

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 Main Policies

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 provided), with due dates and grades.
- A positive learning environment for students.
- An overall grade for the class.
- Prayer for LWG students and parents.

Statement of Faith

The following is the foundation of beliefs on which Learning With Grace is based. When doctrinal issues arise students will be referred to the parents as the final authority for their children. Certain moral issues may be discussed when considering current events, relevance and their implicit inclusion in Scripture. These issues may include, but are not limited to modesty, purity, abortion, religious rights, etc. (not political parties). Bible class will be taught based on this statement of faith, but the focus will not be Bible doctrine, but will be emphasizing God's power and direction in the life of missionaries.

Nondiscriminatory Policy

Admission to Learning With Grace is open to any young person who meets the entrance requirements. 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. 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.

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 website. We will follow Anne Arundel School closure. If a delayed 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.

Illness

Please be courteous about bringing a student to class when they are ill, especially if it is something that could be spread.

Good rules to follow for a sickness then return are:

Diarrhea; when stool is firm (unless caused by food allergy).

Fevers; students must be fever free 24 hours.

Lice; after application of medicated shampoo and checked for infestation.

Pinkeye; (conjunctivitis) on medication after 24 hours and without redness or discharge.

Rashes; (unknown origin) when rash has disappeared.

Strep throat; after receiving medication for 24 hours.

Vomiting; when vomiting is a sign of illness, please wait 24 hours from the last episode to return the student to school.

If a student should develop any of these symptoms while at tutorial, parents will be called to pick up the student.

Special Guidance for COVID-19: If anyone in your family is experiencing any symptoms we ask you to stay home and follow your health professionals recommendations. LWG follows current CDC guidelines, MD and AAC Executive orders. Our desire is to limit the spread of any illness and encourage you to stay home if in doubt.

How To Handle A Problem

What should I, as a parent, do if there is a problem in my child's classroom?

First: See the tutor before or after school hours.

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

Third: Contact the Coordinator.

Fourth: Contact the Pastor.

Be sure to allow ample time for the problem to be resolved before contacting the Pastor. Remember, the tutor is as close as your computer or telephone. 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, other than his or her own, in order to attempt to resolve a problem of any kind. Just as you would not want other parents interacting with your child without your knowledge, you should show the courtesy of not contacting other parent's children without their permission. 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 need be contact the parent of the child.

Steps In Discipline

1. The tutor will confront the student on misbehavior.
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. Specific punishment will be recommended by the parent.
4. If the behavior continues a conference will be called between the Parent, tutor, LWG coordinator, and the Pastor of GIBC.
5. The final step in discipline when misbehavior has NOT changed is expulsion of the student. All family obligations for tutor's payments must still be fulfilled.

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

Cell Phones

They may only call parents with permission from a tutor in charge, but the student should not be texting friends, playing games, listening to music, or otherwise abusing this privilege.

Any person caught 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 offence, 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, students will lose the privilege if it is abused.

Smart Watches

Smart watches are not permitted in the classroom without special permission.

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.

Payments

A payment plan may be set up with the tutor, in full, in half, or monthly. The payments will be due the first of the month. A \$10 late fee after the 5th and a \$20 late fee after the 10th. We recommend using PayPal for monthly payments, any other will be up to the tutors. The first payment plus supply fees will need to be paid by August 1st. Our tutors do not like asking for money, please be courteous and take care of bills promptly.

Facility Policies

Care of the Building

All school buildings are provided by Grace Ind. 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. If each student takes pride in keeping the facilities looking neat and clean, it will be an encouragement to the many people who give sacrificially to provide the fine building and grounds. The following rules should be observed in order to keep God's building in good condition:

1. Put all trash in cans – not on the lawn, floor, or playground. Pick up any trash you see.
2. Protect the shrubbery and lawn.
3. Help keep the property in good repair by never defacing or harming it.

Please report anything that is broken, damaged, or lost.

4. Keep the lunch area clean. Do not drop food on the floor or ground if eating outside, no food or drinks in the hallway at any time, and do not leave any food on the tables.
5. Open and close all doors properly.
6. Parents of all students who maliciously destroy property will be required to pay for any damages.
7. Turn lights off when they are not needed.

Kitchen and Food

We ask that students **do not use the refrigerator, or plan on using the microwave**. There is only one microwave and if every student is planning on using it, someone may not get their lunch. The Keurig and Air fryer are not for students' use. Students are responsible for bringing in their own eating utensils, napkins, and anything else needed for lunch or snacks. Once we receive the school year's final student information, we may need to ban peanut/nuts from the lunch box, but we will wait to see if anyone has an issue with being in the same room as someone else eating it. Please be sensitive to others.

Water bottles are permitted in classrooms for water only. Students will have 10 min in between class and recess if they need a snack or to drink something other than water (sugar drinks are highly discouraged). There is not a water fountain at the church, if students don't bring a water bottle, they will need to purchase it. Anything else will be at the tutor's discretion.

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. Please do not allow your student to bring expensive jewelry.

Parent Guidance

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 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 to the classes on time and fully prepared.
- Pick up students on time.
- 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, 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 noise that can carry into a classroom. 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, we want as few distractions as possible. Parents are welcome to sit in a class, but please stay the entire time or an agreed time with the tutor. Please let the tutor know if you plan on attending a class and are available to help.
- No one knows your student like you do, please communicate with tutors any extra assistance your student may need.

Parent Volunteer days

We need parents to help supervise check in, recess, and lunchtime. As LWG grows we will need to increase the time the doors are supervised. 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.

Learning Center

If students should have a spare period between classes, they will have the opportunity to continue their own independent studies in a learning center if one is available (*Please see Student Service hours under Student Guidance). Otherwise, if a Learning Center is not available, students will sit at the back of an existing class and will be expected to quietly continue with their school work.

Days Missed

If a student misses a class it is up to the parent to contact the tutor to let them know they will not be at class and to get the assignments for the missing day. No refunds are given for missed classes or cancellation of a class. It will be harder for a student to stay caught up in a class if missing becomes habitual.

Pick-up and drop-off of students

Please do not drop off kids earlier than 15 minutes before their class, and please pick them up no later than 15 min after their last class. As of now, there is no before or after care. Students picked up later than 15 min will be charged a \$15 fee made payable to the tutor who is watching the student.

Students may not stand outside waiting to be picked up, they must wait inside the foyer.

Student Guidance

Student Expectations:

1. No talking without permission. Tutors will be encouraging interaction, but excessive talking or questions can be disruptive.
2. Be in your seat and remain in your seat once it is time for class to begin. Do not leave without permission. Tutors will be having stretch breaks especially for the younger students, if a child needs more standing time, please discuss it with the tutor.
3. Give full attention to the tutor.
4. No running in the hallways at any time.
5. Gum chewing is not allowed on church property at any time.
6. The following list is not all inclusive, but these items are not permitted at school:
 - A. Portable radios, CD players, MP3 players, tape players, etc.
 - B. CDs, DVDs, tapes, headphones, etc.
 - C. Cell phones (Must be kept in a backpack.) May be used to call home.
 - D. Knives or razors of any kind.
 - E. No offensive games or games that encourage betting.
 - F. Comic books/magazines of any description.
 - G. Toys/stuffed animals – unless requested by the teacher for Show & Tell.
 - H. Electronic games
8. No solicitation will be permitted on the school premises.
9. No smoking on school grounds or school activities, such as field trips, etc.
10. Students are responsible to pay for any damages done to church property.
11. Keep your hands to yourself.
12. Pencils sharpened before class.
13. 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.
14. Boys and girls are to maintain a “hands off” policy at all times.
15. Students are not to be alone with members of the opposite sex in any part of church.
16. Always treat tutors and other students with respect. Mimicking, mocking, laughing at mistakes of others, unsportsmanlike conduct, sassing, writing, passing and reading notes, whispering during a lesson, studying another subject without permission, doodling, etc., may all be interpreted as being disrespectful.
17. Boys are not to wear items that may be considered feminine, such as:
necklaces, bracelets, earring, etc.
18. 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.
19. Please make sure all assignments are done on time, if a student needs more time please feel free to talk with the tutor.
20. Use the restroom in between classes.
21. Feel free to communicate with tutors if a student is not understanding the concept or needs additional help.
22. Communicate with the tutor or coordinator if someone else is doing anything that is harmful to them or someone else.

Dress Code

Modest clothing is to be worn at all times while at LWG or LWG 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.

Students should wear neutral colored loose pants such as kaki or sweat pants. As changing rooms are currently not available, we asked students who are participating in PE to wear appropriate sports clothes such as track pants and or shorts (permission required from the tutor). To check shorts length, make an L with thumb and index finger and place it at the top of knee when seated—shorts should be long enough to hit the thumb.

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 and or writing on clothes
- No hoods over head in building
- No flip flops or sandal type shoes that toes are exposed for safety reasons.
- No Shorts

Acceptable:

- Girls may wear skirts, the hemline must fall below the knee (younger girls should wear shorts under a skirt).
- Legging should not be worn as pants.
- Pants for both boys and girls should be neutral, navy, khaki, and black.
- If someone makes a fashion mistake or has a clothing malfunction show respect.
- 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 distracting to them.
- Boy's hair is to be neatly cut and combed, it should not touch the ears, eyebrows, or collar.
- No excess bright hair dye color, we want the focus to be about learning not trying to outdo or get the most attention.
- In case snow is on ground please bring appropriate snow gear so kids can play in it if they wish during breaks.

Fun days

We want to have at least one "fun" or "themed" day per month, we will be allowing the student to help determine "theme", such as PJ day, Crazy hair, etc. On those days' modesty must still be the goal.

Late work

Students may not turn in late work without a parent'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.

Student Service hours

These can be earned by helping with the cleaning or other tasks leadership or tutors need. Older students have an additional opportunity to get leadership responsibilities as a Teaching Assistant or tutoring in the Learning Center. If selected, the tutor will have the student fill out a service hour form which can be located at the LWG desk.