



Member Handbook

HERITAGE CREATIVE ARTS (HCA)
Fine and Creative Arts Co-operative
Pen Argyl, PA

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HCA'S PHILOSOPHY

Heritage Creative Arts (HCA) is a Christ-centered, non-denominational, homeschool, fine and creative arts program that is located in Northeast Pennsylvania. We strive to cultivate creativity, excellence, and a love for the arts in a faith filled program. We are parents and educators committed to supporting one another as we provide a meaningful fine and creative arts learning environment for our children. While respecting each family's unique educational approach, HCA offers opportunities for artistic growth, fellowship, collaboration, and encouragement. Together our mission is to ensure that all we do reflects biblical values and brings glory to God.

HCA ARTICLES OF FAITH

As Christian home educators, Biblical principles are at the core of our co-op. Members agree on certain fundamental theological points. These include:

1. The Bible is the inspired and infallible Word of God. (II Timothy 3:16).
2. There is one God eternally existent in three persons: Father, Son and Holy Spirit (Revelation 1:8, Matthew 28:19).
3. We believe that Jesus Christ is the Son of God, manifest in the flesh and sinless, born of a virgin. That He is the Savior of all mankind (Matthew 27-28, Mark 15-16, Luke 23-24 24; John 19, 20, 21).
4. Man is by nature sinful and inherently in need of salvation. Salvation is the free gift of God given to the sinner by grace and received by personal faith in the Lord Jesus Christ and His shed blood (Romans 3:23; Acts 4:12; Ephesians 2:8-9).
5. We believe that salvation is found nowhere else except in Jesus Christ (John 3:16).
6. We believe that God created us male and female in His image; that gender identity may not be detached from the biological sex of the human body given by God; that marriage or matrimony is a covenantal, procreative union of one man and one woman; and that God intends for children to be raised and nurtured in an environment that honors these distinctions. We believe the sexual union is to be exclusive to covenantal, heterosexual marriage between a biological male and female (Genesis 1: 26-28; 2:18, 2:21-24; 1 Corinthians 6:9; Mark 10: 6-9)
7. Jesus Christ's death provided substitutionary atonement for our sins (Hebrews 10:10, 12; Galatians 2:20; Hebrews 9:11-15; Isaiah 53).
8. Jesus Christ literally died on the cross for our sins, bodily rose from the dead , and ascended to Heaven.(Matthew 28:6-7; Mark 16; Luke 24; John 11:25; John 20,21).
9. Jesus Christ will bodily come to earth again at the Second Coming (Titus 2:11-13) to judge the living and the dead. The unrepented and unbelieving are raised to the conscious anguish of eternal separation from God (Revelation 20:15), and repented believers are raised to the unending joy with God (Revelation 21:1-4, Psalm 16:11).

Please understand at HCA we come alongside parents to disciple. We are not an outreach for nonbelievers.

HCA OBJECTIVES

1. Present a Christ-centered environment where students, parents and teachers can grow and encourage one another in faith and fellowship through the fine and creative arts.
2. Provide skilled teachers from educational and experienced backgrounds to provide high-quality fine arts classes at affordable prices to students of all skill levels. Additionally, we will offer enrichment creative art classes that complement and enhance our fine arts program.
3. Promote confidence, creativity, and cooperation in the arts while building meaningful social connections.

HCA ADMINISTRATION

Advisory Board

The Advisory Board is responsible for overseeing and advising the HCA Board of Administration. The Advisory Board will consist of at least three members who are not attending the HCA Co-op.

HCA Board of Administration (HCA Board)

The HCA Board is responsible for the day-to-day running of the Fine and Creative Arts Program. This five member board is elected annually each February from the current Co-op adult membership. Positions include: Director, Assistant Director, Treasurer, Program Coordinator, and Secretary.

HCA CONTACT INFORMATION

Heritage Creative Arts
P. O. Box 76
East Stroudsburg, Pa 18301

heritagecreativeartscoop@gmail.com

ABOUT US

The Fine and Creative Arts Cooperative is a full-day, 30-week program employing Christ-centered professionals to instruct fine arts classes. By providing a variety of classes all on one day and in one location, classes become accessible and affordable to the average homeschooling family. As part of their cooperative commitment, parents staff all other positions of the program: administration, nursery, pre-school, K-12 enrichment teachers, classroom aides, lunch monitors and custodial duties. Enrollment is open to Christian homeschool families with children in grades K-12. Musical inclination or artistic talent is not a prerequisite. Every member/teacher in our co-op can be asked to provide references, participate in an interview, and be subject to background checks.

REGISTRATION and FINANCIAL INFORMATION

Since Heritage Creative Arts is a private, not-for-profit cooperative, our operating expenses must be met by tuition and fees paid by the parents. Fees are non-refundable.

Registration Deadline

All families wishing to participate in the Heritage Creative Arts program should register by June 30th. Later registrations (after July 1st) will be accepted depending upon teacher and class availability. Class sizes are limited, and are filled on a first-come, first-serve basis. We offer priority registration on a scheduled tier which may vary from year to year. In general, priority registration occurs as follows: Board, Administration, and paid Fine Arts Teachers, Enrichment Teachers, Current Members, and then New Members. Registrations are not considered complete until all paperwork, registration fee, and a membership profile have been submitted. New registrations will not be accepted if a member has an outstanding tuition or fee balance.

Registration Fees

Registration fees are used to help pay for the expenses of the program, such as our website, insurance, facility, and supplies. This fee is due with your registration. It can be broken down into two equal payments; the first being due prior to registering for classes and the remainder is due by June 30th. The fee charge covers the operating costs of the program (facility costs, cleaning supplies and paper products, insurance, payroll and taxes, tables, chairs, whiteboards, gym equipment, computers, printers, copiers, etc.)

Tuition

Tuition is charged for all fine arts classes taught by professional teachers. Since the teachers are contracted for the year, tuition will continue to be charged for the remainder of the year and must be paid even if the family no longer attends the co-op unless a student registers for another fine arts class that period. *If the family is unable to attend due to financial hardship, a different payment schedule may be determined, sometimes benevolence is available.*

Tuition and fees are to be given to the HCA Treasurer via our payment box. Payment can be made in a lump sum at any time, or through eight (8) monthly payments due on the last day of each month (September, October, November, December, January, February, March and April). Make checks payable to Heritage Creative Arts. You may also make payments online through our website.

Class Materials Fees

Some classes require teachers to make purchases in preparation for the school year. These fees are collected with registration allowing materials to be available upon the first day of class. Material fees are non-transferable and non-refundable to another class or student.

Fundraising Overview/Expectations:

Each year, Heritage Creative Arts invites families to participate in a variety of fundraising opportunities in creative and fun ways, such as seasonal fundraisers, and special events bake

sales. We want membership fees and tuition to continue to be affordable for our families.

Fundraising is important for our co-op because there are unexpected expenses that arise throughout the year that are not covered by the class tuition. Class tuition only covers the salary of our fine arts teachers. Additional expenses that arise are classroom supplies and equipment, as well as additional paid teaching time outside of our usual co-op day. To keep costs down, we fundraise throughout the year to cover these additional expenses, and family participation is important and necessary.

ACADEMIC POLICIES

Student Course Load

All students, beginning with Kindergarten, must register for a minimum of two paid fine arts classes. In addition, students must have a destination for every class period of the day. Options include: additional fine arts classes, enrichment classes, student-volunteer, and direct supervision by a parent. Students may only have one child with parent period.

Schedule Changes

We recognize circumstances may arise making schedule changes necessary. We kindly reserve the right to refuse requests, which could result in an excessive number of students in a class section, or occur after the Drop/Add period. The policy on such changes is as follows:

1. All STUDENT schedule changes are to be made through the HCA Board (heritagecreativeartscoop@gmail.com) and are subject to review and approval of the Administration and Faculty. No changes may be made without the permission of the student's parent or guardian. Changes do not become effective until the student actually receives a revised schedule and all teachers involved have been notified of the change.
2. Students may **ADD** a fine arts or enrichment class with the permission of the instructor and the HCA Board at any time during the academic year. Any supply fees and tuition will be applied.
3. Students may **DROP** an enrichment class with the permission of their parents, but must still have an activity for every class period.
4. Students may **DROP** a Fine Arts class during September with no financial repercussions with the following caveats:
 - a. Student must have parental permission.
 - b. Student must maintain the minimum number of Fine Arts classes for their grade level.
 - c. They have swapped the class for an approved fine arts class.

- d. If the swapped class has a materials fee, this would be a new charge. Tuition is transferable if another class is available.

If a student drops a class after September 30th, only 50% refund will be offered through October 31st. After October 31st there will be no refund for a dropped class except for special circumstances. Supply fees are non-refundable after June 30th.

5. Private lessons are NON-REFUNDABLE, because we contract teachers by the year and must pay them even if cancellation occurs. Please take this into consideration when signing up for a class.
6. All PARENT schedule changes (Co-op Volunteer positions) are to be made through the HCA Assistant Director or designated coordinator. Changes do not become effective until the co-op parent receives final approval from the Assistant Director. In general, we attempt to have sign ups occur through our online system. Please remember that parent duty schedules may need to be adjusted for the sake of the program as a whole.

Grade Level Placement

Students should be placed in a grade level according to age, not academic ability. For simplicity, we have chosen September 30th as the birthday “cutoff”. On occasion, a fine arts teacher may recommend placement to advance a student to another level.

Course Placement Prerequisites

The teachers of each class have established clear standards and prerequisites for entry into the courses offered. These may be the attainment of specific levels of performance, completion of specific courses, auditions, or placement testing. These standards are given in the course descriptions. Exceptions to these standards can be made only after a review by the administration and teacher approval. New students may be asked to do an instrument or dance evaluation or art portfolio review in order to help determine their placement.

Parent/Teacher Conferences

Parents and teachers are encouraged to regularly discuss a child’s behavior, readiness, social/peer interactions and class performance concerns. If the parent or teacher feels there is a specific issue that needs to be discussed at more length, they should make an appointment to speak with that parent or teacher. If the issue cannot be resolved between the student/teacher/parent, it should be brought to the attention of the HCA Board, who will use principles from the Peacemakers Guide..

Private Lesson Absence & Makeup Policy

If your child will be absent and miss a private lesson, please contact the teacher directly no less than 24 hours in advance via email, phone or text. For last minute absences, please text the teacher as soon as possible to let them know your child will be absent. The contact information for all teachers can be found in our online directory under “member resources.”

To make up a private lesson, please contact the teacher directly to set up a date/time to make up the lesson. This should be done within 30 days of the missed lesson. The lesson could be made up during the co-op day, after co-op or on zoom and it's dependent on the teacher's schedule.

*Note: Since most teachers have other teaching obligations during the week and full schedules at co-op, we have limited the number of make-up lessons allowed to one (1) per semester per student unless otherwise agreed to with the parent and teacher.

GENERAL REGULATIONS

Emergency Closing/Delayed Opening

If inclement weather occurs, the HCA Board will determine if HCA will be delayed or closed based on a survey of school closures in Northampton County for that day or the HCA Board's discretion, as we always have the safety of our families in mind. Announcements of a delay or closure will be posted to the Heritage Creative Arts conversations by 6:45 a.m. on Friday morning. If you do not have email, you will need to contact one of the HCA Board members or have a "buddy" that you can contact in regard to closures. In addition, all families are encouraged to use their own judgment regarding the weather. We know that conditions in one town are often much different than that in another and we value your safety.

If the early morning weather requires a *delayed opening*, HCA will be delayed by two-hours. This means all families attending first period classes should plan to arrive by 10:30 a.m. When this happens, we will shorten each class period in order to end at the normal time.

Open Door Policy

Each class should have an aide or the classroom door should remain open when possible. No teacher or aide should be left alone with just one student unless it is his/her own child. Younger students will be accompanied to the bathroom door and monitored from the hallway. This protects our children, as well as the adults.

Classroom Visitation

Parents not on duty may visit their children's classes at any time. Parents need to make sure that the visit does not disturb the class in any way. Due to space limitations, parents may need to sit outside the classroom to observe.

Visitors

HCA members are permitted to bring family members such as grandparents and dads to observe the program at any time. If you will be bringing a visitor (anyone besides parents, grandparents or enrolled students), you must inform the HCA Board in advance by filling out the online request form. This must be submitted by 6pm on Thursday. The Visitor must either shadow a student or stay with a HCA parent for the day. The Visitation by a *NON-MEMBER* person is restricted to once per semester unless special permission is obtained from the Administration. Visitors must sign in

and out with the front desk and must fill out a Hold Harmless Agreement. If the visitor is a minor, the Hold Harmless Agreement must be signed by the parent or guardian of that child.

Holiday Celebrations

Due to cultural and denominational differences, HCA members will refrain from active discussion regarding the non-Biblical characters related to Christmas and Easter. As a group, we will not celebrate Halloween due to strong differences in feelings among our members.

ATTENDANCE GUIDELINES

During the co-op day, students shall attend all classes or other exercises as designated on their schedules. Any student who cannot participate in a regularly scheduled class must present a note to the teacher stating the reason or have the parent communicate the reason to the teacher. A handwritten note from the parent or email sent prior to the co-op day is sufficient. Every student must have a destination for every class period of the day. If a student cannot participate in a class, they may observe with teacher permission, but also may be asked to sit with a parent.

Assembly

All family members attending the first period should be in the Assembly by 8:40 a.m. Opening exercises (prayer, devotions, pledge and worship) will begin by 8:45 a.m. It is highly suggested that parents make every effort to be present during this time. Our assembly time together helps create a wonderful co-op environment. This routine of settling in together provides an unique group experience for our children, allows families to stay updated, and other experiences that enhance our day. *We expect all those in attendance to be respectful and engaged.*

Arrival

Upon arrival, please sign in your family members, noting any absences or if you will be responsible for other children whose parents are not in attendance. The family roster will be kept at the front desk. This list must be accurate in case of fire or other emergency.

Dismissal/ Sign Out

Dismissal is at 3:00 p.m. No family/student should leave the building early without informing the Administration (in particular the Program Coordinator), and checking out at the front desk. Nursery-3rd grade children must be signed out of their classes and become the responsibility of the parent once he/she is signed out of the class. This means that the child is to be supervised by the parent whether inside or outside the building.

Absent Parent / Family

Each family is allowed a total of two planned absences per school year. *(1 absence if joining in January).* Remember that this is a CO-OP (cooperative effort) and we are very grateful for all the parents that give of their time. While we realize that illness and extenuating circumstances sometimes arise, every effort must be made to fulfill your commitments to Fine Arts. For planned absences, parents should fill out the absentee form on the website

Please use our online reporting form by Thursday at 6pm if you are planning to be absent and let us know if you helped arrange for covering your classes/duties. Enrichment teachers need to submit a lesson plan for their classes and regularly make sure that their substitute lesson plans are up to date.

For any unplanned absence, you must notify the Director or Assistant Director by email or text as soon as possible so that substitutes can be found for your duties.

Parents may ask another family on site to be designated as their adult on site. Please keep the following criteria in mind when utilizing this privilege:

- Request Board approval
- Students being dropped off must be third grade and up.
- Parents must have filled out the online absentee form including emergency contact information.
- The parent responsible on site, must sign in the children and confirm they are responsible that day.

Tardiness

It is understandable that traffic or other emergencies may cause families to be late to co-op. However, tardiness creates an undue burden on teachers and the distraction negatively impacts the class instruction as a whole. Please make sure to notify the Director and Assistant ASAP if we need to cover a duty that you will miss.

Additionally, outside of our co-op day we also offer online communication. If you miss Assembly, you will need to check for reminders and other updates on our online forum. It is each parent's responsibility to keep informed.

STUDENT EXPECTATIONS

"For this reason we also, since the day we heard about it, have not ceased praying for you and asking that you may be filled with the knowledge of His will in all spiritual wisdom and understanding, so that you will walk in a manner worthy of the Lord, to please Him in all respects, bearing fruit in every good work and increasing in the knowledge of God." Colossians 1:9-10

"And whatever you do, in word or deed, do everything in the name of the Lord Jesus Christ, giving thanks to God the Father through Him." Ephesians 3:17.

These verses should inform the way we behave, talk and dress at co-op as much as it does in every aspect of our lives.

Attire – Dress Code

As a Christ-centered Co-Op committed to fostering a learning environment that reflects biblical values, we expect all students to dress in a way that promotes respect, modesty, and a focus on personal character rather than external appearance.

In alignment with these values, students are expected to wear clothing that is appropriate for an academic setting and does not distract from the educational environment. Costumes, cosplay attire, or accessories that significantly alter a student's appearance or resemble fictional or non-human characters (e.g., animal ears, tails, or masks) are not permitted during the school day or at HCA sponsored events, unless explicitly approved for special occasions.

This policy is intended to promote unity, minimize distractions, and ensure that all students can focus on their spiritual and academic growth.

Dress Code Standards:

- Students should not wear any clothing that displays messages inconsistent with the Christ-centered lifestyle.
- All clothes must be free of questionable language and phrases, and include no derogatory statements or graphics.
- Tops that expose the midriff or chest are not allowed..
- Undergarments should not be seen at any time.
- Shorts, skirts, and dresses should reach to a length of mid-thigh or lower and not be overly revealing.

If a student is in clear violation of the dress code policy, we will ask the parent to take them home to change and return in appropriate attire.

Questionable violations of the dress code will result in a student/parent/board conversation that will result in an administrative decision about the possible violation.

Repeatedly violating the dress code policy can result in suspension or expulsion from co-op (see three strike rule below).

Lunchtime/Food Consumption

Parents and students should be considerate of the building we use when consuming food and drink, preferably eating in designated areas. Should someone be eating or drinking outside the Fellowship Hall, he/she should leave the space in the same condition in which it was found. Coffee, tea, and snacks are offered throughout the day in the Fellowship Hall for adults only.

Courtesy and Respect

"We ask you, brothers, to respect those who labor among you and are over you in the Lord and admonish you, 13 and to esteem them very highly in love because of their work. Be at peace among yourselves." 1 Thessalonians 5:12-13

Courtesy and respect must be shown to the faculty, teachers, aides, adults and visitors at all times. Expressions of courtesy should be used at all times, e.g. courteous greetings, opening doors, etc.

Books, papers, supplies, etc. on the desks/tables/shelves of teachers, and administration are confidential and private and are to be respected as such. Students should use self-control in the classroom, remain seated when appropriate and follow teacher directions and instructions.

Coming to class unprepared may mean not participating in that class. If you have forgotten your book, for example, your participation may be limited to just sitting and listening.

- Gum chewing is not permitted as it ends up stuck to all the wrong places.
- Foul language will not be permitted along with name-calling and other forms of verbal cruelty.
- No use of drugs or medication is permitted except those dispensed by a parent.
- No rough-housing/hitting/kicking or aggressive bodily contact is permitted.
- Students should not be using cell phones, computers, or electronic devices for non-academic purposes during the HCA school day.

Cell Phone/Device Policy

The cellphone/device policy is in place to be sensitive and respect all HCA families since social media/internet privileges vary among families.

We strongly encourage parents to have your child leave their cell phone at home. Cell phones should remain in your child's backpack and used only if necessary. Any teacher or parent may take a student's cell phone and give it to a HCA board member to hold for the remainder of the day if a student is caught using their cell phone.

Students may not do homework on their cell phones. They must use a laptop, so there is no confusion. If a student has a medical condition that requires the use of their phone, please advise a HCA board member.

If a student is reported using their cell phone at co-op, the parent will be notified by the HCA board and a \$25 fee will be applied to the family's account. We will follow a 3 strike rule. After the 3rd fine, the student is no longer allowed to attend co-op.

Classroom Tardiness

Students should do their best to be on time for every class and not to be more than 5 minutes late. The teacher reserves the right to not allow the student to attend class that day if they are more than five minutes late as this is disrespectful and disruptive to the class and teacher. In this case, the student should be brought to the front desk and a HCA board member will let the parent know. If a student is reported late 3 times, they will be disenrolled from the class permanently and no refund will be given.

Classroom Behavior

Every student is expected to behave in a proper and respectful fashion in all their classes. If a child is disrupting a class session or disrespecting a parent or teacher, he or she will be removed from the class and the parent notified and be considered a first offense.

1. First offense: Warning given to child & parent
2. Second offense: Parent supervises child for remainder of class, activity, or event.
3. Third offense: Possible suspension/expulsion from class (see three strike rule below).

If the child's disruptive classroom behavior continues, the board reserves the right to dismiss the child from that class.

Hallway Behavior

No one is allowed to wander or congregate in the hallways. Students are not permitted in the hallway during class time. Walk quietly. Do not run. Be mindful of the noise level. Keep hands and feet to yourself.

Restricted Areas

There are some areas of the facility that are OFF LIMITS for students. These include the offices, and closets. Students are not allowed outside without adult supervision.

Public Displays of Affection

No affectionate (i.e. dating) relationship may be demonstrated while attending HCA. Families should keep in mind that *"immorality or any impurity or greed must not even be named among you, as is proper among saints."* (Ephesians 5:3).

Child with Parent

If you are signed up as "child with parent," you must remain with your parent during the period, whether in the fellowship hall, designated hallway, or as a class helper with your parent. Quiet conversation and game playing is allowed with friends when with parent, but no rough housing or running around is allowed. These designated areas are for parents and students to work quietly..

Leaving the Premises

Students are not allowed to leave the church premises during regular co-op hours (8:15am-3:00pm) or during any special/additional co-op events for the entirety of the event. We will follow the three strike rule. After the 3rd offense, the student will be dismissed from co-op permanently.

Discipline Policy

HCA is a co-op. We work together to support each other in our task of homeschooling our children, but each child remains the responsibility of his/her own parents. The HCA Board does not take responsibility for the behavior of children. The teachers and the HCA Board are here to use their gifts and talents to help in the education of our children. It is the responsibility of teachers, parents and the HCA board to bring to the parent's attention behavior problems that occur in the classroom or at co-op during our Fine Arts day.

Reported incidents will be looked into by the board and addressed with the parent and student involved to discuss necessary actions and proper resolution or correction in the child's behavior.

If it is found that a student is in violation of our student expectations and rules, an incident report will be filled out and placed in their family file. We will follow a three strike rule. After the third

offense, a student will be suspended from the next co-op meeting. Three suspensions may result in expulsion from co-op permanently.

It is the goal of the HCA board to work with parents, students and teachers to resolve any issues, but if a child continues to disobey, the board will require that the parent withdraw the child from the class or co-op. No refund will be given for students who are suspended or expelled for disciplinary reasons.

“Now no chastening seems to be joyful for the parent, but painful; nevertheless, afterward it yields fruit of the righteousness to those who have been trained by it.” Hebrews 12:11

EMERGENCY PROCEDURES

Fire Alarm/Drill

In the event of a fire alarm:

- The aide in the room should lead all persons present out of the building through the nearest exit.
- The teacher must ensure that all students are out of the classroom, then exit, closing the door after them.
- Everyone must meet in the grass off the parking lot across from their nearest exit.
- Front Desk will take Sign-In/Out Sheet and First Aid bin.
- Aides and teachers downstairs will assist with clearing downstairs bathrooms and nursery. Hall Monitors should help the nursery.
- No one is to leave the parking lot until all are accounted for on the Sign-In/Out Sheet.
- In the event of an actual emergency, the Director calls 911.

First Aid/Illness

- Teacher will stay with the injured/sick individual and call 911 if necessary.
- Aide is to call hall monitor into the classroom then notify parent and HCA board member.
- Allergy/health notes for students and emergency contact numbers are available at the front desk.
- Parent/guardian will make decisions for further action.
- HCA board member will assist as needed.
- If an adult has a life threatening injury or illness, HCA board member will decide on further action.
- An incident report will be filled out and filed.

Missing Child

- The teacher or aide will report to the front desk and notify the HCA Director of the missing child.
- The people at the front desk will notify proper personnel.
- The front desk will enlist all available parents in locating the student. Building will be divided out to adult members to be checked. The adult member will check the locations and then

report back to the front desk. If the missing student is located, he/she will be returned to their parent/classroom.

- After 15 minutes, HCA Director will call 911 if the student cannot be located.

Safety & Security

The pastors and trustees at our host church, Grace United Methodist Church, along with the members of the HCA Board, regard the safety of all families at HCA with a great deal of responsibility.

Safety of everyone attending is always a top priority. As such, the following protocols are in place:

- We will enter and exit only through the lower parking lot entrance of the building. All other doors will be locked prohibiting access from the outside however, they can still be used as emergency exits from the inside.
- Doors will be locked by 9:00 am. The front desk monitor will let you in if you arrive after this time.
- If you are taking kids outside for any reason, let the front desk monitor know.
- Students must be supervised at all times - inside and outside the building.
- All participating adults must have an electronic background check and submit child abuse clearances.
- Classroom doors should be propped open if there are not 2 adults in the room
- The front desk monitors, hall monitors and at least two board members will have a walkie talkie during the day to quickly communicate if necessary (e.g. teacher needs assistance, facility issue, sick child, or an emergency situation, etc...)
- In the event of an emergency, the front desk monitor or director should call 911.

We will have procedures for two types of emergencies: those requiring students, parents and teachers to remain in the classroom until further notice and those requiring the evacuation of the building.

Emergency Evacuation Plan – this plan will be used when complete evacuation of the building is needed for the safety of everyone inside, as in the case of a fire. There will be a floor plan of the building that outlines all exits, fire extinguishers, and pull stations in each classroom basket, front desks and on the wall of each floor. The floor plan will also be added to our website so it's accessible to all parents and teachers. All teachers and parent helpers will be expected to locate the rooms where your classes are held and review the quickest way to exit the building in the event of an emergency.

An emergency evacuation drill will be held twice during the year - fall and spring.

In the event that we would need to evacuate the building, the fire alarm will be sounded. In response to this warning, teachers and parent helpers should follow these steps:

1. Gather the children in your class into a line and take a headcount.
2. As you exit the room, turn off lights, and close the classroom door to verify that the room is vacated.
3. Lead the students single-file to the quickest exit available. There should be no talking to allow everyone to hear any instructions that may need to be given.
4. Proceed to the grassy area off of the parking lot.
5. Have your class line up and take a count of your students to make sure you have everyone.
6. Keep the students with you until the HCA board ensures that all students are present and gives further instructions.

Emergency Hold Plan – this plan will be used if the HCA board and/or police feel it's a necessary and more safe option than evacuating the building, such a threatening situation or person outside the building or nearby vicinity, or we need to take a complete head count of the student body, for example, if a student is missing.

1. If we need to initiate the Emergency Hold Plan, we will also use the walkie talkies as a way to alert everyone inside the building to stay in the classroom. When appropriate, members of the HCA board or other appointed adults (e.g. Hall Monitor, Front Desk) will also alert classes.
2. Upon receiving the "Emergency Hold" message, all students, teachers and parents are to remain in their current classroom.
3. The door should be shut and secured if possible, lights turned off, and students gathered into the safest area of the room, and should stay low.
4. Those not in class should go to the closest classroom and stay with the group.
5. Classrooms should remain secure until a member of the HCA board indicates it is safe to resume. We will send out a text message and use the walkie talkies to indicate "all clear" with a designated passcode.

PEACEMAKER'S PLEDGE

As people reconciled to God by the death and resurrection of Jesus Christ, we believe that we are called to respond to conflict in a way that is remarkably different from the way the world deals with conflict. (Matt. 5:9; Luke 6:27-36; Gal. 5:19-26.) We also believe that conflict provides opportunities to glorify God, serve other people, and grow to be like Christ. (Rom. 8:28-29; 1 Cor. 10:31-11:1; James 1:2-4.) Therefore, in response to God's love and in reliance on his grace, we commit ourselves to respond to conflict according to the following principles:

Glorify God — Instead of focusing on our own desires or dwelling on what others may do, we will rejoice in the Lord and bring him praise by depending on his forgiveness, wisdom, power, and love, as we seek to faithfully obey his commands and maintain a loving, merciful, and forgiving attitude. (Ps. 37:1-6; Mark 11:25; John 14:15; Rom. 12:17-21; 1 Cor. 10:31; Phil. 4:2-9; Col. 3:1-4; James 3:17-18; 4:1-3; 1 Peter 2:12.)

Get the Log out of Your Eye — Instead of blaming others for a conflict or resisting correction, we will trust in God's mercy and take responsibility for our own contribution to conflicts—confessing our sins to those we have wronged, asking God to help us change any attitudes and habits that lead to conflict, and seeking to repair any harm we have caused. (Prov. 28:13; Matt. 7:3-5; Luke 19:8; Col. 3:5-14; 1 John 1:8-9.)

Gently Restore — Instead of pretending that conflict doesn't exist or talking about others behind their backs, we will overlook minor offenses or we will talk personally and graciously with those whose offenses seem too serious to overlook, seeking to restore them rather than condemn them. When a conflict with a Christian brother or sister cannot be resolved in private, we will ask others in the body of Christ to help us settle the matter in a biblical manner. (Prov. 19:11; Matt. 18:15-20; 1 Cor. 6:1-8; Gal. 6:1-2; Eph. 4:29; 2 Tim. 2:24-26; James 5:9.)

Go and be reconciled — Instead of accepting premature compromise or allowing relationships to wither, we will actively pursue genuine peace and reconciliation—forgiving others as God, for Christ's sake, has forgiven us, and seeking just and mutually beneficial solutions to our differences. (Matt. 5:23-24; 6:12; 7:12; Eph. 4:1-3, 32; Phil. 2:3-4.)

By God's grace, we will apply these principles as a matter of stewardship, realizing that conflict is an assignment, not an accident. We will remember that success in God's eyes is not a matter of specific results, but of faithful, dependent obedience. And we will pray that our service as peacemakers will bring praise to our Lord and lead others to know His infinite love. (Matt. 25:14-21; John 13:34-35; Rom. 12:18; 1 Peter 2:19; 4:19.)

Adapted from [The Peacemaker: A Biblical Guide to Resolving Personal Conflict](#). © 1997, 2003 by Ken Sande. All Rights Reserved.

Conciliation Responses

Personal peacemaking responses (overlook an offense, reconciliation, or negotiation) are carried out in private between the parties themselves. Although it is appropriate for one or both parties to seek advice on how to implement these responses, they should normally try to resolve their differences one-on-one before asking others to intervene in the dispute.

If repeated efforts at personal peacemaking do not resolve a matter, then you may need to pursue one of the other conciliation responses (mediation, arbitration, or accountability), which will require the assistance of other people in your church or community.

Text on this page, excluding the box, is from the Peacemaker website: www.peacemaker.net

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