



## **Classroom Rules & Expectations**

These rules are taken directly from our Membership Handbook.

- Grace Homeschool Co-op is a community, and the rules and regulations of Grace are the laws of the community.
- Good discipline honors God. The standard of expected behavior, for MEMBERS age 2 years and older, is FIRST TIME OBEDIENCE.
- No member, at any time, will be struck, pinched, bitten, slapped, spanked, or rough handled in any way. We do not wish to shame members or try to embarrass them into appropriate behavior. ● Grace's principal methods of student correction are redirection or time-out from the situation. For grades Kindergarten through 12th Grade, Grace uses both a "5 Count" and a "5 Steps" policy. ○ The 5 Count - Used to quiet a group of students. An adult counts to 5 while lowering their voice with each number. At 5, all students should be quiet and attentive.
  - Disruptive or inappropriate behavior during class should be handled utilizing a 5-step process of discipline:
    - STEP 1: Verbal warning by teacher or assistant.
    - STEP 2: Teacher or assistant removes student from class and talks with them in the hallway regarding appropriate behavior. Student returns to class.
    - STEP 3: Teacher or assistant removes student from class and escorts them to the board room to sit with a board member until the next class. An Incident Report must be completed by the teacher or assistant. Parent/guardian is notified of the action step.
    - STEP 4: If offense happens again and steps 1-3 occur, a conference will be held with two board members, parent/guardian and student to discuss behavior problems. Student will then be placed on a Behavior Contract that is signed by the student, involved board members, parent/guardian and teachers.
    - STEP 5: If the behavior issues continue the board will determine the next disciplinary step. Possible disciplinary measures include short-term suspension, long-term suspension, or expulsion.
- Student's responsibilities in the classroom: bring their own supplies to class each week, arrive to class prepared and on time, assist teacher and assistant with setup, breakdown and cleanup of the classroom, participate willingly in classroom activities and discussions, not leave the classroom without permission, not wander the halls or congregate in the bathroom, complete all homework assignments, address adults with honor and respect, agree to comply with all rules in the handbook.
- Teacher's responsibilities in the classroom: provide a description of the class and adhere to class plan for a consistent and coherent semester, report absences of the TA and students, openly communicate with their TA about class expectations and needs, openly communicate with their TA if they feel the needs aren't being met, notify the Teacher Coordinator if students are being disruptive or have entered into the steps outlined above, provide at least 1 backup lesson plan for use in the teacher's absence, remain in the classroom at all times unless there is an emergency, inform parent/guardian about any

injuries, accidents, etc, read and understand the handbook and enforce the discipline steps.

- Teacher Assistant's responsibilities in the classroom: take attendance for the teacher, help maintain a controlled classroom environment, run errands for the teacher (if necessary) and return as soon as possible, remove misbehaving children from the classroom and/or escort misbehaving children to the board room, fill in as substitute in the event the teacher is absent (planned or unplanned,) remain in the classroom at all time, except in the case of running errands or an emergency, read, understand and enforce Grace's discipline policies and they are not to bring their own child or a minor guest to class with them.
  
- All members who attend Grace will comply with the rules and regulations of the handbook and will submit to the reasonable discipline of the leadership team. Any member who willfully performs any act which interferes with or is detrimental to the orderly operation of Grace, or a Grace-sponsored activity, shall be subject to discipline, suspension or expulsion. Such acts shall include, but are not limited to, those listed below. The following acts by any MEMBER at THE CHURCH or at any Grace-sponsored activity shall constitute sufficient cause for leadership discipline:
  - a) Disrespect/Disruption (willful disobedience or disruptive conduct, immodest clothing, tardy to class, academic dishonesty, bringing disruptive items to class, consistently violating Grace policies and rules)
  - b) Verbal offenses (ungodly language such as obscenities, profanity, lewd comments, threats, harassment, bullying, personal attacks)
  - c) Physical offenses (fighting, harassment, bullying, sexual misconduct)
  - d) Property concerns (damage or stealing property belonging to the CHURCH, Grace or another member)
  - e) Safety concerns (weapons, drugs, tobacco, gang activity, leaving the premises without permission, being in an area where members are not allowed)