

# **Adventures in Teaching and Stewardship (ACTS) Policies and Procedures Handbook**

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#### **MISSION STATEMENT:**

Adventures in Christian Teaching and Stewardship (ACTS) is a Christian homeschool co-op dedicated to equipping and supporting Christian home educators through academic enrichment, fellowship, discipleship, and biblical encouragement.

Our co-op exists to foster a Christ-centered learning environment where families can grow together, share resources, and cultivate a love for learning rooted in faith.

#### **STRUCTURE OF ACTS**

ACTS operates under the direction and guidance of the ACTS Board of Directors (hereinafter referred to as the "ACTS Board") with their primary ruling document being the ACTS Bylaws. The structure and order for daily operations are laid forth in this, the ACTS Handbook. The carrying out of this document is monitored by the ACTS Admin Team (roles within this team are laid on on Page 8). If any situation requiring clarification of the interpretation of this document, or any matter not contained within this document, arises, it is to be taken directly to the ACTS Board, where a majority vote would be required to proceed with a course of action.

## STATEMENT OF FAITH:

A. The Bible alone is the inspired and infallible Word of God and constitutes completed and final revelation. The Bible, in its original autograph, is without error in whole or in part, including theological concepts as well as geographical and historical details. (II Tim 3:16; II Peter 1:20-21)

B. God alone is self-existent and has existed from all eternity in three eternal and co-equal persons: God the Father, God the Son, and God the Holy Spirit. Jesus Christ was God, come in human flesh, being fully God and fully man except without sin. (Gen 1:1; John 1:1; John 10:30, 37-38)

C. In the beginning God created the heavens and the earth, and everything that God created was good. Yet his perfect creation was marred by sin. Through Adam's sin, death and decay entered into this world. (Gen. 1:1, 31; Gen. 2:16-17; Gen. 3:6-10,23; Rom. 8:20-21; Rom 5:12)

D. All men are in violation of God's righteous requirements and His Holy character both by nature and by act, and are therefore under His wrath and just condemnation. Yet because of God's infinite love and mercy, He sent His Son to bear the penalty of our sins. The central purpose of the coming of Jesus Christ was to atone for sins through His substitutionary death on the cross - the successful accomplishment of which was attested to by His subsequent visible bodily resurrection. (Rom. 3:19; Rom 5:6-8; Eph. 2:1, 4-5; II Cor. 5:21; Rom. 3:25-26; 1 Cor 15:3-6)

E. Salvation is offered as a gift free to the sinner. This gift must be responded to individually in faith, not trusting in any personal works whatsoever, but in the sacrificial death of Jesus Christ alone. (Rom. 6:23; John 3:16; Eph.2:8-9; Rom. 3:21-24; Rom. 10:9)

F. The Holy Spirit is the comforter and counselor, promised by Jesus, who came upon the church at Pentecost and indwells every believer. He is co-equal with the Father and the Son and provides the power which enables individual Christians to live in accord with God's will. (John 14:16-17, 26; Rom 8:9- 11; Rom 12:2-3; Gal. 3:3; Phil 2:13)

G. The biblical model for marriage is the physical, spiritual, and legal union between one man and one woman, with all individuals refraining from any sexual relationship outside of this model. (Gen 2:23-24; Eph 5:24-25; 1 Pet 3:7)

H. Redefinition of genders is contrary to God's will as expressed in the Bible, given that men and women are both intended by God to reflect His image and nature. Rejection of one's biological sex is a rejection of the image of God within that person. (Gen. 1:26-27, Gen 5:2, Psalm 139:13-14.)

## **GENERAL POLICIES AND PROCEDURES:**

### **Attendance:**

1. Classes are open to homeschooling families whether or not the family attends Rocky Mountain Calvary Church (RMC), as long as the family agrees to abide by Adventure in Christian Teaching and Service's (ACTS) Statement of Faith.
2. Students may take one or more classes. (If your student will be absent from a class, please notify the teacher.)
3. All students need to be registered for a class or Study Hall every hour your family is on site
4. A parent is required to attend and serve every hour their child(ren) is (are) on site. Students may not be dropped off for classes.
5. Only the children or grandchildren of the attending adult are able to attend and/or be registered for classes.
6. In the event you (the regularly attending adult), or your family will not be attending, for whatever reason, it is crucial that you contact the TA Coordinator (and the Teacher Coordinator if you are a Teacher) **by text** ASAP. As your, the parent's, attendance is crucial to the operation of the co-op, we must know if you will not be there, and also we need to know if any of your ACTS verified, background checked substitutes will serve in your place.
7. As ACTS is a co-op and others are counting on each family's attendance and service, the following applies to absences:
  - a. Upon the family's third absence, the family may forfeit their ability to attend the remaining portion of the semester. If a family does not complete the semester, no fees are refunded. For the next semester, the family would be considered a new family. If there are extenuating circumstances, the family may consult with a member of the ACTS Board.
  - b. Upon the third absence by a child, the teacher can drop him/her from the class. No fees will be refunded. If there are extenuating circumstances, please consult the ACTS Board.
  - c. If a parent **must** step out for a short time during co-op and they receive Admin Team approval, they are to: 1. Ask another attending ACTS parent to be responsible for their child(ren), and 2. Sign out at the Welcome Desk.
8. Dropping out of ACTS:
  - a. If a family needs to drop out of co-op, you must submit an email to the ACTS email box by 5PM on the second Friday of the semester.
    - i. The background check fee, insurance fees and nursery fee are non-refundable. The family will qualify for a refund of the registration fee if they drop by the above mentioned time
    - ii. After the second week, no fees will be refunded.
    - iii. If a student drops a class, you are able to submit a request directly to individual teachers for a refund on class or material fees, however be advised that teachers often purchase their materials for the class in advance and may not be able to refund for those expenses.

**Sick child(ren):**

ACTS and RMC follow the recommendations of the The Committee on Control of Infectious Diseases of the American Academy of Pediatrics. A child should not attend classes if any of the following symptoms exist:

- A fever of 100 degrees or higher
- Diarrhea or vomiting, currently or within 24 hours
- Any symptoms of childhood diseases such as Scarlet Fever, German Measles, Mumps, Chicken Pox, or Whooping Cough
- Common Cold
- Sore throat, constant cough or croup-like cough
- Colored mucus (runny nose that is not clear)
- Any unexplained rash anywhere on the body
- Any communicable (contagious) disease
- Any skin infections: boils, ringworm, impetigo or open sores
- Swollen eyes that have discharge of any kind such as pink eye or other eye infections/mucous or redness of the eyes
- In the event of COVID, please defer to the CDC's current recommendations

**Background Checks:**

For the safety of all attending, ACTS performs a background check on each participating adult (18 years and older).

1. The background check paperwork shall be provided IN PERSON to the ACTS Board at the Mandatory Parent Meeting.
2. Any individual 18+ years old that is or may be serving as a teacher or a TA. If a student attending is a legal adult but is NOT serving in these capacities, they do not need a background check
3. All identifiable personal information (birth date and S.S.#) required for the background check will be shredded once the background check report has been received. All information provided to ACTS is held in the strictest confidence and is only used for internal purposes.

**Building Stewardship:**

1. Please treat the building, rooms, and resources with care. We are BLESSED to get to use the building for our co-op! Please clean up after yourself and encourage teens/children to do likewise.
2. Per RMC guidelines, NO NUTS or nut products/flours (including almonds, peanuts, cashews, etc.) are allowed on site.
3. Food or beverages other than water (unless liquids, i.e. coffee/tea, are kept in a closed mug) are prohibited in any classroom outside of preschool and nursery.
4. There is to be no running in the building except inside the Summit (PE) room.
5. At no time are students permitted to be on a stage.
6. During any class, if something in the classroom is damaged or destroyed, the Building Liaison or a member of the Admin Team must be notified immediately. If you arrive at a classroom with damage, please report it right away.

7. ACTS strives to not make any special requests of RMC. However, if a Teachers does have a specific request, they are to approach the ACTS Building Liaison (not a member of RMC)

**Class information:**

1. Class schedules run for a Fall Semester and a Winter Semester.
2. Specific class information is posted on the website (<http://actshsc.wixsite.com/acts>). Any special requests to the printed material on the Class Schedule or the Class Descriptions must be run through the Registrar.
3. Add/Drop: Registered families may add or drop classes through the second week of co-op.
  - a. Families need to request to add/drop classes in writing through the registrar.  
Teachers are not to move students without confirmation from the registrar.
  - b. Class/material fee refunds may be requested directly from a teacher and may or may not be granted depending upon the expenses accrued by the teacher.
4. In the event of a cancellation of classes (severe weather, etc), individual classes may hold make-up classes at off-site locations, as determined by the teacher as long as two ACTS adults are present.

**Dress Code:**

At ACTS, we acknowledge that “you were bought with a price; therefore glorify God in your body and in your spirit, which are God’s” (1 Corinthians 6:19-20). We expect the members of our community to reflect this gratitude for His sacrifice in our appearance. Please ask yourself these questions:

1. Would I have any shame in my appearance if Jesus appeared before me in person today?
2. Is my appearance reflecting modesty?
3. Might my appearance be disruptive by calling attention to myself?
4. Does my appearance identify with an element rebellious to God, Jesus or the Holy Spirit?

In pursuit of being a light to the world, we ought to “Let no one despise your youth, but be an example to the believers in word, in conduct, in love, in spirit, in faith in purity.”(1 Timothy 4:12)  
Below are some guidelines regarding appearance:

1. Clothing must be neat, clean, modest and of proper size.
2. Excessive loose fitting or form fitting clothes are not permitted. No cleavage, bras or underwear are to be showing, and no spaghetti straps are to be worn.
3. Clothing is to be of modest length and appearance, and no shorter than mid thigh in length.
4. Tasteful piercings are acceptable.
5. All individuals are to wear gender appropriate clothing.

**Electronics Policy**

All instructional in-classroom electronic(s) (including but not limited to laptops, tablets, music streaming devices, etc) use must be approved by either the Teacher Coordinator or by a member of the ACTS Board. For any video clip/streaming desired to use as support for in-class material, Teachers are to email the link to parents prior to showing students at ACTS.

Student electronic usage is for schoolwork only (no gaming, videos, etc) and is only permitted in Study Hall, unless the parent has received approval from an ACTS Board member.

Participants are asked to only text or make phone calls when not serving in any capacity. If a call/text must be made or sent, please handle it during the 10 minutes between classes or during lunch.

**Email communications to families:** Admin Team will send emails as appropriate during the year.

1. We work diligently to not “spam” your inbox, and as such will not send out promotional emails for other groups offering goods or services. At the Mandatory Parent Meeting, families usually come together and share emails to generate a fellowship group for the semester. We have found that this is a great platform for families to send out items of interest (such as a group get-together) or concern (such as legislative issues etc). Please note that this is not an ACTS monitored or sanctioned contact list.
2. When an email is sent to all of the participating families, it is specifically pertinent to our group and may include registration information, schedule updates, weather notifications, prayer requests, teacher information, etc.
3. If an organization or individual would like to share something with the co-op, the person/group may post a flier at ACTS, based upon Admin Team approval.

#### **Expo:**

Expo is ACTS’s end of the semester celebration where class presentations and displays are shared. Parents, extended family, and friends are invited to attend. Each teacher determines if their class will participate in the Expo. The teacher will alert families as to the students’ participation in Expo. If applicable, Expo will be held directly following the last class on the last day of ACTS classes.

#### **Fees:**

Family fees are payable to ACTS. All class and materials fees are payable to individual teachers. Both are due at the Mandatory Parent Meeting. Please see the website for current fees.

#### **Guests:**

Participating families may bring guests to ACTS to observe. Please alert the Admin Team prior to the class session so door monitors can be alerted. The guest needs to sign in/out at the Welcome Desk and receive a guest badge.

#### **Lost and Found:**

ACTS and RMC are not responsible for lost, broken, or stolen items while a family is on the RMC campus or at an ACTS event. When items are found during a class session, they are to be turned in at the Welcome Desk. If the item is not claimed by the end of the day, the item(s) is stored at RMC. Be advised that items may end up in the RMC Lost and Found if not claimed.

**Lunch:** Upon approval from RMC, we may at times opt to have a group lunch time on site after the last class until 1:45pm, **at which time all attendees need to clear out of the building.**

1. Families are to utilize the designated lunch areas. For safety reasons, students are not to wander the building, grounds, or be in any classroom during lunch.

2. After the first 15 minutes, students will be permitted to play in the Summit Room as long as there are 2 adults in the room supervising.
3. At no time are students allowed on any stage.
4. Per RMC policy, **all nut items including flours are prohibited** on site.
5. Please clean-up where you/your family ate lunch: check the floor for trash, wipe your table, sweep the floor, collect all of your family's personal belongings, etc. There are brooms and spray bottles available.

### **Severe Weather Policy**

1. **Cancellations:** If RMC closes or is delayed, ACTS will be canceled. If inclement weather arises, **watch for an email from ACTS** regarding the status of classes for that day. If the ACTS Board decides to cancel co-op, they will send out an email within 1.5 hours of the start of the co-op day.
2. Because it is impossible to judge road safety in all neighborhoods, everyone is asked to use discretion and caution in driving on days when weather is questionable. If weather is bad in your area and you are uncomfortable driving, the missed day will not count against your 2 allotted absences. Please text the TA Coordinator ASAP.

### **RESPONSIBILITIES DURING CO-OP:**

#### **ACTS Board**

The ACTS Board consists of 5 assigned officers and may also consist of Board Members without official positions. Those positions are: Chairman of the Board, President of Operations, Vice Chairman (optional), Treasurer, and Secretary.

#### **Admin Team**

ACTS positions are identified to the families at the Mandatory Parent Meeting. This is not an exclusive list, but currently the positions are as follows:

**Building Liaison:** All concerns regarding the building care, maintenance, or any other matters pertaining to the facility at which we meet.

**Communications Coordinator:** Receives and responds to all email correspondence

**Paperwork Coordinator:** Handles the collection of all paperwork pertaining to families especially before the semester begins. They also put together the material pertaining to the Training Meeting (table markers, etc), name tags, class attendance sheets, room door tags, etc.

**Preschool Coordinator:** Oversees all preschool teachers, coordinating the semester, obtaining snacks for preschool and nursery, etc.

**Registrar:** Processes all registrations and assigns students and adults to classes

**TA Coordinator:** Directs all TA jobs during the semester to ensure proper coverage for all classes on a weekly basis. This is the point of contact for all adults who will be missing a week OR sending an approved, background checked replacement with their children.

**Teacher Coordinator:** receives and processes teacher applications, conducts interviews, builds the schedule and collects paperwork at the Teacher Meeting.



## **CO-OP Jobs**

Every hour your family attends ACTS, the parent will provide a support role somewhere in the building. For ACTS to be a fruitful co-op, we NEED you (the parent) to **actively** participate in your role. All volunteer positions are often referred to as "TA," however, they include all volunteer serving positions, such as: a classroom assistant- aka a Teacher's Assistant (TA), nursery, hall monitor, door monitor, floater, etc. Below are the specific Job assignments:

### **Teacher's Assistant (TA)**

A TA is utilized for the majority of each class session by the teacher. Please connect with your assigned Teacher at the Mandatory Parent Meeting and exchange contact information, also, be sure to communicate with your Teacher during the semester regarding how you can best support them in their task of teaching. Below is an outline of expectations for our adults:

- a. Arrive at your position prior to the start of class
- b. Assist the teacher - take attendance for the teacher. In the event of an emergency evacuation, the Attendance Folder must be taken and used to head count the students once in the safe zone. Details for this process are provided in every classroom folder.
- c. Keep the students focused on the teacher
- d. Actively participate in the class.
- e. Never administer medicine to a student.
- f. Do not allow yourself to become distracted while talking to other adults.
- g. Help monitor bathroom breaks.
- h. Assist students in the transition to their next class, especially in the primary/lower elementary classes.
- i. Age of TA's, per RMC's policy - two people present at all times; one adult (18+) and the other can be age 16+.

### **2. Teen Volunteers**

- a. **Nursery/Preschool:** Girls 12+ yrs, Boys 14+ yrs
- b. **Elementary:** 13 years old and up

### **Door Monitor**

The door monitor is our first line of defense to the outside world, as well as our first friendly smile to greet families as they arrive. As with all positions we highly recommend that you pray prior to your shift that the Lord grant you discernment in allowing entrance to our side of the building. Just because someone comes to the door does not mean they should enter the building. If you do not recognize a person, ask them what they are here for. If it is church business (from food pantry to any other service), point them to the main doors for entrance to the church. DO NOT allow them to enter our doors.

### **Floater**

If you are assigned to the position of “floater,” your position is fluid on a weekly basis. Please ensure that the TA Coordinator has your contact information prior to the first week of classes, and be in communication with that individual regarding your weekly assignment(s)

### **Hall Monitor**

A hall monitor is conscious of every person in their assigned hall during class times as they provide the primary source of safety for our in-building activities. Hall monitors are given walkie talkies to communicate any suspicious or other type of situation with the front desk. Some things to watch for are as follows:

- If a person is not wearing an ACTS name badge it is important to identify if they are on staff at RMC. If not, direct and/or escort them (whichever appropriate at the time) to the welcome table for ACTS, or the RMC information table in the church foyer.
- There should be no running through the halls
- Students age 6+ are permitted to go to the bathroom one at a time (per class) without an adult. A hall monitor assists/directs the students to behave appropriately as necessary.
- Keep an eye out for TA's in class rooms that need an extra adult to get something from the front desk, find a child's parent, or take a child to the bathroom.
- The temptation to pull out a phone or other distraction arises on this assignment more than most others. Please remember that allowing these distractions in your hand causes a lack of focus on what is going on in the halls. If you need to take an emergency call, radio into the front desk to see if a replacement can fill your spot.

### **Clean Up**

We are so grateful to have the use of the RMC building for our co-op. What better way to express our gratitude than to leave the building better than we found it? The clean up position ensures this happens. Typically it is only assigned the last hour, and the responsibilities are as follows:

- Clean the coffee station, repack the bin with all the coffee supplies, and put the bin in the ACTS closet.
- Check bathrooms and hallways to ensure there's no stray trash, etc. left
- Dispose of any trash, bring any lost and found items to the welcome desk, and make sure the room folder and classroom identification paper have been turned in at the front desk.

**Study Hall Monitor** (we have not utilized a TA in this role for the past year. If we have enough students in Study Hall this semester we will reevaluate bringing it back as a current job) Study Hall meets in the lunchroom and has one TA rather than a teacher. Duties will include

- Taking attendance (the folder will be provided with an attendance sheet),
- Assuming responsibility for the class in the event of a fire drill, lockdown, or any other emergency or non-emergency situation.
- Students in study hall are expected to bring their own work to do quietly during this time.

**Parent role(s) while at co-op (in addition to serving positions):**

1. Help care for the whole building - pick up trash, do general clean-up as you go, and return rooms to their original condition (pushing in chairs etc). Alert Admin Team to any building issues.
2. Encourage your children to display good behavior in and outside of classes and to be attentive to teachers.
3. If any students are seen wandering the building, redirect them to their class or to the Study Hall area if they do not have class
4. If you have questions about your specific job, please consult with the TA Coordinator.

#### **Teachers:**

1. An interested individual must be at least 15 years old to teach.
  - a. At 15, a student Teacher must have a parent or other vetted Teacher as a second adult every semester teaching
  - b. All other teen Teachers 16+ years old must have a parent or other vetted Teacher as the second adult in the classroom their first semester teaching.
  - c. Once a teen is 16 years old and has taught 1 or 2 semesters (per Board approval), the second adult in their classroom may either be a Teacher or a seasoned TA. If an age gap of less than 5 years exists between the oldest student and the teen Teacher, a second adult that is a Teacher and is more than 5 years older than the oldest student must be the second adult in the classroom.
2. It is preferred for teachers to be from our returning families and who have attended ACTS for one semester.
3. An individual interested in teaching must:
  - a. Complete a teacher application (either a New Teacher Application or Returning Teacher Application, as appropriate)
  - b. New Teachers: once directed, are to submit the reference form as indicated
  - c. New Teachers: Interview with the Teacher Coordinator or other appointed member of Admin Team
  - d. Each semester, sign and abide by the Teacher Terms and Agreement
  - e. Complete all applicable paperwork, including the Emergency Lesson Plan and Class Outline by the Mandatory Parent Meeting, unless another due date is in place
4. Class Fees
  - a. Teachers who have children in the program volunteer their time and are not able to charge a Class Fee independent of the Material Fee.
  - b. Teachers who do not have children in classes may charge a reasonable class fee. Teachers 15-17 years old are allowed to charge up to a \$15 Class Fee.
5. Come Prepared.
  - a. Classes run 50 minutes long. Please be aware of the time and dismiss your class promptly (not early or late).
  - b. Teachers are expected to arrive early to set-up their class and be prepared to teach for the full class time
  - c. Teacher agrees to remain with the class, attentive to the students at all times.
  - d. There are supplies for general use (dry erase markers, scissors, pens, pencils, glue sticks) on the welcome cart. Please utilize a Hall Monitor if any of these items are needed *during* class.

- e. We cannot make copies for you. Teachers should arrive with all copies and supplies needed for each day's class(es).
6. If a Teacher teaches one (or more) class(es) and attends more than one hour, they may have an hour off of being assigned to a TA job unless the co-op is short on adults during that off hour. The parent needs to remain on site during that off hour but is free to work on personal matters.
7. Personal (1 on 1) tutoring does not qualify as fulfilling a teaching role or a TA job.
8. Absences
  - a. If a Teacher knows they will miss 2 classes before the start of the semester, we ask that they wait to teach until a future semester, unless they have an ACTS approved substitute from outside of the co-op (i.e. a spouse).
  - b. Teachers are required to arrange for their own substitute, who must have a background check done (this may be the TA in the class).
9. The Teacher's child(ren) need to be in their assigned class (Nursing infants under 9 mo in a carry pack or stroller may be registered to be with the parent. If a child is kept with the parent, that child must not be a disruption to the class, the teacher's ability to teach, or the TA's ability to support the Teacher)
  - a. If you have extenuating circumstances, please consult the Board.
10. If there is an issue with a student, communicate with the parent within 48 hours.
11. ACTS does not have a CD/cassette player. Please plan to bring your own equipment or stream the material for your classes.
12. ACTS **does** have a DVD/TV which are available to check out for classroom use. Ask the Admin Team if you will need these in future weeks.

### **GENERAL CLASSROOM POLICIES:**

**Nursery:** The nursery is intended for children ages 3 and under that are not ready to participate in the classes offered during the semester. This enables parents to volunteer in the classroom or other areas where needed.

#### **Check-in procedure:**

1. Sign-in sheet must be signed by the parent/guardian for each child in the nursery.
2. Please record any special instructions such as allergies on the check-in sheet.
3. Please be sure all items are labeled (diaper bag, cup, etc) with the child's first and last name.

#### **Nursery volunteer requirements:**

1. All volunteers should review the check-in sheet hourly to note any special instructions or allergies for the children in the room.
2. Diapers/Wipes – please use what is brought by the parent/guardian. (There are some available for “emergency needs only.”)
3. If a child is crying steadily for 5-10 minutes, ask the Nursery Lead to contact the front desk.
4. Adult volunteers may take children out on the playground. At least 2 adults **MUST** remain outside with the children at all times.
5. Use caution when offering snacks to small children, especially review any allergy notes/ special instructions.
6. Cell phones are for emergencies only. Please do not use the internet or take personal calls or texts while you are serving in the nursery.
7. Diaper Policies:

- a. Please only change diapers if necessary. Always use diapers and wipes in the child's bag first, unless none are supplied. Disposable gloves are to be used during diaper changes. Only adult FEMALE Nursery workers handle diaper changing. Minor helpers cannot change diapers.
  - b. After changing a diaper, be sure to clean your hands with hand soap or sanitizer using a paper towel to dry them completely. Also clean the changing table with appropriate spray. This must be done after EVERY diaper change.
8. Nursery Ratio: 4 to 1.
9. Childcare in the nursery is limited to 3 hours per day

### **Preschool through High School:**

1. **Physical Contact:** Remember to always respect a child's personal boundaries and Be sure that any physical contact is in view of other people and appropriate. In order to be above reproach, here are some guidelines to abide by:
  - a. Men should not have children sit on their lap.
  - b. Never touch a child on their bottom. Pat their head or back.
  - c. Never use physical contact to correct a child
2. **Bathroom Policy Preschool:**
  - a. Ask/remind parents to take their child to the bathroom before class. If a child is wearing diapers consider them NOT potty trained and they will need to be sent to the nursery if any diapering/bathroom needs arise; if they are wearing underwear or pull-up diapers, consider them able to go to the bathroom.
  - b. Make a point to NOT enter the bathroom unless absolutely necessary. If a child needs help, make doubly sure you are being watched by the other escort when you turn on or off water, button pants, or anything else that is needed **and make sure that the bathroom door is open. Never wipe a child!** If necessary you may hand them paper and encourage them to do the best they can and tell the parents during pick-up time.
  - c. Encourage the children to wash their hands before returning to class.
3. **Bathroom Policy Elementary:**
  - a. Children 6 and up can go to the bathroom on their own, but should only be sent one at a time. Don't allow another child to go until the first child is back. Watch for them to come back promptly. Also, remind them that they will not be allowed to go to the bathroom during the teaching time. They are old enough to go to the bathroom before they arrive in class.
4. **Expectations: General**
  - a. Each teacher shall establish reasonable rules and discipline procedures for his/her class; however, no form of corporal punishment will be allowed. Students need to clearly understand the expectations and the consequences of wrong behavior.
  - b. Toys not pertaining to a class are to be kept at home or stored out of reach during class time.
  - c. To Minimize Conflict, Be Prepared:
    - i. A big step to minimizing conflict and easing the disciplinary load is to provide an atmosphere where problems don't occur. Of course, conflict will never be eliminated, but setting expectations helps create order where disorder might normally reign.

- ii. Do not let the kids run around at the start of the class, but have an activity to get them focused on something right away. The more you have them concentrating on, the less time they will have to misbehave.

**5. Behavior Standards:** While at ACTS, each child's behavior is the responsibility of the parent. There is an expectation of appropriate behavior for every student and parent attending ACTS, which includes respecting one another, the adults/Teachers, as well as all property with our words, tones, and deeds. All individuals are to be punctual and engage in accordance with the expectations set forth by the Teacher. If at any point a student is not acting in a manner that would be deemed appropriate, the adult(s) (which shall hereinafter include a Teacher, Teen Teacher, or any TA position) present are to:

- a. From a place of love, remind/exhort/encourage appropriate behavior from the student.
- b. If the student does not obey, the adult/Teacher is to take the concern to the parent. Said adult is to determine if the matter needs to be taken to the parent immediately or if it is appropriate to wait until class has ended. The adult may also deem it appropriate to give a "heads up" to a member of the Admin Board at this point.
- c. If the behavior continues after the parent has been notified, the adult shall approach the ACTS Board to determine a course of action.
- d. From there, the Board will come together and make a decision on how to proceed and will notify the adult of the intended course of action.

**6. Code of Conduct:**

- a. All teachers, students, and families involved in the program are expected to conduct themselves in a manner that reflects honor upon the Lord, themselves, their family, their church, and homeschooling, with all attending members upholding the ACTS Statement of Faith.
- b. Proverbs 6: 16-19 tells us: These six *things* the Lord hates, yes, seven are an abomination to Him: A proud look, A lying tongue, Hands that shed innocent blood, A heart that devises wicked plans, Feet that are swift in running to evil, A false witness *who* speaks lies, And one who sows discord among brethren.
  - i. At ACTS we hold these verses seriously and expect all to act in accordance with God's heart on them. If anyone is found to be stirring strife/discord, lying, etc, they will be subject to examination by the Board and possibly terminated from the program.

**7. Standards for Male-Female Relationships**

- a. Never find yourself alone with a non-family member child or adult of the opposite sex when you are not in plain view of the general public.
- b. We do not allow physical contact, pairing off in private, or excessive time spent alone together while attending ACTS

**8. Safety and Emergency Guidelines:** Safety is taken very seriously at ACTS.

**a. Accident Reporting :**

- i. Always tell parents about any falls or injuries to their child, even if minor. It is better for a parent to be told up front than to get suspicious and accuse later when recollections fade.

- ii. If the injury is serious (requires a doctor visit), a head wound, especially one resulting in blood, or a visible bruise or cut, please notify the Admin Team and fill out an accident report. Fill one out just in case even if you aren't sure.
  - iii. Accident reports are protection for you, the child and ACTS. Leave the report with the Admin Team at the Welcome Desk.
- b. First Aid:** We have a first aid kit at the welcome desk.
- i. If bodily fluids contaminate any surface (including vomit, blood, urine, etc) please notify the welcome desk for clean up assistance. Cover the area with a trash can or trash can liner while you wait.
  - ii. **If there is a serious emergency call 911.**

## **GENERAL TEACHER POLICIES**

### **Accountability**

1. Please be diligent to adhere to all copyright labels appropriately
2. Abide by the age limits on all materials and supplies used in your class.
3. If your material fees are more than \$25.00, we ask you to have a conversation with the Teacher Coordinator regarding the expense.
4. ACTS will not purchase teacher's editions or other materials you may need in order to teach your class. It is up to you to collect fees for materials and/or direct students to purchase any necessary texts or workbooks.

### **Contracts**

Teacher contracts contain all authorized agreements and non verbal statements by the Board or administration shall be in force if not contained in the contract. All ACTS teachers shall be contracted for a term of one semester. There is no promise, stated or implied, of continuing contracts for any personnel.

### **Ethics, Code of Conduct, Responsibilities**

Teachers are held to a high standard of personal conduct and are advised in the Scriptures to be ready for a "stricter standard" for their behavior. As ambassadors of Jesus Christ, all ACTS participants must strive to be worthy of a very high standard of trust. For this reason, every participant at ACTS must avoid even the appearance of inappropriate behavior. All participants must diligently avoid any conduct that appears wrong to a reasonable observer, even if no actual misconduct takes place

### **Grievance Procedure**

1. In order to problem-solve effectively, it is important to direct people to the proper person. Should a member experience disharmony with the administration, other personnel, students or their families, the following steps are to be taken:
  - a. Go to the person with whom you have disharmony.
  - b. If not resolved, go to the person with the co-op Admin Team
  - c. If not resolved, bring the issue to the ACTS Board.
2. This is also the procedure that we request families take if they have an issue with a Board or Admin Team member.

3. No personnel shall receive any accusation, provide a listening ear, or take up any offense unless step one has occurred. Following step one of the ACTS Board may step-in as deemed appropriate.

### **Honor Code**

You have a responsibility to develop and exhibit mature Christian behavior. This should be the premise of your desire to serve the body of Christ by working with ACTS. While in a servant/leader position with ACTS you pledge to present a good appearance at all times. In both attire and behavior, you should strive to demonstrate biblical standards in all situations. As Christians, the way we present ourselves to others is of vital importance to the way others perceive Christ. Our conduct should never be an embarrassment to Christ, but should exemplify the best qualities of a mature believer and servant/leader. By providing an example in speech and action, we encourage others to grow in Christ and become ministers themselves. This Honor Code is a way of life measured by the heart and commitment of each minister in the Body of Christ. We should regard it as an essential part of our development, not as an imposition or restriction.

### **Recruitment and Selection**

All personnel contracted by ACTS shall go through an appropriate selection process. Applications, interviews, references, background checks, etc.

### **Registration Process**

Teachers must refer all calls regarding enrollment and registration to the ACTS Registrar. Teachers may answer questions regarding class content, expectations, materials needed, or give approval for a student who does not meet the requirements for a class.

## **FAMILY POLICIES**

### **Confidentiality Agreement**

1. Each student at ACTS has the right to privacy. If participants find it necessary to discuss a certain student, this discussion should take place in the appropriate place with the appropriate person(s) in a cautious manner.
2. ACTS deals with many confidential issues pertaining to its members and families. All Admin Team, Teachers and parents must be aware of this and be able to properly handle confidential issues that arise whether directly or indirectly.
3. Maintain strict confidentiality when dealing with sensitive issues or information.
4. If you are personally a mandatory reporter and find yourself with the knowledge of information that must be reported to authorities, please follow the required process by law. In addition, please notify the Board of your actions.

### **Directory Information**

Class lists, directories, and fellowship group information of any kind may not be released and may not be used for solicitation purposes.

### **Mandatory Parent Meeting**

1. The parent/teacher meeting is mandatory for all families attending classes.
2. Teachers are required to attend, thus allowing families the opportunity to meet them, pay any class fees, and discuss any pertinent information regarding their student(s). This is a good time for teachers to hand out classroom expectations and requirements.



3. This is where all ACTS paperwork, fees, Teacher paperwork and Teacher fees will be turned in and paid.
4. Safety and training will be included in the group portion of the meeting.

### **Parental Responsibility**

1. Parents are responsible to supervise the activities and location of their own children.
2. Parents need to review the Behavior and Student Code of Conduct (Page 14) with their children. Parents are responsible to understand information contained in the ACTS Handbook and to communicate that information to their children.
3. Parents are encouraged to explain the **Statement of Faith** to their children since these truths will be emphasized throughout the program.
4. Parents are directed to contact the individual Teacher with any questions or comments about a class content, cc'ing Admin Team if they deem it appropriate.
5. All participants are to wear their name tag at all times when you are at co-op. These name tags identify your family as a part of ACTS for other parents, Hall Monitors, and RMC staff.
6. Parents have a responsibility to pray for the Teachers and Admin Team of the program.
7. Please inform teachers of any learning, behavioral, or medical challenges your students may have.

### **Record Keeping**

1. ACTS is not a school and cannot serve as a test repository. ACTS and its teachers keep no records.

### **SEXUAL MISCONDUCT POLICY:**

1. If you notice any behavior and or physical sign that would lead you to believe that a child has been physically harmed in any way, please notify someone on the Board.
2. God gifted humans with gender and sexuality. God made humans male and female and saw that this was good. Gen. 1:27; 2:21-23; 5:1-2. The Bible teaches that any good gift from God can become twisted or corrupted and that such disorder causes injury, shame, and humiliation. Gen. 3:8-13 and II Sam. 11:1-12:15.
3. The Scripture calls ACTS to minister to all of God's people and to show special tenderness and care for those who are vulnerable, including children and seniors, and those experiencing illness, loss, and brokenness. ACTS cannot succeed unless we have taken care to ensure that it is safe for all.
4. Subject to certain exceptions, Colorado law states that any person who participates "in good faith in making [such] a report . . . shall be immune from any liability, civil, or criminal, or termination of employment that otherwise might result by reason of such" reporting.
5. **Obligation to Report:** There are two types of reporting described by this policy: internal and external. Internal reporting provides notice to Church officials of suspected instances of *sexual misconduct*. External reporting provides notice to local law enforcement of *child abuse or neglect*.
  - a. Internal Reporting of Instances of Sexual Misconduct. Any adult who reasonably suspects an incident of sexual misconduct or who believe that they are victims of sexual misconduct shall immediately provide a detailed report of the same to

ACTS Leadership. Upon request of the investigation team, the individual making the report shall also provide a detailed written report.

- b. External Reporting of Child Abuse or Neglect. ACTS will report every allegation of sexual abuse of a person who is a minor to local law enforcement. In every circumstance of such a report, copies of the written report shall also be given to the ACTS Board.
6. Child abuse or neglect includes more than sexual misconduct against a minor as defined by this policy. In addition to sexual misconduct against a minor, it includes physical injury of a child which is not reasonably explained or not likely to be accidental. It includes malnutrition, failure to thrive, and/or inadequate parental provision of food, clothing, shelter, or medical care. It also includes emotional abuse resulting in impairment of a child's intellectual or psychological functioning.
7. **"Sexual Misconduct"** is any sexual conduct which arises from the work of ACTS; and constitutes either unlawful activity; sexual harassment; or activity contrary to the moral instructions or doctrines of the Bible as interpreted by the ACTS Board. Sexual misconduct also includes youth peer sexual harassment.
8. **"Sexual harassment"** is any unwelcome sexual advance, request for sexual favors, or other verbal, written or physical conduct of a sexual nature when:
  - a. Submission to such conduct is made either explicitly or implicitly a condition of an individual's employment
  - b. Submission to or rejection of such conduct is used as the basis for employment decisions affecting the individual; or
  - c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.
9. **"Youth peer sexual harassment"** is any unwelcome sexual advance, request for sexual favors, or other verbal or physical conduct of a sexual nature by a minor or between minors which has the purpose or effect of intimidating, embarrassing, or humiliating the other person.

### **SUBSTANCE ABUSE POLICY –Drug and Alcohol Possession/Use/Distribution**

In accordance with 1 Peter 5:8, all ACTS participants are called to, "Be alert and of sober mind. Your enemy the devil prowls around like a roaring lion looking for someone to devour." ACTS firmly desires to cultivate an environment for believers to fellowship, grow and learn. Within this context, the well-being of all participating individual's safety should not be sacrificed to the mind altering effects of drugs, alcohol and/or other substances. No participant shall participate in any co-op activities, on or off site, under the influence of any alcohol, Schedule 1 or Schedule 2 substance, including but not limited to prescription or non-prescription Oxycontin, Adderall, Vicodin, marijuana, heroin, LSD, etc.

Further, ACTS has no tolerance for the purchase, use, possession or distribution of alcohol, Schedule 1 and/or 2 controlled substances, imitation or synthetic controlled substances (hereinafter also referred to as controlled substances) and/or drug paraphernalia among any ACTS participant. It is a violation of ACTS policy for any participant to possess, use, abuse, sell, distribute, purchase or procure alcohol, controlled substances, or drug paraphernalia. It shall be a violation of ACTS policy and considered behavior which is detrimental to the welfare, safety,

and/or morals of other attendees for any participant to be under the influence of alcohol or controlled substances while at co-op. This policy shall apply to anyone who is taking part in any ACTS-sponsored or sanctioned activity, or anyone whose conduct at any time or place interferes with the operations, safety or welfare of any ACTS participant. Anyone who violates this policy may be suspended or expelled from ACTS and ACTS related activities, depending on the nature of the violation. If appropriate, a violating individual may be referred to law enforcement for the purposes of prosecution. For the purposes of this policy:

1. Controlled substances include but are not limited to Section 1 and Section 2 drugs as defined by the US DEA, as well as imitation substances that an individual believes to be a controlled substance or that are represented to be such by or to a student, and/or imitation, synthetic or designer drugs that are used as substitutes or imitations for controlled substances (this includes synthetic cannabinoids or salvia divinorum).
2. Drug paraphernalia includes, but is not limited to papers, pipes, etc.
3. Alcohol includes but is not limited to fermented malt beverages or malt, vinous, or spirituous liquors. This includes beer or liquor containing alcohol content greater than zero.
4. "Participants" include but are not limited to: Teachers, attending parents, students, Admin Team, Board Members, guests and visitors.

**CONSEQUENCES FOR DRUG OR ALCOHOL POSSESSION/USE/DISTRIBUTION** ACTS will not tolerate the possession, use or distribution of controlled substances including drugs or alcohol by participants on the ACTS campus. Consequently, at the sole discretion of the Board, violation of said policy may result in one or more of the following:

1. Immediate suspension or permanent dismissal from ACTS, it's classes, and events
2. Confiscation of the controlled substance/paraphernalia
3. Immediate notification of police
4. Parent or guardian notification
5. Any member of the public who violates this policy shall be informed of the policy and asked to leave the ACTS class location or event.
6. Depending on the circumstances, the person may be barred from future entry to ACTS class locations or events.

## **WEAPONS POLICY**

1. **PURPOSE:** The purpose of this policy is to promote a safe environment for all participants of ACTS and the public.
2. **GENERAL STATEMENT OF POLICY:** No student or non-student, including adults and visitors, shall distribute a weapon during classes or events, except as provided in this policy.
3. **DEFINITIONS:**
  - a. "Weapon"
    - i. A "weapon" means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; air- guns; pellet guns; BB guns; knives; blades; clubs; metal knuckles; nun-chucks; throwing stars;

explosives; fireworks; mace and other propellants; stun-guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.

- ii. No person shall distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non- functional, look-alike guns; toy guns; air-soft guns and any object that is a facsimile of a real weapon.
- iii. No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.
- b. "ACTS classes and events" includes the entire building, grounds, the area of entrance or departure from church premises or ACTS events, and anywhere participants are under the jurisdiction of ACTS.
- c. "Possession" means having a weapon on one's person or in an area subject to one's control.

#### **4. EXCEPTIONS:**

- a. A student who finds a weapon during ACTS classes or events, or a student who discovers that he or she accidentally has a weapon in his or her possession, is to report and turn in said weapon to either the Teacher or TA. The Teacher will either return the weapon to the parent, or turn it into the Admin Team after classes are complete as appropriate.
- b. It shall not be a violation of this policy if a participant falls within one of the following categories:
  - i. Licensed peace officers, properly licensed ACTS personnel, who are on duty performing official duties; may openly carry or bear concealed firearms.
  - ii. Persons authorized to carry a pistol under Colorado C.R.S. 18-12-105
  - iii. Persons authorized to carry a concealed weapon under Colorado C.R.S. 18-12-203
  - iv. A gun or knife show held during ACTS classes or events, with prior permission
- c. While ACTS takes a firm position on the possession, use, or distribution of weapons by students and non-students, such a position is not meant to interfere with instruction or the use of appropriate equipment and tools in the classroom. Such equipment and tools, when properly possessed, used and stored, shall not be considered in violation of the rule against the possession, use, or distribution of weapons. However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner, such possession and use will be treated as the possession and use of a weapon.

#### **CONSEQUENCES FOR WEAPON POSSESSION/USE/DISTRIBUTION**

- 1. ACTS will not tolerate the menacing use or distribution of weapons by any participant. At the sole discretion of the ACTS Board, the consequence for such behavior may include one or more of the following:

- a. Immediate suspension, discharge or dismissal from all ACTS duties, responsibilities, classes and/or events
- b. Confiscation of the weapon
- c. Immediate notification of law enforcement
- d. Parent or guardian notification
- e. Any student who brings a firearm to ACTS or any ACTS events will be expelled for at least one year and may be subject to other criminal charges.
- f. Any member of the public who violates this policy shall be informed of the policy and asked to leave the ACTS class location or event. Depending on the circumstances, the person may be barred from future entry to ACTS class locations or events.
- g. If appropriate, law enforcement will be notified of the policy violation and may be asked to provide an escort to remove the violator from ACTS classes or events.

## **BUILDING EVACUATION PROCEDURES**

### **LOCKDOWN/SHELTER IN PLACE:**

The first course of action in case of an active shooter would be to evacuate the building. Use the nearest exit as appropriate to evacuate with your students to the parking lot on the far North East (the Post Office side) corner of the RMC parking lot (behind the building) UNLESS directed by law enforcement to do otherwise. Once you are free and safe, text the TA or Teacher Coordinator notifying them if your class is complete or not, as well as a list of who is missing or extra in your class group (names that do not match your roster).

In the case where it is necessary to shelter-in-place and not safely possible to exit the building, the following process will be followed:

1. Teachers would be instructed to do the following:
  - a. Do not leave the room
  - b. Return to a room if they are elsewhere
  - c. Turn off lights
  - d. Children lie on the floor away from viewing window
  - e. Teachers and children do not leave the room until the "all clear" is announced. This will most likely be done via phone or text message.
  - f. If utilizing a classroom bathroom, do your best to block off light from under the door with an item of clothing etc.
2. Admin Team would be instructed to do the following:
  - a. Lock fire doors in hallways.
  - b. Go to the bathroom and check for children. If there is a child in there, keep them there, move to the back and sit quietly. Stay with the child until cleared, then escort them to their classroom or wherever you are directed by officials.
3. What to expect from responding police officers:
  - a. Do as police officers tell you. Put down any bags you may be carrying and keep your hands visible at all times so they can see that you are not carrying weapons.
  - b. Do not attempt to remove injured people, instead notify authorities of their location.
  - c. After the first officers have secured areas, rescue teams will follow into these areas to treat and remove injured persons.
  - d. Once you are in a safe location, remain there until released by officials.
  - e. Individuals who carry personal weapons on RMC's property are not encouraged or authorized to use them for any means other than personal defense. The initial police teams do not know who the shooter is and may not stop to ask questions if they see you with a weapon. **YOU MAY BE SHOT. THIS IS A VERY DANGEROUS AND TENSE SITUATION. ONLY TRAINED AND AUTHORIZED PERSONNEL SHOULD REACT TO STOP AN ACTIVE SHOOTER.**

### **FIRE EVACUATION:**

Upon hearing the building alarms:

1. Grab the attendance folder
2. Quickly line up the students
3. Verify all students are present using the attendance roster.
4. TA should lead the way and the Teacher should bring up the rear with the attendance folder.
5. Teacher, shut off the lights and close the door behind you.
6. Follow classroom escape routes, located in the classroom. Proceed to the North parking lot. Do not stop to collect belongings.
7. Notes:
  - a. If someone is in the bathroom, the student and/or adult should exit the building and meet at the North parking lot (closest to the post office). A teaching assistant may go to the bathroom to retrieve a student while the others leave for the evacuation location
  - b. Nursery leaders follow the same procedures noted above.

**At the evacuation location - North (Post Office side) parking lot:**

1. The teacher will immediately count the students and take roll. *Make sure that everyone signed in on the attendance roster is present!*
2. If anyone is missing IMMEDIATELY hold up the RED CARD (found in the attendance folder). Then notify a Admin Team member, safety team member or fire personnel.
3. If you have anyone extra in your class (even if they are a visitor or guest), hold up the red card.
4. Follow any directions given by fire personnel or safety personnel.
5. Teachers are **NOT** to release children until cleared to do so by an ACTS Admin Team member, safety team member, or church Admin Team member.
6. Parents, do not leave your TA assigned class. If children need to be reunited with parents, the Admin Team will direct and shift as appropriate. Remember, the children in your care need you as well.