

LEARNING WITH GRACE 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 electronically), 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.

Bible class is divided into age appropriate groups. 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. To the delight of the students, we also have frequent visits from an exuberant golden retriever who supplies us with lots of spiritual metaphors that are engaging for even the most challenging students. 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.

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 Parent, LWG coordinator, and the Pastor.
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.

6. We understand many of our students struggle with issues that make focusing difficult, but these differences can not 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.

7. 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 hardly 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.

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.

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 Sarah Donegan at LWG. Contact Renee Bollas at LWGC.

Fourth: Contact the Pastor.

Be sure to allow ample time for the problem to be resolved before contacting the Pastor. 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.

LOST AND FOUND

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

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 stay home.

If a student should become ill while at tutorial, parents will be called to pick up the student.

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 the website. We will follow Anne Arundel School closer. If a delay start is called, LWG will start on time, unless individual tutors notify you via email. We will follow early dismissal with Anne Arundel public schools (only for bad weather). 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 ClassDojo the morning of a snow or ice.

PICK-UP AND DROP-OFF OF STUDENTS

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 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, and please pick them 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. 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.

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 from the LWG team and tutors.
- 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.

STUDENT EXPECTATIONS

- No talking without permission. 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. They must remain seated once class begins. Do not leave 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.
- No running in the hallways at any time.
- Gum chewing is not allowed on church property at any time.
- The following items are not permitted at school:
 - Students should not bring any electronics to school. No EarPods, headphones, or games/toys of any kind are permitted.
 - 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.
 - No knives or razors of any kind are permitted.
 - No games that encourage betting or gambling.
 - No comic books/magazines of any description.
 - No toys/stuffed animals – unless requested by the teacher for Show & Tell.
 - No solicitation will be permitted on the school premises.
- No smoking.
- Students are responsible to pay for any damages done to church property.
- Keep your hands to yourself.
- 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. Keep hands and feet off the walls.
- 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.
- Always treat tutors and 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, doodling, etc., will not be tolerated.
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- 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.
- 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 coordinator if someone else is doing anything that is harmful to them or someone else.
- Keep their belonging 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 vital part of our tutorial, it is only through Christ that we can accomplish anything.
- Bible is a time student receive announcements.
- Students are given the opportunity to use their talents in Bible by sharing their talents.
- Students earn rewards by saying or writing verses.
- We have age appropriate Bible classes.

BULLYING

- Bullying of any kind will not be tolerated. Students will be 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.

CARE OF THE BUILDING

All school buildings are provided by Grace Baptist Church and Calvary Chapel, 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.
- 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.

CELL PHONES and COMPUTERS

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 offences 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.

Older students may use phones to take pictures of blackboards with permission from parents and tutor, and will lose the privilege if it is abused.

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 or parent.

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

Not permitted:

- Excessively tight or loose 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 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

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 are permitted.
- Shorts may be worn. They must be sports like 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.

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 tutor 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.

PARENT VOLUNTEER DAYS

Every family is required to volunteer 5 half days. 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 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.

PAYMENTS

There is a \$400 application fee per family. \$200 if only taking one class.

A \$50 fee will apply for any math/reading/English/language arts placement testing.

Payments for class are to be paid directly to the tutor. 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. A \$10 late fee will apply after the 5th and \$20 late fee after the 10th. 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.

Switching or dropping a class will not be permitted after August 1.

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.

NO PEANUTS of any kind are allowed in student lunches. This includes sandwiches, snacks etc.

Water bottles are permitted in classrooms for water only.