

Grace Academy
Parent and Student
Handbook
2010-2011



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TABLE OF CONTENTS

WELCOME TO NEW PARENTS	4
HANDBOOK PURPOSE.....	4
SCHOOL’S FOUNDING.....	4
MISSION STATEMENT	4
PHILOSOPHY	4
STATEMENT OF FAITH.....	5
ADMISSIONS	5
POLICY.....	5
PROCEDURE	6
FINANCIAL POLICIES	6
POLICY.....	6
TUITION	6
MEDICAL POLICIES	7
IMMUNIZATIONS	7
HEALTH SCREENINGS	8
MEDICATION.....	8
FIRST AID	8
ILLNESS.....	8
ATTENDANCE POLICIES.....	9
POLICY.....	9
ACADEMICS	10
CURRICULUM	10
BIBLE VERSION.....	10
RECORDS	11
GRADING SCALE	11
TRANSFER OF HIGH SCHOOL CREDITS	12
GRADUATION REQUIREMENTS	12
DRESS CODE	13
OFFICIAL VENDORS	13
GRADES K3– 12.....	13
FEMALE STUDENTS	13
MALE STUDENTS	14
STANDARDS OF CONDUCT.....	14
GENERAL GUIDELINES	14
DISCIPLINE	15
ELEMENTARY DISCIPLINE	16
BULLYING POLICY	17
MIDDLE SCHOOL HIGH SCHOOL DISCIPLINE.....	18
SPORTS ACTIVITIES.....	20
ELIGIBILITY AND GUIDELINES	20
ADMINISTRATIVE INFORMATION	21

SCHOOL HOURS	21
OFFICE HOURS	21
SCHOOL VISITS	21
TEACHER & SCHOOL CONTACTS.....	21
WITHDRAWAL.....	22
GENERAL INFORMATION	22
CARPOOLS	22
LOCKERS.....	22
SCHOOL CLOSINGS AND DELAYS	22
TECHNOLOGY CODE OF CONDUCT.....	23
PHOTOGRAPHY/VIDEO RELEASE.....	24
FAMILY CONTRACT.....	25

WELCOME TO NEW PARENTS

We would like to welcome you to Grace Academy. You have chosen a school that was founded on Biblical principles and traditional teaching methods. Our teachers and staff members are dedicated Christians. We offer a well-balanced program for students in K3 through twelfth grade. We occupy wonderful facilities on a thirty-five acre campus.

Mission

The mission of Grace Academy is to provide an environment of academic excellence and Biblical teaching that will develop an educated citizen with a Biblical world and life view and a desire to represent our Lord Jesus Christ in all walks of life.

Handbook Purpose

The purpose of the Parent-Student Handbook is to acquaint parents and students with the rules, regulations, policies and procedures of Grace Academy. Each student is expected to abide by all rules covered in this handbook. The rules are designed to provide a safe environment where students can learn and feel secure. There is a purpose for each rule; we believe the rules are fair and our discipline is just.

Any revisions or updates to the Parent-Student Handbook will be announced as needed. Students will be given the updates or revisions to be included in their handbook. It is the responsibility of the parent and the student to maintain all revisions and updates.

School's Founding

Grace Academy was founded by Mrs. Mary Michael, a retired schoolteacher, who recognized the growing need for Christian education in America. Mrs. Michael began holding classes for five students on November 28, 1976. Over time, the philosophies and distinctive features of Grace Academy came into existence, always reaching toward the original vision of *"Excellence in Education."*

PHILOSOPHY

The purpose of Grace Academy is to help Christian families in the local communities raise their children "in the nurture and admonition of the Lord" (Ephesians 6:4b). This is accomplished by doing the following:

1. Guiding young Christians in their spiritual growth by providing Bible classes and chapels, and by training the students in Biblical character traits, especially obedience, respect, and responsibility.
2. Providing an excellent academic program to prepare young people for college, career, or ministry after school.
3. Providing extracurricular activities and sports programs, which assist in the social and physical training of our students.

Our vision is for our students to model the all-around development of Jesus Christ mentioned in Luke 2:52: "And Jesus increased in wisdom and stature, and in favor with God and man."

STATEMENT OF FAITH

We Believe:

- That the Bible is the complete, inerrant, inspired Word of God.
- That God exists in an eternal co-equal trinity of Father, Son, and Holy Spirit.
- That Jesus Christ is the Son of God who was born of a virgin, lived a sinless, perfect life, died as a substitute to pay for the sins of the whole world, bodily arose from the grave on the third day, ascended into heaven, and makes intercession for believers today.
- That people are sinful, separated from God, and must trust in Jesus to have paid for their sins to receive the gift of eternal life and be forever secure in their relationship with God.
- That the Holy Spirit regenerates a believer and enables him to live the Christian life.
- Believers should live holy lives in service to God out of gratitude for what God has done for them.
- That the Church, the Body of Christ, is made up of all true believers from all backgrounds, races, and languages.
- Believers should look for the Lord Jesus Christ to return to earth to resurrect the saints, judge the world, and reign on the earth.
- That the Devil is a real person who encourages rebellion to God.
- That all who reject God will be confined to an eternal place of fire and torment, and all who trust in God will live with Him and enjoy Him forever.
- That the sign gifts such as tongues and miracles ceased to be necessary at the completion of Scripture.

ADMISSIONS

Policy

Grace Academy admits students on the basis of compatibility with the school's stated purpose and mission along with consideration of whether the students will fit into the existing program. Students are accepted regardless of race, ethnic background, gender, or national origin. Students enrolling in K3 must be three years old by **September 1** of current year and potty trained; K4 must be four years old by **September 1** of current year, and in Kindergarten, students must be five years old by **September 1** of current year.

Grace Academy's Biblical role is to work in conjunction with the home to mold students to be Christ-like. On occasion, the atmosphere or conduct within a particular home may be counter or in opposition to the Biblical lifestyle the school teaches. This includes, but is not necessarily limited to, sexual immorality, homosexual orientation, or inability to support the moral principles

of the school. In such cases, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student.

Students with an outstanding debt at another Christian school will not be accepted. In all cases, the administrator has the final decision regarding the admission of any student(s).

Procedure

Grace Academy

Families who wish to enroll a student(s) need to contact the office and complete the following:

- Submit a completed application, pastor's reference and two personal recommendations along with a non-refundable \$50 application fee
- Schedule and attend an interview
- Arrange for testing if necessary
- Submit a deposit upon notification of acceptance

Grace Academy @ Home

Grace Academy @ Home is a homeschool ministry offered to area families. A supplemental handbook and tuition information for our homeschool program may be obtained from the Grace Academy Administration.

FINANCIAL POLICIES

Policy

Grace Academy's tuition costs are very reasonable for a private school with the quality of education our students receive. The school endeavors to keep costs low, making it possible for a wide range of families to afford a Christian education.

Operating expenses are covered only in part by tuition fees (75%). The remaining expenses are funded through fundraising and the gifts of churches, families, and individuals interested in supporting Christian education.

Current information regarding tuition, fees, and other costs are available in the office. All financial obligations must be met before report cards or records will be released.

Tuition

Payment options

1. Pay in full by July 1, in cash, personal check, or money order. (There is a two percent discount with this option.)
2. Pay in eleven or twelve monthly installments starting July 1.

Payments are due by the first of each month. Late fees are applied to any payments received after the tenth of the month. The only exception to this is when the tenth falls on a weekend or holiday, in which case the late fee would not be applied until after the first school day following the tenth of the month.

Subsequent Child Rates

It is Grace Academy's position to support a Biblical view of marriage. Eligibility for the second or subsequent child discount from the same family is based on three guidelines:

- 1) Familial eligibility shall be determined consistent with a traditional, Biblical interpretation of marriage and family.
- 2) The child resides more than 50% with the eligible family.
- 3) The eligible family is responsible for the majority of care for the child to qualify for the discount.

Final authority regarding determination of eligibility rests with the administration/board.

Other Fees

- Application fee for new families
- Late registration fee for students enrolling after August 1
- Sports fee for those students participating in a sport
- Before and after school care fees for those students who use this service
- Technology fee

Refunds

Grace Academy's refund policy is as generous as possible. If a student leaves the school for any reason, the tuition charges apply only to the actual number of days the student was enrolled at Grace Academy.

Excessive Absences

Students who miss more than twenty consecutive school days due to health reasons will be charged 50 percent of the normal tuition rate for the days missed, as long as they are still enrolled at Grace Academy. Students who miss more than twenty days throughout the school year will be subjected to an academic evaluation by the administration and could risk the possibility of being retained in the current grade.

MEDICAL POLICIES

Immunizations

Grace Academy requires all students to be in compliance with the immunization regulations of the State of Maryland for school age children. **All Health Forms must be on file in the school office before a student can begin to attend classes or the Aftercare program.** Forms are available in the school office and must be complete with signatures from your student's health care provider.

Health Screenings

The Washington County Board of Health will conduct vision and hearing screenings at Grace Academy. These screenings meet the county and state requirements.

Medication

Prescription and non-prescription medications may be administered at school, if necessary, but it is preferable that only medications that are absolutely necessary be administered at school. In order to make this service available to students and maintain compliance with the laws of the State of Maryland, the school has had to have staff members attend a Medication Assistant Training Program.

In order for any medication of any kind to be administered during school hours, a completed Maryland State School Medication Authorization form must be on file in the school office (no exceptions). These forms and guidelines, which detail the state requirements for administering medication, are available in the school office.

First Aid

In the event of injuries, all faculty members and aides have been instructed to bring or send (as the situation dictates) the student to the office, so that first aid may be administered. School staff is able to care for minor injuries, which can be treated with soap and water, bandages, ice packs, etc. If the injury requires more extensive treatment, parents will be contacted in order to seek additional medical attention for their student. In the event of an emergency situation, emergency procedures will be followed per instructions under emergency medical treatment.

Emergency Medical Treatment

A completed Emergency Medical Treatment Authorization form must be on file in the school office before a student can begin to attend classes. This form allows Grace Academy to seek emergency medical treatment for your student in the event of a serious injury or accident. Parents will be contacted as soon as possible in the event of any serious incident.

Illness

Students who have a contagious illness should not attend school. The student should be symptom-free for at least 24 hours before returning to school. A student may also return to school if a physician's note states that he is able to resume classes. Symptoms that would prevent a student from attending school include, but are not limited to, fever (100 degrees or more), vomiting, and diarrhea. If a student develops any of these symptoms during the school day, parents will be notified to pick up their student from school.

In the event of an outbreak of a communicable disease, such as the flu, head lice, pink eye, or chicken pox, parents will be notified. If a communicable disease affects a significant percentage of the student body, the school may be closed for a number of days. A school closure would allow time for the students to be separated from each other and allow the building to be cleaned, which should stop the spread of any disease.

ATTENDANCE POLICIES

Policy

Students should strive to be in school and on time every day. A normal school day begins at 8:20 AM and ends at 3:15 PM for elementary students, 3:13 PM for middle and high school students.

Attendance is also required for school programs, such as musicals or evening Christian Soldiers Club presentations. This is part of the student's music and Bible curriculum. Unexcused absences will result in a grade reduction.

Students who miss more than twenty days of school during the year may not be passed to the next grade or high school credits may be denied, unless the student meets the following conditions:

- The majority of the absences were due to a significant health problem. The nature of the illness and the necessity of absences were documented by a physician.

Parents present documentation which shows that measures were taken to cover the majority of the missed material.

Tardiness

Tardiness is being late to school one to ninety minutes.

Students who arrive after the 8:20 AM bell must report to the office to receive a tardy slip. In order to be admitted to class, each student will need a signed tardy slip from the front office which will need to be given to the teacher. All unexcused tardies after 9 AM will have to be made up in Saturday School.

Tardiness will be excused or unexcused depending on the cause of the delay. Tardiness will be excused for reasons such as weather delays and medical appointments. Traffic is not an excused tardy. If traffic is a problem, please leave earlier. As much as possible, parents should schedule medical appointments during non-school hours. A parent note/signature is required in order to excuse any tardy. The administration has final authority in judging whether a tardy is excused or unexcused. Students with two unexcused tardies in one week, or four in a month, will need to attend Saturday School. Saturday School will be held once a month and will be from 8:30 AM-12:30 PM and will have a fee of \$30. Any student who misses Saturday School will need to attend the next two sessions of Saturday School (\$60). The administration will determine if an absence is excused.

Absences

If a student misses more than 90 minutes, but fewer than 180 minutes of the school day, it will be counted as a half-day absence. If a student misses 180 minutes or more, it will be considered a full-day absence.

In order to excuse any absence, a parent note must be sent to the school upon the student's return. The note should include the student's name, the grade, the date(s) of the days involved, the reason for the absence, and a parent signature. All students must turn in all notes to the front office.

Make-up time for homework and/or test(s) will be equal to the number of days of excused absence. It is the student's responsibility to make arrangements for covering and completing the missed classroom work with the appropriate teacher(s) in the time allotted. In the case of a family

trip, class work can be made up either before the trip or after school hours upon the student's return. This includes any missed tests, quizzes, homework, or projects, etc.

A student returning to school without a parent note will be issued an unexcused absence and will receive zeroes for all work after three days.

Students with two unexcused absences in one month, or four in a marking period, will need to attend Saturday School. Saturday school will be held once a month and will be from 8:30 AM-12:30 PM and will have a fee of \$30. Any student who misses Saturday School will need to attend the next two sessions of Saturday School (\$60). The administration will determine if an absence is excused.

In order for a student to be eligible to participate in any extracurricular activity, the student must be in attendance for 4 ½ hours of the date in question.

Pre-Arranged Absence

Classroom work for all pre-arranged absences must be requested at least one week in advance. Any family who does not give one week's notice will not be honored with family days. **Request for family days after May 15th will not be honored.**

Early Dismissal

Grace Academy will honor legitimate requests for early dismissal for medical appointments, family emergencies, and school related activities. Students must have written permission from a parent to leave school early. If the student is to be picked up by anyone besides a parent, the note must specify who will be picking up the student. Grace Academy may require identification from anyone picking up a child. Early dismissal requests for all students are to be turned in to the office. Students may not leave from Christian Soldiers Club until dismissed (3 PM). All students must be signed out from the office before leaving the building.

For your convenience in scheduling routine appointments, the following is a list of dates when Grace Academy will be closed for students for all or part of the day:

<i>October 12, 23, & 30</i>	<i>November 9 & 25-30</i>	<i>December 23-31</i>
<i>January 4-5, & 18</i>	<i>February 12 & 15</i>	<i>March 12-19</i>
	<i>April 1-5</i>	

ACADEMICS

Curriculum

Grace Academy currently uses curriculum from ABeka Publications, Bob Jones University Press, ACSI and other recognized publishers. Grace Academy is now a partner through Blendedschools.net which provides national standards curriculum in classes K-High School, including Advanced Placement courses for High School students.

Bible Version

The KJV or NKJV of the Bible will be the primary translations used in the classroom for memory work and for tests. Other versions such as NASV and NIV may be used for reference purposes. Students in grades 6-12 should bring their own Bibles to school.

Records

Parents and legal guardians have the right to review their children's school records in the presence of the Administration or other staff person designated by the administration to review the files. Generally, copies of records are not made unless needed by another educational institution or as may be required by law.

The school will make copies of records for a student transferring to another school or applying to a college. Grace Academy will send records directly to the requesting school upon receipt of an official records request. No records will be sent to another school if the financial account is not current.

Eligible students, those eighteen years of age or older, may have access to review their own files with the administration or other staff person designated by the administration.

Files are the property of Grace Academy and will be retained by the school.

Grading Scale

- K3 and K4
K3 and K4 students will be given a narrative dialogue by their teacher in January and June.

- Kindergarten through Second grades
Students in kindergarten through second grade receive letters of a general grade on the following scale:

C – Commendable Progress
S – Satisfactory Progress
M – Making Progress (improving from an (“N”)
N – Needs Improvement (unsatisfactory)

- Third through Fifth grades
Students in third through fifth grade are eligible for the school honor roll and will receive numerical grades for academic classes as follows:

A – 90-100 Excellence
B – 80-89 Above Average
C – 70-79 Average
D – 60-69 Poor
F – 0-59 Failing

In non-academic classes such as physical education, music, art, penmanship, phonics, and also for student's behavior grade, they will receive a C, S, M, or N. (See page 11)

Distinguished Honor Roll

All grades 90 or above
“C” or “S” for the non-academic classes listed above.

Honor Roll

All grades 80 or above
“C” or “S” for the non-academic classes listed above.

Behavior, citizenship marks, and subheadings on the report card have no bearing on honors criteria.

- Sixth through Twelfth grades

Students on the secondary level will be graded on the following scale:

A– 90-100	– Excellence
B– 80-89	– Above Average
C– 70-79	– Average
D– 60-69	– Poor
F – 0-59	– Failing

Distinguished Honor Roll

All grades 90 or above

Honor Roll

All grades 80 or above

No high school credit will be earned for grades of 59 or below.

Students in grades nine through twelve will be given a yearly grade point average (G.P.A.) based on a four-point scale.

Transfer of High School Credits

High School credits can be accepted from other sources in the following instances:

- Public and Private Schools – Transfer students must go through the admissions policy outlined in the admissions section of the handbook. For high school transfer students, credits are accepted from all public schools and diploma-granting private schools.
- Summer School – Summer school credits will be accepted for students in grades nine through twelve if a passing grade was obtained, the course was taught by a qualified teacher, and the course work was completed prior to the beginning of the new school year. **The administration must approve all summer course work.**
- Home School – Credits from home-schooled students can be accepted. The records must indicate that standard time requirements for credit have been met, a recognized Christian school or home school curriculum was used, and the student is able to demonstrate proficiency by scoring at grade level on achievement tests.

Graduation Requirements

Students must spend at least their senior year at Grace Academy or in the Grace @ Home Program to be eligible for a diploma. In some instances, transfers from another Christian school outside Washington County, Maryland, will be eligible for a diploma with less than a full year at Grace Academy; this is upon the recommendation of the previous school and from references provided by the student's family.

Graduating students from Grace Academy must receive a minimum of 30 credits in the required core subjects and 75 hours of community service. A detailed listing of subjects is recorded in the curriculum guide.

DRESS CODE

HELPFUL HINT: *This is the uniform code; if it is not included in this policy, you may not wear it.*

Grace Academy seeks to ensure the academic, physical, and spiritual success of its students. We believe students in grades K3 through 12 should *dress for success* and will wear clothing appropriate to their respective dress codes as outlined below.

Official Vendors

- ***Jerry's Sports and Design***
633 West Franklin Street
Hagerstown, MD 21740
301-745-5065
- ***Rose Uniform Company*** – (www.roseuniforms.com) 1-800-527-4689
- ***Grace Academy School Store***

Grades K3-12

- All clothing must fit properly and be modest in appearance.
- For correctable dress code violations, students will be sent to the administration and the violation will be corrected immediately. For non-correctable violations, students will not be permitted in the classroom and will be detained in the office until the violation is corrected. Parents will be contacted for appropriate change of clothing or clothing will be issued in office if proper sizes are in stock.
- Students are to remain in dress code during after school clubs, detention time and /or Aftercare.
- The administration will have the final authority concerning the interpretation and enforcement of all dress code rules and guidelines.

All Students in grades K3-12 will wear:

1. A light blue, burgundy, or navy blue pull-over shirt with a Grace Academy logo on the left side. The top button only may be opened. Girls (K3-5) may wear white *Peter Pan* blouses with a skirt/jumper. Shirts must be purchased from the school store or vendor. All male students must tuck in their shirts. Students may still wear white polo shirts. However, after this school year we will no longer carry this item.
2. Navy blue or khaki pants/slacks must be purchased from school store, official vendor (Rose Uniforms) or one of the following stores: Old Navy, Target, Lands End & Aeropostale. Uniform pants must be khaki or navy blue. Cargo pants are not acceptable.
3. Daily shoes should be a *plain* athletic style or *dark* dress style (K3-5 only). Students in grades 6-12 are permitted to wear boots, clogs or Croc style shoes.

Female Students

1. May also wear a navy blue or khaki colored skirt or jumper. These must be purchased from the official vendors (*as listed on pg. 13*). Skirts and jumpers *must* reach the middle of the knee. For parents who foresee a struggle to maintain their students' skirt length to the middle of the knee throughout the school year, we strongly encourage a wardrobe of uniform pants. All skirts and jumpers must be purchased from the school store or official vendor. No culottes may be worn.
2. Hairstyle may not be extreme (no symbols or unnatural hair coloring or styles which draw excessive attention) and must be styled to keep hair out of the eyes.
3. Must wear shoes with a closed toe, a closed heel or strap (K3-5), and a maximum heel height of 1 ½ inches. Sandals and flip-flops are absolutely prohibited during school.
4. May only wear sweaters or sweatshirts having approved Grace Academy designs. These can be any spirit, sports team or school club clothing.

5. Sports Jerseys may be worn on game days.
6. Must not have visible body piercing or tattoos (with the exception of traditional ear piercing).
7. May wear long sleeve shirts (**white with no designs on sleeves**) under short sleeve Grace Academy uniform shirts.

Male Students

1. Must not wear extreme hairstyles (no symbols or unnatural hair coloring or styles which draw excessive attention).
2. Boys in grades 3-12 must wear a brown or black belt.
3. Hair must be kept at a modest length as determined by administration.
4. Must not have visible body piercing or tattoos.
5. Must only wear shoes with closed toes and heels.
6. May wear sweaters or sweatshirts having approved school designs.
7. Sports Jerseys may be worn on game days.
8. May wear long sleeve shirts (**white**) under short sleeve Grace Academy uniform shirts.

Dress Down Days

- Students must wear Grace Academy shirts (uniform, sports, clubs, or spirit wear). Students may wear jeans or khaki pants.
- Students who abuse the spirit of Dress Down Day will face disciplinary action, including the possibility of being banned from participating in future Dress Down Days.
- The Administration will have the final authority concerning the interpretation and enforcement of all dress code rules and guidelines.

All Students K4 -- 5

1. Christian Soldiers Club uniform:

Boys – white, oxford style button-down shirt; dark navy blue uniform pants; solid dark navy blue tie; and dark dress shoes (No sneakers/boots of any kind)

Girls -- white, Peter Pan button-down blouse; navy blue dress skirt/jumper (*purchased from an official vendor*); dark dress shoes (No sneakers/boots of any kind). Only wear white or blue socks or tights.

STANDARDS OF CONDUCT

General Guidelines

1. We believe that God's plan for courtship and romance is different from the world's standards and should not interfere with education. We want students to concentrate on their schoolwork and take part in Christian group activities. Therefore, students should not make a constant or noticeable effort to cultivate the friendship of only one person of the opposite sex. These guidelines need to be followed at school as well as on and around school property, at school programs, and athletic events.
2. School hours are for learning, therefore, distracting items such as electronic toys or electronic listening devices, playing cards, etc. shall be kept in lockers.
3. Students must not use tobacco, intoxicating beverages, illegal drugs, or be involved in sexual immorality on or off school property. To do so may be grounds for expulsion.
4. Students are not permitted to go off school property during the school day except for medical appointments, family matters and school sponsored events and must have written parental/guardian permission. Verbal permission from parent/guardian may be granted in an emergency situation, but must be done through the front office.

5. Students and parents are asked not to solicit orders which support out-of-school organizations.
6. Students are to respect all school personnel, school property, and fellow students. Students are responsible for their actions. Any willful or careless actions resulting in damage or defacement of equipment or school property will be the responsibility of the student and/or family to pay for any repair or replacement.
7. On occasion, parents may make a written request for a student to be excused from physical education because of illness, but prolonged illness or repeated excuses will require a physician's note.
8. During a fire drill, students should be ready to follow the directions of the teacher. A false alarm is treated as a criminal offense and will be investigated by the Washington County Sheriff Department and/or Washington County Fire Marshal.
9. There is to be no cheating on school work, homework, quizzes or tests. Work completed should reflect work accomplished by the individual, not someone else's work.

DISCIPLINE

The mission of Grace Academy is to provide an environment of academic excellence and Biblical teaching that will develop an educated citizen with a Biblical world and life view and a desire to represent our Lord Jesus Christ in all walks of life. Therefore, consistent and fair discipline is essential in creating a safe and secure environment that will enable the teacher to teach and students to learn. We also desire that our students want to learn Biblical truths and principles because of the Godly example of the staff as they exercise their authority in the area of discipline.

The main purpose of our discipline system is not to punish students, but to bring students up in the nurture and admonition of the Lord and to help them in their development into Godly citizens. The school desires, through discipline, to change the behavior of the student by teaching the student to take personal responsibility through his/her actions. We also know that failure to apply discipline would ultimately result in a chaotic atmosphere that would be detrimental to all students. Therefore, the administration and faculty will make every effort to apply discipline fairly and objectively.

Grace Academy's school discipline procedures are guided by the principles of God's Word. Students are held accountable for their actions with appropriate consequences for disobedience, negligence, or disrespect. The school maintains that each student must give an account of his own behavior just as all believers must do at the judgment seat of Christ (Romans 14:10). It is a mark of maturity for each student to be able to accept responsibility for his actions without blaming others or justifying wrongdoing. It is the school's goal for each student to be able to confess his faults and sins to the Lord (1 John 1:9) and to the appropriate school authority (James 5:16). Doing so gives maximum freedom to the student who will therefore not be encumbered with the burden of guilt, which accompanies all disobedience. It brings great joy when we are in a right relationship with our Lord and Savior, Jesus Christ.

Grace Academy holds to the philosophy that students learn best when they are in a structured, disciplined environment. We also believe that students are to respect and obey the authority while in this environment. Clear establishment of rules and consistent consequences for failure to comply with rules are equally important. It is best for the student's development if the home and school cooperate in this regard. *Each student is expected to develop and maintain self-discipline.*

Serious offenses should be avoided. If committed, these offenses are severe enough in nature to warrant a visit to the administration, which may result in suspension for the remainder of the day, or for the next day as the occasion warrants.

The discipline code at Grace Academy is structured in a way to be consistent at all levels. It is our prayer that we are consistent in the implementation of the code and that parents be consistent in their support of the discipline code. It is not our intent to lead the children into frustration over rules, but we do believe a structured environment will be most beneficial for the children as we seek to carry out the mission of Grace Academy. It is the desire of Grace Academy's staff and administration to lead the students into behavior and character that is God-honoring. All aspects of this discipline code have been developed in an attempt to meet this goal and to ensure the safety of the student body.

Please note that a critical, complaining, and uncooperative attitude on the part of the students and parents in reference to the school's policies and their administration is considered counterproductive and unchristian. If an attitude of Christian humility and cooperation is not possible by either student or parent, then the student may be asked to withdraw from the school.

All school guidelines apply between 7:00 AM - 5:30 PM and during any school sponsored event which takes place after the above designated times.

Class Rules

Classroom teachers may have additional rules and/or requirements in order to accommodate their teaching styles or fine-tune their classroom management. All students are expected to comply with these class rules. Classroom teachers will make their rules known to the students early in the school year. They will be readily available for a substitute teacher. Parents may request a copy of the class rules from their child's teacher.

Elementary Discipline

The Grace Academy Code of Conduct (appendix a) will be followed in all areas of the school. The following is a quick way to remember the expectations:

Grace Academy Code of Conduct

Give respect to everyone and everything!

Responsible for your choices, actions, and work.

Always be safe and have self control.

Cooperate and work together!

Expect the best work from yourself!

Elementary Star System:

Each child will have a star with their name on it in the classroom. Students are expected to follow the **Grace Academy Code of Conduct** in all school areas. If a student is not following the Code of Conduct, the teacher will give a verbal warning and the child will have a chance to correct the behavior. If the child continues with the behavior, the student will be asked to move their star. For each time the student moves the star, a consequence will follow. Students who **do not** move their star, will receive a star on their star chart. For each star on the star chart, the child receives a

point. **Parents will sign Star Chart on a daily basis.** Teachers will keep track of points to be handed into the principal at the end of the marking period.

Positive Reinforcement:

Students receiving **30 stars or more** in the first marking period and **35 or more** in 2nd, 3rd & 4th marking periods will be invited to the **End of the Marking Period Star Party**. Each party will have a theme that will be announced at the beginning of the marking period.

Students meeting the criteria ALL **FOUR** marking periods will participate in a day at Antietam Recreation at the end of May.

Consequences for Moving the Star:

- 1 Student will write the behavior down for parents to sign.
- 2..... Teacher consequences and write behavior down for parent to sign.
- 3..... Teacher consequences and write behavior down for parent to sign.
- 4..... Student will come to the office to call parent and discuss the problem.
- 5..... Student will be dismissed for the day.

If a child is dismissed for the day, the child will make up the time at school on **Saturday School**.

Saturday School will be held once a month and will be from 8:30 AM-12:30 PM and have a fee of \$30. Any student who misses Saturday School will need to attend the next two sessions of Saturday School (\$60).

Bullying in Elementary School






Bullying is when a student is being exposed, repeatedly and over time, to negative actions on the part of one or more students. It is a negative action when someone intentionally inflicts injury or discomfort, either physically or psychologically, upon another.

- **Direct Bullying:** When someone hits, pushes, kicks, pinches or restrains another by physical contact. Direct bullying can also be carried out by words (verbally), by threatening taunting, teasing and calling names.
- **Indirect Bullying:** Making faces or dirty gestures, intentionally excluding someone from a group, spreading rumors, or ignoring a person when they say “No!” or “Stop!”.
- **Cyber Bullying:** Making threats or malicious slander of another student or teacher on Myspace, Facebook, Mypraise, or similar websites and email.

The following consequences will follow:

- **1st offense....**In-School Suspension. This could result in cleaning restrooms, floors, or other parts of the building and writing letters of apology or copying out of the dictionary.
- **2nd offense....**Saturday School
- **3rd offense....**Suspension or Expulsion

Example of Student Star Chart:

Monday	Tuesday	Wednesday	Thursday	Friday
				
Parent Signature	Parent Signature	Parent Signature	Parent Signature	Parent Signature

Total Points for the Week: 5

Middle & High School Discipline

The goals of the disciplinary code are to provide a safe, effective learning environment and to promote the development of self-discipline and individual responsibility. It is the school's goal to have an environment where all stakeholders work together to achieve common purposes: (1) Excellence in academic learning, (2) Spiritually nourishing environment and (3) Every person fulfills their part in ensuring the success of others. To accomplish this, we expect all students to follow the Respect of T.E.A.M. concept. There are four basic areas we want our students to respect:

Teachers & Administration

Everyone else in school (Peers, Parents, & Volunteers)

Academics

Materials (furniture, personal belongings, school supplies, and textbooks)

The four levels of behavior offenses all revolve around respecting the aforementioned areas.

Middle School & High School Violations

Level I offenses: Behavior that interferes with the normal operation of any school activity (dealt with by classroom teacher).

Listed below are examples (not limited to):

- | | |
|---|--|
| a. running in halls | b. not having proper class materials |
| c. unauthorized presence in the halls | d. unauthorized talking in classroom |
| e. unacceptable social behavior | f. eating in the hallways or classrooms w/o approval |
| g. littering | h. tardiness to class |
| i. failing to return required forms and/or school property within an appropriate time | |

Listed below will be Level 1 disciplinary interventions (not limited to):

- 1) Verbal warning from the teacher
- 2) Parental contact made by teacher that day
- 3) Lunch detention with teacher
- 4) Afterschool detention—Detention will begin with teacher at 3:20 and may last until 4:25. Students are responsible to make alternative transportation arrangements.
- 5) Loss of club, extracurricular, or sports privileges

Level 2 offenses: Behavior that disrupts the educational process and requires the intervention of a teacher and in some cases the assistance of an administrator.

Listed below are examples (not limited to):

- | | |
|--|--|
| a. repeated Level I violations | b. cheating, lying and dishonesty |
| c. forgery of any forms | d. defacing school property |
| e. refusing to obey (insubordination) | f. leaving school without authorization |
| g. obscenities/profanity | h. cutting classes or detention |
| i. misuse of school computers especially | j. use of cell phones or other electronic devices. |
- k. Bullying: a student is being bullied or victimized when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other students. It is a negative action when someone intentionally inflicts injury or discomfort, either physically or psychologically, upon another.
- Direct Bullying: when someone hits, pushes, kicks, pinches, or restrains another by physical contact. Direct bullying can also be carried out by words (verbally), by threatening, taunting, teasing and calling names.
 - Indirect Bullying: making faces or dirty gestures, intentionally excluding someone from a group, spreading rumors, or refusing to comply with another person's wishes.

- Cyber Bullying: Making threats or malicious slander of another student or teacher on MySpace, Facebook or similar web sites.

All incidents of bullying will be considered a suspendable offense. In some cases, referral may be made for a student to receive counseling for their behavior.

Listed below will be Level 2 disciplinary interventions(not limited to):

- 1) Parental contact (same day as incident)
- 2) Meeting with appropriate team of teachers
- 3) Loss of club, extracurricular or sports privileges
- 4) Community service to be served to help improve the school
- 5) Behavior Contract that is specific with expectations and consequences to the student
- 6) In-school suspension (Student will be placed in ISS for a set number of days. The teachers will assign work to the student to be completed during their time in ISS. Parents will be notified in writing of reason for suspension. Student will be able to make up all missed assignments including quizzes and tests for complete credit. Student will not be permitted to take part in clubs, extracurricular activities and athletic practices and/or games.)
- 7) Saturday School (Student will serve one Saturday from 8:30 AM-12:30PM and pay \$30)
- 8) Student will have restricted computer use

Level 3 offenses: Behavior that may seriously threaten the health, safety, and welfare of others requiring administrative action.

Listed below are examples (not limited to):

- | | |
|---------------------------------|---------------------------------|
| a. repeated Level 2 violations | b. vandalism |
| c. harassment | d. possession or use of tobacco |
| e. fighting/aggressive behavior | |

Listed below will be Level 3 disciplinary interventions (not limited to):

- 1) In-school suspension
- 2) Saturday School
- 3) Out of school suspension (Student will be removed from the school for a specified number of days. Parents will be notified in writing of reason for suspension. Student will need to take all textbooks home and complete assignments given by teachers. Student will be able to make up all missed assignments including quizzes and tests for complete credit. Student will not be permitted to participate in any school activities or be on school property during the suspension.)
- 4) Fighting will be an immediate three (3) day out of school suspension. A succeeding offense will result in expulsion from Grace Academy.

Level 4 offenses: Behavior that is an immediate and serious threat to the health, safety and welfare of others requiring administrative actions.

Listed below are examples (not limited to):

- | | |
|--------------------------------|--|
| a. repeated Level 3 violations | b. stealing or possession of stolen property |
| c. acts/threats of violence | d. possession of a weapon |
| e. use of alcohol or drugs | f. a crime of violence, as defined in Article 27, Para 643B, Annotated Code of Maryland. |

Listed below will be Level 4 disciplinary interventions (not limited to):

- 1) Suspension
- 2) Expulsion
- 3) Any student threatening a teacher will automatically be suspended from school for a period of ten days.

Specific Discipline Action

- 1) **Detention**-Failure to serve detention time or to return a detention form signed by parent/guardian will result in extra detention time assigned to the student. Failure to serve this detention time will result in one day of in-school suspension assigned as well as the student serving the assigned detention minutes. Students are to be picked up after the assigned detention time. Students who are not picked up will be placed in

Aftercare and will be charged for time enrolled for the specific day. Detentions will begin promptly at 3:20 PM

- 2) **Cell Phones/Electronic Devices-** Students who have a cell phone or electronic device turned on or “in use” during school hours (7:00 AM-5:30 PM) will receive upon the first offense an after school detention time and have the device confiscated until the next school day. A second offense will result in the device being confiscated and returned once a parent conference has taken place and one day of in-school suspension for the student.
- 3) **Student Drivers-** Student drivers are to park in the student parking lot at the east end of the building. Once a car is parked, no student is to remain inside the vehicle. Students are not permitted to return to their vehicles at any time during the school day, except at departure time or with written permission from the school office. When school is dismissed, students may not sit in cars. No loitering is allowed. No playing of loud music on car radios/stereos is permitted. The driving privilege will be revoked if a student drives recklessly on or near the campus. Cars should be locked at all times for your protection. Damage to any vehicle is not the responsibility of Grace Academy. No student may ride with another student without written permission from his or her parent(s) and Grace Academy’s administration. Student Driver Permit forms and Rider Permit forms are available in the office.

Violations of driving on school campus:

- 1st Offense- Verbal Warning
- 2nd Offense- Loss of driving privileges on school property for one week
- 3rd Offense- Loss of driving privileges on school property for remainder of the marking period or one month, whichever is greater
- 4th Offense- Loss of driving privileges on school property for the remainder of the school year

**Grace Academy reserves the right to suspend or expel any student who does not comply with the standards of the Discipline Code or who exhibits behavior which is not conducive to the goals of the school.

SPORTS ACTIVITIES

Eligibility and Guidelines

Playing on a sports team at Grace Academy is a privilege. As in other areas, and especially in this area, we desire that our students glorify God in their efforts and attitudes. Players are representing the Lord Jesus Christ and Grace Academy in sports competition. Spiritual and academic progress takes precedence over participation on a sports team.

Players who show poor sportsmanship, become involved in a fight, use foul language, or show disrespect to referees, umpires, opposing team players, or coaches from either team, will be suspended for the rest of that game and a minimum of one additional game depending on the nature of the offense. After speaking with the coach, the principal will determine the exact length of the suspension. Before being restored to active status, the player will need to give evidence in writing and attitude that the problem has been addressed.

Players also need to ensure that regular schoolwork is being completed. When missing class time due to a game, the players need to make arrangements to make up any missed tests, quizzes, or other assignments. No extra time will be granted for makeup work following a game. Being on a team presumes that a player can and will keep up with his or her regular schoolwork.

Players who earn a detention in school must serve their detention on the scheduled day.

Players who receive an F (59 or below) in any subject or two D's in two subjects on a mid-term report or report card will be immediately suspended from their team for both practices and games for a minimum of three weeks beginning at the issuance of either the mid-term or report card. Players may be reinstated after the three week period is completed, if their grades have improved to at least a C (70 and above). Players receiving an F or two D's on their fourth quarter report card will be ineligible for the first three weeks of the first quarter. Grades must still have improved to a C.

Grace Academy is a member of the Mason-Dixon Christian Conference and competes in six sports. Soccer, basketball, and baseball are available for the boys. The girls' sports are volleyball, basketball, and soccer. In keeping with the league policy, Grace Academy does not field any co-ed sports teams.

Varsity sports are generally limited to students in grades 9-12. Junior High students may be used only when there are insufficient players to field a varsity team. Junior Varsity (grades 8-10) or Junior High (grades 7 & 8) teams may be fielded when there is a sufficient interest. Younger players (grades 5 & 6) may be used when necessary.

To keep sports in proper perspective, Grace Academy will abide by the MDCC by-laws with regard to scheduling the length of seasons, the frequency and time of practices, and the numbers of games.

ADMINISTRATIVE INFORMATION

School Hours

Monday through Friday	
7:00 AM – 7:50 PM	Before School Extended Care
8:20 AM – 3:15 PM	Elementary
8:20 AM – 3:17 PM	Middle & High School
3:30 AM – 5:30 PM	After School Extended Care

Office Hours

7:30 AM – 4:30 PM	School year regular office hours
9:00 AM – 3:00 PM	Summer office schedule (Tuesday-Thursday)

School Visits

All parents/guardians or other visitors are to report to the school office first. Please do not go directly to the classrooms. Lunches, homework, books, etc. must be labeled and left in the office to be delivered to the student. All snack, field trip, or other money sent to school with pre-school and early elementary children should be labeled.

Teacher & School Contacts

We encourage parents to first contact teachers via email. Often it is easier and more convenient for the teacher to respond electronically. If it is necessary to contact a teacher directly, please leave word with the secretary for the teacher to return your call.

If you have any questions regarding grades, school functions, classroom practices, or disciplinary actions, please contact the school office.

If you feel the need to request a conference with your child's teacher, send a note to the teacher, or contact the front office, or leave a message in the front office requesting such a conference.

Withdrawal

All withdrawals must be handled through the school office. Communication from the parents will initiate the process of withdrawal from the school. All textbooks must be turned in and financial obligations must be current in order to withdraw in good standing. School records will not be sent to other schools until all accounts are paid in full.

GENERAL INFORMATION

Carpools

Grace Academy arranges carpools through the Parent Teacher Fellowship (PTF). Any family wishing to carpool should contact the PTF to find other families in the area. Parents involved in carpooling assume full responsibility for accidents or tardiness. Grace Academy cannot be responsible for accidents occurring before students arrive at school or after they depart from campus.

Lockers

Each student in middle and senior high school is assigned a locker. Students may purchase locks from the school. Students are not allowed to take things out of another student's locker without permission. Lockers are school property and are, therefore, subject to search at any time without a student present in order to uncover dangerous weapons, drugs, or other prohibited items.

School Closings and Delays

In the event of possible closings or delayed openings due to weather conditions or other emergencies, parents are requested to listen to the local radio stations for an announcement, or call the weather line. Specific information will be provided during the school year.

Weather Line – Call 301-733-5091

Radio Stations – WJEJ (AM 1240), WCRH (FM 90.5)

TV Station – WHAG-NBC 25

School's Out – www.schoolsout.com



TECHNOLOGY CODE OF CONDUCT For Users of Computers and the Internet

Purpose:

GA provides computers, peripherals, network and Internet access to its staff, faculty, and students for the general purpose of enhancing or augmenting the educational process. The network provides a means of communication to the GA community for school-related purposes. Resources are made available for curriculum support and enhancement, related research, school administrating, school record keeping, and other school-related needs.

Responsible Usage and Accountability:

Each user of computer and Internet resources is liable for his/her own actions and usage of the system. Each user is liable for any and all activity on his/her own account. Improper usage or usage contrary to the guidelines of this policy will result in disciplinary action which can include revoking a user's privileges, detention, suspension, expulsion from the school or termination of employment. Parents are expected to support the faculty and administration in enforcing the policy which is for the ultimate good and protection of the school, students and staff. Each user must protect the privacy of his or her own passwords. Each user is to notify the proper authority whenever any password may have been compromised.

Control and Enforcement:

While all users are expected to restrict themselves to acceptable usage, the system will also include appropriate tools to aid in the enforcement of the policy. In-school Internet access is filtered to exclude inappropriate websites. However, since no filter can provide a complete solution, faculty and staff reserve the right to monitor access and initiate appropriate disciplinary action for violation of the Code of Conduct Policy. URL logs are maintained for all web usage on the school computers as well as real-time monitoring and automated reporting of attempted violations. Any attempt by a user to violate the policy, whether filtered or not, is treated as a policy violation. A timely notification of any violation will be made to both the user and the parent with a notice of any intended related disciplinary action. A signed copy of the current form must be on file before anyone may gain access the GA computers and network. Refusal to sign the form will not excuse the user from completing required work. Work will still be due as assigned but completion must be on computer resources other than the ones available at GA. GA access is permitted only after a Code of Conduct form is signed and placed on file with the front office.

Computer Etiquette:

Network computers are shared by many users. Time consideration must be given to usage needs of all who spend time using the equipment. If rate of usage reaches saturation then users may be placed on a time rotation or time sharing schedule to fairly accommodate all user needs. First priority will be given to administrative, teacher training or class instruction needs.

Unacceptable Practices:

- (1) Users will not attempt to access inappropriate websites.
- (2) Printing, viewing or displaying inappropriate materials Attempts to access inappropriate websites, attempts at "hacking", printing or otherwise displaying inappropriate materials will not be tolerated and appropriate penalties will be assigned and enforced. (The school administration will determine what is considered "inappropriate").
- (3) Users are not permitted to download or otherwise install any software on any GA computer.
- (4) Users are to submit in writing to the System Administrator or Technician any requests for the installation of all programs or program enhancements not already placed on the system.
- (5) No user is to attempt to gain access into another user's personal directory or files. All users will report any possible violations immediately to the System Administrator or Technician.
- (6) Copyright laws must be followed in the use of the Internet and materials available on the school's network. No unlawful or inappropriate practice will be permitted.
- (8) Discovering passwords or sharing passwords with others is strictly forbidden.
- (9) Users must complete the log off process at the end of each session.
- (10) Users must not attempt to defeat SynchronEyes or other controls installed on computers.
- (11) No vulgar, sexually explicit, or other inappropriate language or materials will be used. This includes emails, attachments, communications, documents, etc.

**Grace Academy
Photography\Video Release Form**

I, _____ (print parent name), hereby grant Grace Academy permission to display and share photographs and/or video footage of our child via electronically on the Internet and/or other school advertising displays and/or in the news media photographs.

By signing this release, I understand and consent that photographs and/or video images of my child may be displayed to represent Grace Academy. I understand that on occasion, news media may cover articles on Grace Academy. I am giving permission for my child to be a part of this coverage. I also understand that Grace Academy may display photographs and/or images of my child or child's written classroom publications on the internet that will be viewed by the general public. Any internet coverage will not post my child's name. It will only include the class that he/she is enrolled in for the year. In addition, I am giving permission for my child's photograph to be placed in the yearbook.

By signing the form, I acknowledge that I have completely read and fully understand the above release and agree to be bound thereby. This release will not be renewed each year. Therefore, once given permission, this release is good each year your student attends Grace Academy. If you are uncomfortable in the future with this agreement, please notify the school in writing to be dismissed from this release form.

School Year Initially Signed: _____

Name of Students attending Grace Academy:

_____	_____
_____	_____
_____	_____

Print Parent Name Giving Permission: _____

Parent/Guardian Signature: _____ Date: _____

If this release is obtained from a student 18 year or older, then the student does not need parent permission and can sign this form himself/herself.

Student's Signature: _____ Date: _____

Parental Contract with Grace Academy

The Administration, Faculty, and Staff of Grace Academy have committed themselves and this school to the highest Christian conduct. No one becomes spiritual by merely observing or following rules and guidelines. The school does hold to a standard of developing our students academically, socially and most importantly spiritually. We strive to have our young people profess Christ as their personal Savior and allow Him to be Lord of their lives.

Any student or family interested in “doing their own thing” will not be happy in the environment of Grace Academy. Those who are looking to become part of the program and activities of Grace Academy will have many profitable years serving alongside other families who feel the same way.

Therefore, the following factors must be read, understood, and agreed upon by each and every parent in order to maintain a spirit of unity between the family and the school. It is imperative that every family read and understand the school handbook.

1. We are in full and complete agreement with the Mission of Grace Academy and confirm our desire for Grace Academy to assist us in the total education of our child(ren).
2. We will fully cooperate with the school by making every effort to be involved as much as possible in the education experience of our child(ren).
3. We pledge our loyalty to the aims and ideals of the school and will bring any and all questions and criticisms directly to the source of the concern so that they may be properly considered, rather than choosing to publicly voice our criticisms (Matthew 18).
4. We believe that God is the head of our school and that all discipline should be given in love. Our school believes we should follow Biblical truths regarding discipline. We agree to support the teachers and administration at all times and to encourage proper attitudes and respect for the teachers and staff of Grace Academy.
5. We agree to strive faithfully to meet our tuition obligation every month in which it is due. We recognize that tuition alone does not totally cover the budget and we pledge ourselves to give as regularly as possible to meet the financial needs of the school as God provides.
6. We agree to faithfully pray for the total ministry of the school, and to perform services when qualified and needed.
7. If the need arises, or if we are ever asked to do so, we agree to remove our child(ren) from the school quietly and with the proper attitude.

Parents/Guardians

Please complete this page, detach it and have your child return it to his/her homeroom teacher by August 31, 2010.

I have reviewed this handbook and understand all policies and procedures including the technology and photo/video release forms, discipline systems and attendance policies.

Signature of Parent/Guardian: _____

Date: _____

Print Name(s) of Student(s): (grades K3-12)

Grace Academy (K3-5) Code of Conduct

Code of Conduct	Classrooms and All Settings	Hallway	Biblical Base and Encouragement
I GIVE RESPECT TO EVERYONE AND EVERYTHING.	<ul style="list-style-type: none"> ✓ Listen politely when the teacher is talking ✓ Raise hand to speak ✓ Speak kindly to everyone ✓ Ask permission to use things ✓ Treat everyone the way you want to be treated. ✓ Shows love and promotes peace 	<ul style="list-style-type: none"> ✓ Walk silently in the hallway ✓ Keep hallways neat and clean ✓ Keep hands off walls and displays ✓ Keep a distance between self and others 	<p>“Listen to advice and accept instruction, and in the end you will be wise.” Proverbs 19:20</p> <p>“He must turn from evil and do good: he must seek peace and pursue it.” 1 Peter 3:11</p>
I AM RESPONSIBLE FOR MY CHOICES, ACTIONS, AND WORK.	<ul style="list-style-type: none"> ✓ Follow directions (First time obedience) ✓ Turn in work on time ✓ Make good choices ✓ Accept consequences for my choices ✓ Mind my own business 	<ul style="list-style-type: none"> ✓ Follow directions (First time obedience) ✓ Make good choices ✓ Accept consequences for my choices 	<p>“He who conceals his sins does not prosper, but whoever confesses and renounces them finds mercy.” Proverbs 28:13</p>
I ALWAYS AM SAFE AND HAVE SELF CONTROL.	<ul style="list-style-type: none"> ✓ Keep hands and feet to self ✓ Stay in assigned areas ✓ Sit up in chair correctly with good posture ✓ Use materials appropriately ✓ Think before acting 	<ul style="list-style-type: none"> ✓ Keep hands and feet to myself ✓ Stay in a straight, quiet line ✓ Keep distance between self and others ✓ Walk , do not run 	<p>“He who heeds discipline shows the way to life, but whoever ignores correction leads others astray.” Proverbs 10:17</p>
I COOPERATE AND WORK TOGETHER.	<ul style="list-style-type: none"> ✓ Encourage others ✓ Put others first ✓ Get the job done ✓ No fighting ✓ Compromise 		<p>“Honor one another above yourself.” Romans 12:10</p> <p>“...God loves a cheerful giver.” 2 Corinthians 9:7</p>
I EXPECT THE BEST WORK FROM MYSELF.	<ul style="list-style-type: none"> ✓ Come prepared ✓ Work hard ✓ Do not give up ✓ Complete your work 	<ul style="list-style-type: none"> ✓ Walk with a purpose ✓ Walk forward with your hands to your sides 	<p>“I can do everything through him who gives me strength.” Philippians 4:13</p>

