that any form of sexual immorality; including homosexuality, lesbianism, bisexuality, incest, fornication, adultery, and pornography are sinful perversions of God’s gift of sex. We believe that God disapproves of and forbids any attempt to alter one’s gender by surgery or appearance. (Gen. 2:24; Gen. 19:5, 13; Gen. 26:8-9; Lev. 18:1-30; Rom. 1: 26-29; 1 Cor. 5:1; 6:9; 1 Thess. 4:1-8; Heb. 13:4)

LEADERSHIP STRUCTURE

We believe that God is supreme over Grace Independent Baptist Church, and Learning with Grace functions as a ministry of GIBC. Our program is supported by five core categories: Academics, Administration, Discipleship, Facility, and Health & Safety.

The Principal & Assistant Principal serve as the foundational support for the program, and the Superintendent provides support for the Principal & Assistant Principal. Each category is led by a servant-leader who is qualified, spiritually grounded, and passionate about serving the ministry within their area of expertise.

While each category has unique responsibilities, they intentionally overlap and collaborate as one team. Together, they uphold the ministry and work toward our shared mission: to support homeschool families with children who learn differently.

GOD				
GRACE INDEPENDENT BAPTIST CHURCH				
LEARNING WITH GRACE				
Academics	Administration	Discipleship	Facility	Health & Safety
LWG PRINCIPAL & ASSISTANT PRINCIPAL				
GIBC SUPERINTENDENT				

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 POLICIES

At Learning With Grace, the safety and well-being of our students, families, staff, and volunteers is a top priority. For this reason, all staff members and individuals serving in any capacity are required to submit to a background check. Returning staff members may be re-screened at random intervals.

LWG tutors are required to receive emergency preparedness training for a variety of situations. Some tutors are CPR and/or First Aid certified.

Students will participate in safety practices, including fire drills. LWG conducts alarm-free fire drills.

Parents are responsible for immediately notifying Administration if:

- Their child is threatened.
- Their child is involved in a threat.
- Their child makes a threat.
- They become aware of concerning, dangerous, or inappropriate behavior involving the school, students, or staff.

Failure to report known incidents may result in dismissal from Learning With Grace if an investigation determines that a parent knowingly withheld information related to a safety concern.

Child Protection Policy

The safety and well-being of all students is our highest priority. Any staff member, volunteer, contractor, parent, or student who becomes aware of, suspects, witnesses, or receives a report of abuse, neglect, inappropriate conduct, boundary violations, or other misconduct involving a student must promptly report the concern to the Principal, Assistant Principal, and/or Health & Safety Team.

Reports may be made verbally or in writing and should include all known details regarding the incident, individuals involved, and any immediate safety concerns. Individuals are not responsible for investigating or determining the validity of an allegation before making a report.

Upon receiving a report, program leadership will take appropriate steps to ensure the immediate safety of the student, document the concern, and comply with all applicable laws and mandatory reporting requirements. Internal reporting requirements do not replace any legal obligation to report suspected abuse or neglect directly to child protective services or law enforcement when required by law.

Allegations involving potential child abuse or neglect will be reported to the appropriate child protective services agency and/or law enforcement authorities as required by law.

Any staff member, volunteer, or participant who is the subject of an allegation or reasonable concern may be removed from contact with students pending the outcome of an investigation. Learning With Grace (LWG) will cooperate fully with child protective services, law enforcement, and other authorized agencies.

Information regarding reports and investigations will be shared only with those who have a legitimate need to know in order to protect students, comply with legal obligations, or carry out an investigation. Retaliation against any individual who makes a good-faith report of suspected abuse or misconduct is strictly prohibited.

All reports will be taken seriously, handled promptly, and addressed in a manner that prioritizes student safety, dignity, and confidentiality.

Students and minors accompanying the Parent on Duty must remain under the supervision of the Parent on Duty or designated LWG staff at all times.

LWG staff and volunteers should avoid being alone with a student in a private setting whenever possible. Meetings between a staff member and a student should occur in observable and interruptible environments. Staff and students should never be alone behind a closed door unless the door contains an uncovered window or visibility into the room is otherwise maintained. This policy exists for the protection of both students and staff.

Staff, volunteers, and students must communicate through approved channels only. Private electronic communications between staff and students are prohibited.

Personal Boundaries

Learning With Grace is committed to maintaining a safe and respectful environment for all students, families, tutors, and volunteers. This policy applies to student-to-student interactions as well as student-to-staff interactions.

- Students and staff should respect personal space.
- Physical contact should be limited and appropriate.
- Hugs require permission from the other person and are not permitted between opposite genders ages 12 and older.
- Roughhousing, wrestling, carrying, piggyback rides, sitting on laps, and similar activities are prohibited.

We have many students who are physically affectionate. If a student initiates a hug, staff members may respond with a hug if they feel comfortable doing so. It is also perfectly acceptable for an LWG staff member or student to redirect physical contact by saying, "I prefer high fives or fist bumps," if he or she is not comfortable giving hugs.

Technology Policy

If a parent needs to contact a student during the school day, they must call the Parent on Duty desk phone (410-279-1967)

Students may not have electronics in the classroom. If a student brings an electronic device to school, it must be turned in to the Parent on Duty upon arrival and will be stored in a secure location during school hours. The device will be returned to the student at the end of the school day.

This policy includes smart watches and other wearable devices capable of sending or receiving communication.

In the event that a laptop is required for a class, it must still be checked in with the Parent on Duty. The tutor requiring the laptop will be responsible for monitoring its use during that class period.

This policy must be enforced by all tutors.

Any violation of the Technology Policy will result in a Behavior Report. Repeated violations may result in a one-week technology suspension during which the student may not bring a device to school. Further violations may result in a complete prohibition on bringing devices to school. If a student is found in possession of a device after a ban has been implemented, parents may be called to pick up the device and/or the student.

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 may be expelled from LWG, and violations of law will be reported to Maryland authorities.

Any social media activity or electronic communication, whether on or off campus, that violates LWG policies may result in disciplinary action.

Confiscation Policy

If at any time a staff member finds a student in possession of any item deemed dangerous, distracting, or otherwise inappropriate, the item may be confiscated and turned in to the Parent on Duty.

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.

Bullying Policy

Bullying of any kind will not be tolerated. LWG takes bullying very seriously.

Any known harassment should be reported immediately to the Principal, Assistant Principal, or Health & Safety Team.

Bullying includes, but is not limited to:

- Making fun of another student
- Name calling
- Derogatory comments
- Pushing
- Tripping
- Hitting
- Intimidation of any kind

Disciplinary action may include suspension or expulsion.

If a student is expelled for bullying, all tuition remains due and payable. Tuition already paid is non-refundable.

Plagiarism Policy

Plagiarism is not tolerated at Learning With Grace.

Acts of plagiarism include, but are not limited to:

- Using words or ideas from a published source or the internet without proper citation.
- Using the work of another student (for example, copying another student's homework, composition, or project in whole or in part).

When completing assignments, students should refrain from using generative AI for content creation. This includes having AI write answers, draft essays or papers, answer homework questions, or otherwise take the place of a student's academic effort and progress.

AI may be used as a supportive research tool; however, it should not be the sole source of information, and all AI-generated research must be fact-checked.

STUDENT EXPECTATIONS

Students are expected to show respect to all tutors, staff members, and adults at all times. Students are also expected to adhere to all LWG policies at all times.

Students are expected to:

- Be prepared for class, including having multiple sharpened pencils.
- Always treat other students with respect.
- Speak with their tutor if they do not understand a concept or need additional help.
- Immediately report anything that is harmful to themselves or another person.
- Identify themselves as God created them, both at school and outside of school.

The following behaviors will not be tolerated:

- Mimicking, mocking, or laughing at the mistakes of others.
- Unsportsmanlike conduct.
- Sassing or Disrespect.
- Writing, passing, or reading notes during class.
- Whispering during lessons.
- Any behavior that disrupts the learning environment.

Students are responsible for paying for any damages done to church property.

DRESS CODE

Learning With Grace seeks to maintain a learning environment that is respectful, modest, and free from unnecessary distractions. Students are expected to dress in a manner that reflects Biblical principles, demonstrates respect for themselves and others, and supports a positive educational atmosphere.

Modest clothing must be worn at all times while attending Learning With Grace or participating in tutorial-sponsored events, including educational outings and parent-led activities. Students are expected to dress appropriately and in a manner consistent with the gender God created them. The basic guideline is that private body areas should remain appropriately covered while standing, sitting, bending, and participating in normal daily activities.

Students who are not in compliance with the dress code may receive a Behavior Report. Repeated

dress code violations may result in a parent being contacted and asked to bring appropriate clothing or pick up the student.

Because styles and fashion trends change over time, Learning With Grace Leadership reserves the right to determine whether clothing, hairstyles, accessories, or trends are consistent with the spirit and intent of the dress code.

UNIFORM REQUIREMENTS

Students are required to wear a Learning With Grace shirt with solid-colored pants, shorts, or skirts. Bottoms may not contain patterns, stripes, multiple colors, or decorative designs.

Jeans are permitted provided they comply with all other dress code requirements.

Any layers worn under or over the uniform shirt must be a single solid color. This includes sweatshirts, jackets, and long-sleeve shirts worn with the uniform.

ACCEPTABLE ATTIRE FOR STUDENTS

Shirts

- All students must wear a Learning With Grace shirt.
- Layers worn underneath the uniform shirt must be one solid color.
- Sweatshirts and outerwear worn over the uniform shirt must be one solid color.

Pants and Shorts

- Pants for both boys and girls must be a solid color and not form-fitting.
- Relaxed fit, loose fit, straight leg, and wide leg pants are permitted.
- Shorts may be worn and must be loose-fitting and reach the knee.
- Jeans are permitted if they comply with all other dress code standards.

Skirts

- Girls may wear skirts that go to the knee or longer.
- Younger girls should wear shorts or leggings underneath skirts for modesty and comfort.

Footwear

- Tennis shoes must be worn for Physical Education classes. Students should plan to wear

these shoes all day unless they can independently change their shoes between the class period bells. Students should have appropriate footwear and clothing for outdoor recess.

Hair and Grooming

- Hair should be neat, clean, and well-groomed.
- Boys with long hair must keep it pulled back.
- Hair dye and highlights are permitted but must be a single color.

Jewelry and Accessories

- Ear piercings are permitted with no more than two piercings per ear.
- Facial piercings are not permitted.
- Boys may not wear items that may reasonably be considered feminine accessories.

NOT PERMITTED FOR STUDENTS

The following items are not permitted:

- Strapless tops, excessively tight, loose, short or non-covering clothing.
- Clothing that is transparent, and/or exposes the waistline, cleavage, or underwear.
- Excessively ripped or stained clothing.
- Clothing displaying profanity, offensive graphics, inappropriate images, or inappropriate writing.
- Cut-off shorts.
- Yoga pants or Leggings worn as pants.
- Fit-and-flare, Bell-bottom, Bootcut pants.
- Jeggings or Skinny-fit pants.
- Flip-flops, Sandals or shoes that expose the toes.
- Hoods worn over the head inside the building.

DRESS CODE ENFORCEMENT

Students are expected to arrive at school dressed in accordance with the Learning With Grace Dress Code.

Students who violate the dress code may receive a Behavior Report. In cases where clothing is determined to be inappropriate, distracting, unsafe, immodest, or otherwise inconsistent with LWG

standards, parents may be contacted and asked to bring alternative clothing or pick up their student.

Repeated dress code violations may result in additional disciplinary action at the discretion of LWG Leadership.

Biblical Standards of Conduct

In accordance with the ministry's Statement of Faith and in recognition of Biblical commands, immoral conduct will not be tolerated. The Bible strictly forbids such conduct, including both immoral actions and the advocacy of sinful behavior.

The following will not be tolerated in any form and may constitute grounds for expulsion: any actions or identifying statements concerning the rejection of one's biological sex at birth, fornication, adultery, homosexuality, lesbianism, bisexuality, or pornography.

(Gen. 2:24; Gen. 19:5, 13; Gen. 26:8-9; Lev. 18:1-30; Rom. 1:26-29; 1 Cor. 5:1; 6:9; 1 Thess. 4:1-8; Heb. 13:4)

Definition of "Identifying Statement"

An identifying statement is a statement that a student is homosexual, bisexual, transgender, or otherwise immoral, or words to that effect, or language or behavior that a reasonable person would believe is intended to convey that a student engages in, has a propensity to engage in, or intends to engage in immoral, transgender, and/or homosexual acts.

Examples include:

- "I am gay."
- "I am a homosexual."
- "I have a homosexual orientation."
- "I am transgender."
- "I identify as another gender."

Homosexual and/or transgender conduct, defined as acts or identifying statements, is incompatible with enrollment at Learning With Grace and is a basis for discipline. Unrepentant behavior may be grounds for dismissal.

All students must be treated with dignity and respect and must be free from threats, harassment, or mistreatment both on and off campus and through social media.

Additional Student Conduct Expectations

The following are prohibited:

- Electronics, EarPods, headphones, electronic games, or electronic toys of any kind.
- Knives or razors of any kind.
- Comic books or magazines containing explicit content, including sexual content, nudity, foul language, gore, horror, demonic themes, immodesty, or similar content, as determined by LWG staff.
- Smoking, vaping, or drug use of any kind.
- Violations of the Personal Boundaries Policy.
- Being alone with members of the opposite sex in any part of the church property on any day of the week.
- Caffeinated drinks, sugary candy, or gum.
- Cursing, using the Lord's name in vain, vulgar language, or offensive slang expressions.

BEHAVIOR & DISCIPLINE PROCESS

The tutor will address inappropriate behavior or misconduct privately with the student whenever possible.

1. **Identify the Behavior**
 - Clearly and respectfully name the behavior that needs to change.
 - Example: *"John, please remember to raise your hand before asking or answering a question."*
2. **Provide a Reminder and Offer Support**
 - If the behavior occurs again, remind the student of the previous correction.
 - Example: *"John, do you remember what I said about raising your hand?"*
 - At this stage, the tutor should offer appropriate strategies, accommodations, or choices to help the student regulate and correct the behavior.
3. **Issue a Behavior Report**
 - If the behavior continues after support and accommodations have been offered, the tutor will complete a behavior report.
 - The student will be notified privately that a behavior report is being written and informed that continued misconduct may result in taking a break with the Assistant Principal.
4. **Administrative Intervention**

- If the behavior persists after a behavior report has been issued, the Assistant Principal may meet with the student to address the concern. Depending on the severity and frequency of the behavior, the Assistant Principal may also contact the parent to have the student speak with them by phone and/or require the student to be picked up for the remainder of the day.
- 5. Parent-Tutor Conference**
 - If the behavior becomes a recurring concern, a conference will be scheduled involving the student, parent, and tutor to discuss expectations and develop a plan for improvement.
- 6. Leadership Conference**
 - If misconduct continues, a conference will be held with the parents, Learning With Grace leadership, and the Discipleship Core Leader.
- 7. Suspension or Expulsion**
 - Continued misconduct that does not improve after the previous interventions may result in suspension or expulsion from Learning With Grace.
 - In the event of suspension or expulsion, all tutor payments remain due according to the enrollment agreement, and any payments already made are non-refundable.

The Health and Safety Team will be involved in any incident involving:

- Drugs or alcohol
- Threats made toward a person or the school (including in-person, online, or electronic communication)
- Weapons, including any item related to or resembling a weapon.
- Bullying

CONFLICT RESOLUTION

If you have a concern that involves anyone within the Learning with Grace community (i.e. tutors, staff, parents, students, volunteers, etc.) please use the following sequential steps as a practical, biblically rooted procedure for resolving interpersonal conflict within the LWG community.

In the event that your concern involves another student, please contact that child's parent. A parent directory will be made available on the LWG Resource Drive , if you cannot find the parent's contact information please request it from LWG leadership.

Care for the Vulnerable and Report Abuse Immediately

Protecting the vulnerable is paramount and mandated by law and Christian care.

If the conflict involves abuse, illegal activity, sexual misconduct, or harm to children or vulnerable adults, report it to the Principal, Assistant Principal, and Superintendent immediately without following the standard steps of conflict resolution—always prioritize safety over confidentiality.

Scripture: Psalm 82:3–4; Matthew 18:6 (principle)

Pray for Wisdom and a Humble Heart

Before approaching anyone, pray for guidance, self-control, and a spirit of humility. God changes hearts and gives wisdom for right speech and timing.

Scripture: James 1:5; Philippians 2:3–4

Self-Examination and Confession

Honestly examine your own role; confess any sin to God and, if appropriate, to the person harmed. Reconciliation begins with humility and repentance.

Scripture: Matthew 7:3–5; 1 John 1:9

Seek a Private, Face-to-Face Conversation

Request a one-on-one meeting with the person involved in a neutral, private place and at a suitable time. Jesus instructs believers to go privately first to resolve offenses.

Scripture: Matthew 18:15

Listen Carefully and Seek to Understand

Begin by listening without interrupting; summarize what you hear to confirm understanding. Listening demonstrates love and reduces misunderstanding.

Scripture: James 1:19; Proverbs 18:13

Speak the Truth in Love

Share your concerns clearly, calmly, and respectfully; describe behaviors and effects rather than attacking character. Honest, gentle truth heals and preserves relationships.

Scripture: Ephesians 4:15; Colossians 4:6

Pursue Mutual Repentance and Restoration

If sin is acknowledged, seek forgiveness, agree on corrective steps, and restore trust through concrete actions. Reconciliation requires both repentance and visible change.

Scripture: Luke 17:3–4; Galatians 6:1

If Unresolved, Request Attendance of Principal, Assistant Principal, or Superintendent

If private efforts fail, or if the issue remains unresolved or involves persistent sin, submit the matter to designated LWG leadership (the Principal, Assistant Principal, and Superintendent) for shepherding, mediation, and decisions by requesting that leadership meet with both parties.

If the conflict involves the Principal or Assistant Principal, request the presence of the Superintendent, Pastor, Head Deacon, or another GIBC-appointed church leader.

Leadership may recommend counseling, temporary restrictions, a formal apology, or, in extreme or persistent cases, removal from roles or fellowship until repentance occurs. Leaders should record agreed actions, timelines, and follow-up appointments and revisit the situation after an agreed period to evaluate progress.

- Witnesses help confirm facts, provide neutral feedback and mediation, and encourage accountability.
- Church leadership bears responsibility for protecting the community and applying discipline where warranted.

- Discipline aims at repentance and community safety, not condemnation.
- Documentation ensures accountability and helps prevent recurrence.

Scripture: Matthew 18:16–17; 1 Timothy 5:19–21; Hebrews 13:17; 2 Corinthians 2:5–11 (restorative intent); Hebrews 12:11; Proverbs 15:22

Forgive and Release Bitterness

Once reconciliation is sought or appropriate steps are taken, forgive and do not continually rehearse the offense—even if apologies are not given and reconciliation does not occur. Pursue renewed relationships where possible and commit to praying for yourself and the other party.

Forgiveness frees both parties and reflects Christ’s mercy.

Scripture: Matthew 6:14–15; Colossians 3:13

Maintain Confidentiality and Wise Communication

Share details only with those directly involved in the resolution process; avoid gossip or public airing of disputes. Confidentiality protects reputations and encourages honest reconciliation.

Scripture: Proverbs 11:13; Ephesians 4:29

HEALTH & WELLNESS POLICIES

Illness Policy

As a small tutorial program, illness within our community can significantly impact the continuity of classes and the daily experience of students and families. While we understand that sickness is an unavoidable part of life, we ask that students and staff remain home when ill in order to help protect the health of our community.

Because we are a close-knit program with limited substitute availability, even a small number of illnesses can create disruptions and cancellations for classes and families. We also have students and staff members who are immunocompromised or who care for vulnerable family members. An illness that may feel mild for one person could have a much greater impact on another.

Because illnesses often spread within households before symptoms fully appear, there may be times

when we ask siblings of a sick student to remain home as well. Decisions regarding sibling attendance will be made thoughtfully by Administration, Tutors, and staff with the health and well-being of our students, families, and staff in mind.

Our goal is to care for our entire community while minimizing disruptions and maintaining a healthy learning environment for everyone at LWG. This policy is rooted in both caution and consideration for others.

By keeping sick students, staff, and family members at home when appropriate, we help protect the health of our learning community and reduce the spread of illness. This allows us to provide a more consistent educational experience for all families.

In addition, tutors are responsible for arranging and compensating substitute teachers when coverage is needed, including absences related to their own illness or the illness of an immediate family member. Adhering to this policy helps reduce unexpected staffing challenges and additional costs for our tutors.

While we make every effort to maintain scheduled classes, there may be occasions when a class must be canceled due to staff illness and the inability to secure a substitute teacher. In such cases, refunds, credits, or make-up classes will not be provided. Our goal is to avoid these situations whenever possible, and the cooperation of LWG families in following these health guidelines plays an important role in helping us maintain consistent staffing and classroom continuity.

When to Remain Home

Please do not bring your child to school with an illness that is within its first two days of symptoms, regardless of whether a fever is present. If another family member is home with a stomach bug or fever, please keep your LWG student home unless the student has already been sick and recovered from the same illness.

To help protect the health of our students, families, and staff, we ask that students and parents refrain from attending classes or LWG events until they have fully recovered according to the following guidelines.

Remain home until symptom-free for at least 24 hours without the use of medication for:

- Fever or chills
- Cold symptoms such as coughing, excessive sneezing, colored mucus, sore throat, or congestion

Remain home until symptom-free for at least 48 hours without the use of medication for:

- Nausea, vomiting, or diarrhea
- Flu or flu-like symptoms, including body aches, headache, chills, fatigue, or a runny or stuffy nose

Remain home for at least 24 hours after beginning antibiotics and improvement of symptoms for:

- Strep throat
- Conjunctivitis (pink eye)

For highly contagious illnesses, remain home until fever-free for 24 hours and all blisters or sores have dried and scabbed over:

- Chickenpox
- Hand-Foot-and-Mouth Disease
- Measles
- Other highly contagious viral illnesses

We greatly appreciate your partnership in helping us maintain a healthy and caring environment for all families at LWG.

Illness During the School Day

If a student becomes ill while at tutorial, a parent will be contacted and asked to pick up the student. Students may be isolated from other students in a monitored area while awaiting pick-up. If a parent is unavailable, the student's emergency contact will be notified and asked to pick up the student.

Medications On Campus

When possible, parents are requested to administer any necessary medication before or after the school day. If it is necessary for a prescription medication to be administered during the school day, a letter signed by the student's physician must be provided to the Health & Safety Team.

Prescription Medications

Prescription medications must:

- Be in the original pharmacy-labeled container or package.
- Be labeled with the student's name.

- Not be expired.
- Be accompanied with a signed Prescription Medication Authorization Form

Over-the-Counter Medications

Learning With Grace does not provide over-the-counter medications to students.

Parents may leave over-the-counter medication at school for their student with approval from the Health & Safety Team, provided that:

- The medication is in its original container.
- The medication is labeled with the student's name.
- The medication is not expired.
- Over-The-Counter Medication Authorization And Release Form signed by the parent or guardian is provided.

If an over-the-counter medication is administered, the administration will be documented in Schoolworx through a Behavior Report.

Medication Safety

Sharing prescription or non-prescription medication between students is strictly prohibited. Students may not carry prescription or over-the-counter medications in their backpacks, pockets, or on their person.

This includes, but is not limited to:

- Ibuprofen
- Acetaminophen
- Cough and cold medications
- Lozenges
- Allergy medications
- Nasal sprays

If a student requires these medications during the school day, parents must follow the procedures outlined above.

Emergency Medications

Emergency-use medications, including but not limited to epinephrine auto-injectors (EpiPens),

inhalers, and nitroglycerin tablets, may remain in a student's possession when medically necessary and authorized by the student's parent or guardian and healthcare provider, as applicable.

The Health & Safety Team must be notified of and approve the student's self-carry authorization. Students permitted to carry emergency-use medications must demonstrate the maturity and ability to responsibly maintain possession of and appropriately use their medication. Learning With Grace reserves the right to revoke self-carry privileges if the student is unable to do so safely and responsibly.

INCLEMENT WEATHER POLICY

Learning With Grace does not automatically follow public school closings, delays, or early dismissals. If weather conditions result in a delayed opening, early dismissal, or closure, LWG will communicate the decision through Schoolworx using both message and broadcast notifications.

All weather-related decisions will be made at the discretion of LWG Leadership in consultation with tutors and the Health & Safety Team. As a homeschooling family, you are welcome to make your own attendance decision based on your family's comfort level and travel conditions.

If LWG operates on a delayed opening or early dismissal schedule, Bible class will be cancelled.

Delayed Opening Schedule

In the event of a delayed opening, the adjusted class schedule will be:

Period	Time
1st	10:30–11:10
2nd	11:15–11:55
3rd	12:00–12:40
Lunch	12:40–1:00
4th	1:05–1:45

5th 1:50–2:30

6th 2:35–3:15

Early Dismissal Schedule

In the event of an early dismissal, the adjusted class schedule will be:

Period	Time
1st	8:30–9:10
2nd	9:15–9:55
3rd	10:00–10:40
4th	10:45–11:25
Lunch	11:25–11:45
5th	11:50–12:30
6th	12:30–1:10

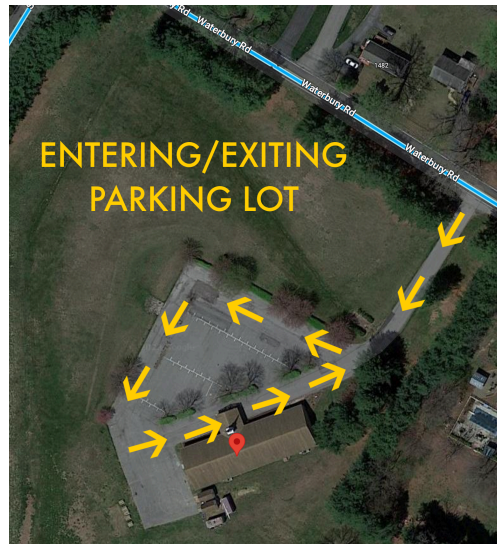
PARENT PROCEDURES & RESPONSIBILITIES

Drop-Off & Pick-Up

Please plan to arrive at least five minutes before your student's first class. Timely arrival helps classes begin smoothly and minimizes disruptions to the learning environment. Students may not be dropped off more than 10 minutes before their first scheduled class.

If a student arrives late to class, the tutor may issue a Behavior Report. If a student is consistently more than five minutes late, the tutor will contact the parent, as late arrivals are disruptive to both the

class and the learning process.



Arrival

Students may be dropped off in the Car Line or escorted to the building by a parent or guardian.

Doors will open at 8:20 a.m. Please do not attempt to enter the building before that time. Even if tutors and their children are already in the building, students should not enter prior to 8:20 a.m.

Upon arrival, all students must check in with the Parent on Duty before proceeding to class.

To help minimize distractions, we encourage parents to build relationships and fellowship with other LWG families outside the building. During the school day, conversations between parents should take place outside so as not to create distractions within the building.

Car Line Drop-Off

When entering 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 occur one vehicle at a time once the vehicle is positioned underneath the portico.

If your student arrives for 2nd-6th period, please pull up under the portico and have them ring the doorbell to be let in the building.

Walk-Up Drop-Off

If you would like to walk your student to the door or classroom, please park in a parking space and escort your student through the parking lot.

Students may not walk through the parking lot without an adult escort.

If you choose to escort your student to the classroom, please remember that tutors are not available for parent meetings during arrival time. If you need to meet with a tutor, please schedule a time outside of the school day.

Dismissal

At your student's dismissal time, please follow the same traffic pattern used during arrival.

Students may be picked up through the Car Line or directly from their classroom.

Please pick up students promptly after their final class. Learning With Grace does not offer before-school or after-school care.

Students may not wait outside the building for pick-up.

Car Line Pick-Up

Each family will receive a car tag displaying the student's last name. If you plan to use the Car Line, please display the tag in the front driver's side window or hanging from the rearview mirror.

Students will be dismissed to their vehicles as they arrive under the portico.

Walk-Up Pick-Up

If you prefer to pick up your child inside the building, please park in a parking space and enter through the front doors.

Upon entering, please check in with the Parent on Duty and let them know who you are picking up then proceed to your child's final period classroom to retrieve both your child and their belongings.

As you walk through the parking lot, please ensure your child remains with you and does not run

ahead.

Please remember that tutors are not available for parent conferences or meetings during dismissal, even if the conversation seems brief. Dismissal is a busy time that requires tutors and staff to focus their full attention on student supervision and ensuring a safe and orderly departure for all students.

If you would like to speak with a tutor, please contact them to arrange a meeting at a mutually convenient time outside of the school day. Please keep in mind that tutors often have additional family, work, and ministry commitments following dismissal and may not be available for unscheduled after-school meetings. Advance notice is appreciated and will help ensure that adequate time can be set aside for meaningful discussion.

Attendance, Absences & Early Pick-Up

If a student will be absent, arrive late, or leave early, it is the parent's responsibility to notify the Parent on Duty. Parents may call, text, or leave a voicemail at 410-279-1967.

No refunds are provided for missed classes. It is the parent's responsibility to obtain missed assignments directly from tutors.

Changes In Pick-Up Arrangements

Please notify the Parent on Duty whenever a student will be picked up at a different time than usual or by a different individual. The Parent on Duty will communicate this information to the student's tutors. Please do not text or call tutors with this information, as many do not check or answer their phone during the school day.

If you are picking up your child outside of your normal arrangements, please park in a parking space and come into the building. Please do not park underneath the portico or alongside the building.

If a student will be leaving with someone other than their regular designated ride, including a friend or family member, parents must notify the Parent on Duty in writing via text message.

For student safety, all transportation changes must be communicated in writing.

After-School Playdates

Families are welcome to remain after school to enjoy the playground and/or other outdoor areas of the property. Even if you typically use the Car Line, we encourage families to stay and build

community with one another when schedules permit.

Please ensure you pick up after your students before you leave the property, please make sure any sports equipment is put back where you found it. Sports balls can be kept in the Gaga ball pit or under the basketball hoop next to the building. The shed and its surrounding area are off-limits after school hours.

PARENT EXPECTATIONS

Parents play the primary role in their child's education and are expected to partner with Learning With Grace to support student success.

Parents are expected to:

- Serve as the primary teacher for all state-required courses.
- Purchase all required texts and supplies prior to the first day of class and maintain school supplies throughout the year.
- Ensure students bring required supplies to class.
- Assist students in managing and cleaning out their binder at least once per month.
- Maintain a system at home for storing papers and assignments brought home from the binder.
- Log into Schoolworx at least once per week to regularly review messages, Behavior Reports, and homework assignments. Please do not rely on your email notifications from Schoolworx as the notifications are inconsistent and faulty.
- Ensure assignments are completed to the best of the student's ability and submitted by assigned deadlines. Please communicate with tutors if additional time is needed to complete assignments and/or any learning challenges or additional support needs to tutors..
- Ensure students follow all LWG policies, including dress code, technology, study hall, recess, plagiarism, late work, and safety policies.
- Respect building security procedures, including ringing the bell and waiting if access to the building is needed during the school day.

Please save the Parent on Duty phone number in your contacts. This number can receive both calls and text messages:

LWG Parent on Duty Phone: 410-279-1967

PARENT VOLUNTEER PROGRAM

Learning With Grace is a cooperative community, and every family is expected to contribute through volunteer service. Each family is required to fulfill volunteer hours. The number of required hours may vary from year to year based on enrollment and program needs. The number of hours required each year will be communicated by August 1.

Serving as Parent on Duty (POD) is the primary way families fulfill volunteer hours. Parent on Duty shifts are offered in half-day increments. Families may choose to serve both shifts in a single day to fulfill multiple volunteer hours at one time.

A volunteer sign-up link will be distributed on August 1, allowing families to select their preferred volunteer dates.

POD hours may be completed by the following family members of enrolled students:

- Parents
- Grandparents
- Aunts or Uncles

In addition to required volunteer hours, families may have opportunities to serve throughout the school year. These opportunities help strengthen our community and support special events and activities.

Examples may include:

- Pizza Day
- Valentine's Day activities
- Field Day
- Christmas Market
- Open House events

As needs arise throughout the year, additional volunteer opportunities will be communicated to families.

ENROLLMENT & FINANCIAL POLICIES

ENROLLMENT

Enrollment at Learning With Grace is granted for one academic year only. Enrollment does not guarantee placement in future school years. Families are expected to carefully review all program policies, tuition obligations, and class selections prior to completing the enrollment process.

Enrollment is considered a commitment to participate in Learning With Grace for the full academic year.

FINANCIAL POLICY

Learning With Grace tutors are self-employed independent contractors and are responsible for collecting tutorial fees directly from families. Each tutor determines which payment methods will be accepted and will communicate payment arrangements directly to families through their welcome letters, which are distributed at the beginning of July.

Tutors may choose to accept payment:

- In full for the academic year
- By semester
- In ten monthly installments beginning August 1 and ending May 1

Families are responsible for adhering to the payment schedule established by each tutor.

Late Payments

A \$10 late fee will be assessed on payments received after the 5th of the month. If a payment is not received within the month of service, the student may not be permitted to return to class until payment has been received by the tutor.

If not paying electronically, payments may be placed in the exterior drop box at Learning With Grace or left in the Tutor folders at the front desk

Class Cancellation

In the event that a class is permanently cancelled, families will be released from the financial agreement for that class. No refunds will be provided for classes that have already been taught.

Withdrawal & Class Change Policy

Learning With Grace budgets, staffs, and secures classroom space based upon enrollment commitments. Because of this, enrolled families are expected to commit to the full academic year and are financially responsible for the complete outstanding balance of tuition and fees once the class selection and registration process has been completed.

Class changes will not be permitted after June 15 without approval from LWG Leadership.

Beginning August 1, all tuition and fees owed to tutors become due according to the payment arrangements established by each tutor. Withdrawal from a class or from Learning With Grace does not release a family from its financial obligation for tuition and fees.

Returning Students

Families and students who remain in good standing with Learning With Grace will be invited to re-enroll for the following academic year. Because enrollment is granted one year at a time, re-enrollment is not guaranteed.

A student may be refused admission, dismissed, expelled, or asked not to return for a future school year if he or she is determined to be out of harmony with the Statement of Faith or the Code of Conduct of Learning With Grace, whether on or off property.

Such determinations shall be made at the sole discretion of LWG Leadership. Readmission following dismissal will be considered on a case-by-case basis.

THEFT AND LOSS OF PROPERTY

Learning With Grace is not responsible for lost, misplaced, or stolen items of any value.

Students and families are encouraged to label personal belongings whenever possible.

CARE OF THE BUILDING

Grace Independent Baptist Church generously shares its facilities with Learning With Grace. We ask all students and families to help us care for the property and steward it well.

The following expectations should be observed:

- Place all trash in designated receptacles and pick up any litter you see.
- Do not climb trees or remove leaves, branches, or landscaping materials from trees or shrubbery.
- Report any broken, damaged, or missing property to staff promptly.
- Keep lunch areas clean by removing all food, trash, and belongings before leaving.
- Help preserve the facility by treating all church property with care and respect.

Parents of students who intentionally or maliciously damage church property may be required to pay for repairs or replacement costs.

KITCHEN & FOOD POLICY

LWG is a Peanut-Free Tutorial

NO PEANUTS OR PEANUT BUTTER of any kind are permitted in student lunches or snacks.

This includes, but is not limited to:

- Peanut butter sandwiches
- Peanut-containing snacks
- Peanut-based food products

Almond butter and other nut butters may be permitted depending on the allergy needs of enrolled students. This determination will be made on a year-to-year basis.

Food & Lunch Expectations

There is no refrigerator access available for students.

Students are responsible for bringing:

- Their own lunch

- Eating utensils
- Napkins
- Any other items needed for meals or snacks

Sharing food between students is strictly prohibited.

Microwave Use

Please ensure that all food intended for microwave use is brought in a microwave-safe container. Students may use the microwave for 25 Grace Stamps, which provides up to three minutes of cooking time for their meal or snack.

Learning with Grace Code of Conduct:

The purpose of the Learning With Grace Code of Conduct is to foster a safe, respectful, and Christ-centered learning environment where students can grow academically, socially, and spiritually.

Our expectations are designed to encourage personal responsibility, self-discipline, kindness, and respect for others while supporting the mission and values of Learning With Grace. Because we believe that character development is an important part of education, students are expected to conduct themselves in a manner that reflects Biblical principles both on and off campus, including during school-sponsored activities and interactions with members of the LWG community.

The Code of Conduct exists not merely to establish rules, but to cultivate Christlike character and foster a positive, respectful learning environment for everyone. As part of the enrollment process, both students and parents are required to sign that they agree to abide by the Learning With Grace Code of Conduct. It is included in this handbook for reference.

Learning with Grace Code of Conduct:

Discipline & Family Partnership

Enrollment at Learning With Grace constitutes agreement to uphold and partner with the school in all aspects of this Code of Conduct, including discipline, communication, and discipleship expectations outlined below.

By enrolling a student at Learning With Grace, families acknowledge that this Code of Conduct may be reviewed, accepted, and affirmed electronically. Electronic acknowledgment, submission, or signature shall carry the same force and effect as a handwritten signature and signifies full agreement with the terms of this Code of Conduct.

Discipline at Learning With Grace

Discipline at Learning With Grace includes three components: preventative, corrective, and restorative.

Preventative

Each teacher establishes age-appropriate systems of motivation at both the individual and class level. These systems are designed to encourage and reward positive behavior and to foster a healthy learning environment.

Corrective

When inappropriate behavior occurs, our goal is for teachers, administration, and parents to work together. At Learning With Grace, discipline is intended to address the heart, not just outward behavior. Because teachers and administrators work most closely with students during the school day, they are responsible for addressing disciplinary matters as they arise, while keeping parents informed and involved as appropriate.

Restorative

True discipline seeks restoration of relationships. As appropriate, students may be encouraged to apologize to classmates, teachers, or others involved. Additional consequences may be assigned to reinforce accountability and growth. When appropriate, students may also be guided in prayer for forgiveness, reconciliation, and mutual encouragement.

Family Partnership & Affirmation

Learning With Grace believes that student conduct and discipleship are most effective when school and home work together. The following commitments are an essential part of this Code of Conduct.

I affirm my confidence in the staff at Learning With Grace to educate my child and to carry out their responsibilities, including assigning homework, enforcing policies, and administering discipline. I commit to supporting school personnel and to seek understanding by communicating directly with the school when questions or concerns arise.

I recognize that partnering in the training and discipleship of my child is a shared responsibility between my family and Learning With Grace. Therefore, I agree:

- To pray for the staff, leadership, and program.
- To cooperate with staff in disciplining my child and to work toward respectful, amicable resolution if disagreements arise.
- To maintain open and honest communication with staff and leadership, including sharing relevant personal circumstances that may affect my child's experience.
- To work with staff in grace and love, trusting that we are united in purpose and goals.
- To respect school and church property and assume responsibility for any irregular use or damage.
- To follow through with assignments, forms, and communication sent home.
- To ensure my child arrives on time, follows the dress code, abides by the handbook, and complies with the sick policy.
- To lay a spiritual foundation at home and support the spiritual training provided through devotions and Bible instruction.

I understand that Learning With Grace is a discipleship-focused school that seeks to put God first in all things. Learning With Grace affirms what Scripture teaches regarding God's design for humanity, including His creation of us as male and female and His purpose for our lives.

Students who choose to participate in dating relationships must do so with the knowledge, consent, and oversight of their parents. Relationships should be conducted in a manner that honors God's design for purity and celibacy until marriage and avoids any appearance of impropriety.

Public displays of affection and physical touch are not permitted on Grace Independent Baptist Church property or at any Learning with Grace-sponsored event, whether on or off campus. All students are expected to adhere to the standards outlined in the Personal Boundaries Policy.

I further affirm that believers are one body in Christ, unified by God's Word, truth, and love, despite our varied backgrounds and gifts. I acknowledge that my child represents Jesus Christ and Learning With Grace, and I will encourage conduct that honors Him and reflects a strong Christian witness. I understand that teachers and administration are entrusted with full discretion in matters of discipline consistent with this Code of Conduct.

Parent/Guardian Technology Agreement

Learning With Grace asks families to partner with us in maintaining the standards and expectations of our school community. I understand that the following responsibilities are part of my role as a parent or guardian of a student enrolled at Learning With Grace:

- To help monitor my child's use of social media and electronic devices for inappropriate, threatening, or harmful communication, particularly as it relates to bullying of other students. If threatening, inappropriate communication or conduct occurs between Learning With Grace students, whether in person or digitally, the school reserves the right to take appropriate disciplinary action as it is brought to our attention.
- All telephone calls and messages to students or teachers during the school day must be directed through the Parent on Duty phone. To communicate with my child's teacher, I will use Schoolworx. I understand that teachers do not use personal cell phones during school hours; for emergencies, I will contact the Parent on Duty phone.
- Students are not permitted to use cell phones during school hours. All student phones, earbuds, headphones, bluetooth devices, and smart wearables must be turned in. Any violation or disruption of the learning environment will result in confiscation of the item. The LWG leadership reserves the right to review text messages, images, or electronic data on confiscated devices. Any electronics required for academic purposes must be approved by the tutor and Principal or Assistant Principal.
- Learning With Grace is not responsible for the loss or theft of any items.
- The Parent on Duty telephone is reserved for use by the Parent on Duty and for emergencies only.

Acknowledgment of Agreement

By electronically acknowledging this Code of Conduct, I confirm that I have read, understand, and agree to abide by the policies, expectations, and commitments outlined above. I understand that this agreement remains in effect for the duration of my child's enrollment at Learning With Grace.

Student Partnership Agreement

As a follower of Jesus, my choices and actions matter. Some actions honor Jesus and help others, and some actions hurt people or distract from learning. God calls us to treat others with respect, kindness, honesty, self-control, patience, and love.

At Learning With Grace, students are expected to:

- Speak kindly and truthfully
- Treat others with respect
- Follow directions
- Work hard and be honest
- Help create a safe and positive learning environment

I understand that disrespect, fighting, bullying, lying, cheating, gossip, bad language, unkind behavior, and inappropriate online activity are not acceptable. My behavior—both at school and outside of school—should reflect what the Bible teaches and help make Learning With Grace a good place to learn and grow.

I Pledge To:

- Follow the rules in the Learning With Grace Student Handbook while I am enrolled at LWG.
- Act respectfully and responsibly toward teachers, staff, classmates, and property, using kind words and appropriate behavior.
- Represent Learning With Grace well, both at school and outside of school, including online and on social media. I understand that if my behavior does not meet these expectations, I may face consequences.
- Use technology wisely and safely. I understand that threatening, hurtful, or inappropriate messages—whether sent in person or digitally—will result in discipline.
- Ask for help from a teacher, adult, or parent when I have a problem or conflict instead of handling it on my own.
- Choose self-control, and not use my words or actions to make others angry or upset.

Personal Electronic Devices

I understand that:

- If I bring a phone or electronic device to school, I must turn it in to the Parent on Duty at the start of the day. This includes cell phones, headphones, earbuds, bluetooth devices, and smart wearables that can send or receive messages.

- I am not allowed to use electronic devices during school hours unless approved by my tutor and the principal or assistant principal for schoolwork.
- If I break the electronic device rules, my device will be taken and will only be returned to the adult picking me up from school.
- The school is not responsible for lost or stolen items.
- The Parent on Duty phone is for emergencies only and can only be used by an adult.

Who I Am and Why I'm Here

I understand that I am fearfully and wonderfully made by God. God created me in His image, and the way He made me—male or female—is good and purposeful. I understand that Learning With Grace is not a place for dating or romantic relationships, but a place to learn, grow, and walk alongside others as we get to know Jesus better.

God has a unique plan for my life. He can use both my strengths and my struggles to help me grow and to show His love to others. When things feel hard, I will do my best and ask for help from the people God has placed in my life at home and at Learning With Grace.