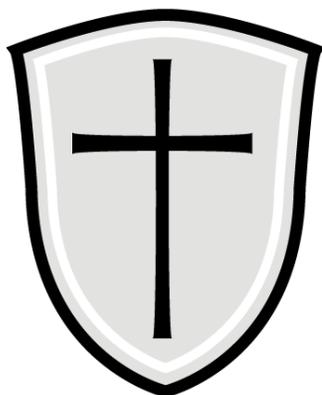


***FAITH CHRISTIAN  
HOME EDUCATORS***

***HANDBOOK 2025 - 2026***



**FAITH**  
CHRISTIAN HOME EDUCATORS

***Ephesians 6:11 – Put on the armor of God***

# FAITH CHRISTIAN HOME EDUCATORS

## School Year 2025 - 2026

### First Semester (15 weeks)

Monday, September 8, 2025 – January 12, 2026

No classes on November 24, December 22, 29, 2025 & January 5, 2026

### Second Semester (15 weeks)

January 19, 2026 – May 4, 2026

(If a snow day is needed the semester will end May 11, 2026)

No classes for Spring Break on April 5, 2026

FCHE Classes meet on Mondays.

Most classes are year-long, but semester classes are offered occasionally.

For more class detail, please see the class schedule on our website.

[www.faithchristianhome.net](http://www.faithchristianhome.net)

### Location of Classes

Rockpoint Church  
5825 Kelvin Ave N  
Lake Elmo, MN 55042

### Leadership

Administrators – Emily Mapes

Board of Directors – Julie Harms, Jennifer Ranalla, Wendy Markham,  
Carrie Andersson, Abby Layer, Dana Johnson, Mallory Ranem

### Contact Information

[faithchristianhome@yahoo.com](mailto:faithchristianhome@yahoo.com)

Please use the Yahoo email above and your message will be responded to within 24 hours.

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# Faith Christian Home Educators Member Handbook

Faith Christian Home Educators provides weekly learning activities and classes for homeschooled students. We are not the primary source of education but are an enhancement to home education. We believe strongly in the word of God when it says that we are to share the love of Christ with all, and this ministry runs as an educational program with the purpose of training Christian children “in the way they should go” according to Biblical principles. Since this is not an evangelistic program, we focus on and reach out to those home educating families who have already accepted Jesus Christ as their Lord and Savior. Therefore, all classes and worship time will be taught with Christian beliefs woven into them.

## Mission Statement

Our mission is to partner with Christian families who choose to home school their children. We exist to provide an extension of the Christian home as we train our student members in various school subjects. We strive to be an example of Godly living by helping to prepare the next generation of Christian leaders and equip them for a life devoted to their Savior Jesus Christ and serving on His behalf in their homes, churches, vocations, and communities. We believe Christian values according to the Holy Bible should be woven into every aspect of education and life, and work to ensure we operate FCHE accordingly. We live and teach these values as we search for opportunities for our students and their families to share Christ's love with others.

## Statement of Faith

Faith Christian Home Educators (FCHE) operates based on and pursuant to the following Statement of Faith, which it requires participating students, parents, guardians, tutors, employees, and Board Members to follow. FCHE is a non-profit, Christian, non-denominational organization. It does not endorse any specific denomination. It does promote Biblical Christian principles.

FCHE believes the following:

1. We believe that the Bible is the inspired, inerrant, and infallible Word of God. It is written without error under the inspiration of the Holy Spirit and has the final authority in all matters of faith and conduct according to 2 Timothy 3:16-17, which states, "All scripture is God-breathed and is useful for teaching, rebuking, correcting, and training in righteousness, so that the man of God may be thoroughly equipped for every good work."
2. We believe in the Trinity (John 1:1, John 1:14, 1 John 5:7) – there is one living and true God, eternally existing in three persons of spirit: Father, Son, and Holy Spirit, and our worship will consist in worship-ping the one true God only as Matthew 4:10 states, "Worship the Lord your God and serve Him only."
3. We believe that Jesus is the express image of the invisible God, which is to say He is God; that He became man, yet without sin, being conceived by the Holy Spirit and born of the Virgin Mary; that He died on the cross as a substitutionary sacrifice for sin; that He arose from the dead in the body in which He was crucified; that He ascended into heaven in that body glorified, where He is now, our interceding High Priest; and that He will return again personally, visibly, and gloriously.
4. We believe that anyone turning from sin in repentance and looking to Christ, believing in Him and His substitutionary death receives the gift of eternal life and is declared righteous by God as a free gift. Salvation is wholly of God; by grace; that God in love, gave His only son to die on the cross for sin, thus procuring the redemption of those who come to Him; that this salvation is not merited in any way by man; that God commands men everywhere to repent of sin and believe in Christ; and that this salvation is eternal in its duration. Ephesians 2:8-9 states, "For it is by grace you have been saved, through faith - and this not from yourselves, it is the gift of God - not by works, so that no one can boast."

5. We believe the Lord Jesus died as a sacrifice for our sins; He rose victorious from the grave on the third day; He ascended to the right hand of the Father; He makes continual intercession for believers, and all who believe in Him are justified by His shed blood. Ephesians 1:7 states, "In Him we have redemption through His blood, the forgiveness of sins, in accordance with the riches of God's grace." And Hebrews 7:25 states, "Therefore, He is able to save completely those who come to God through Him because He always lives to intercede for them."

6. We believe in the fall of man; although originally created in the image of God, through the disobedience of Adam, man fell into a sinful and spiritually impotent state, totally unable to justify himself before God.

7. We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life. (Ps. 139)

8. We believe that in order to preserve the function and integrity of Faith Christian Home Educators (FCHE), and to provide a biblical role model to the FCHE members and the community, it is imperative that all members of FCHE agree to and abide by the following *Statement on Marriage, Gender, and Sexuality*. (Matt 5:16; Phil 2:14-16; 1 Thess 5:22.)

- We believe that God wonderfully and immutably creates each person. The Bible says that He created them male or female. These two distinct, complementary genders together reflect the image and nature of God as is stated in Genesis 1:26-27. Rejection of one's biological sex is a rejection of God's intent, plan, and design for one's life.
- We believe that God created marriage to be the uniting of one man and one woman in a single, exclusive union, as delineated in Gen 2:18-24 and Matt 19:4-5. We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Cor 6:18; 7:2-5; Heb 13:4.) We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.
- We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, sexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matt 15:18-19; 1 Cor 6:9-10.)

9. We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Rom 10:9-10; 1 Cor 6:9-11.)

10. We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31.) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Faith Christian Home Educators.

11. We fully adhere to Hebrews 13:8 which states, "Jesus Christ is the same yesterday and today and forever."

### Final Authority for Matters of Belief and Conduct

The Statement of Faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of FCHE's faith, doctrine, practice, policy, and discipline, our Board of Directors is FCHE's final interpretive authority on the Bible's meaning and application.

# GENERAL INFORMATION

## Liability

Parents are ultimately responsible for their children at Faith Co-op. If students are not in class, we highly suggest that a parent be present. If a parent is not able to be present, students must always stay in the commons area and gym (when available). If there is a parent supervisor available, children are permitted to be outside in the back of Rockpoint's building within the designated area. If a student chooses to leave the building or the back designated area at Rockpoint, the parents are responsible. FCHE is not responsible for anything that may happen in the parking lot or beyond if students leave campus during the day.

See also *Waiver & Release of Liability*, signed at registration.

## Role of the Tutor

The belief that parents are the main educators of their children is fundamental to FCHE. The role of our tutors is to aid in the child's learning experience by adding instruction in the tutor's area of expertise. Tutors share in the responsibility to educate and form students in the faith. The tutors will provide a syllabus for each class that will show homework assignments as well as the specific content to be covered. Tutors will also provide suggestions for what parents may do at home to enhance and complement the class instruction. The amount of homework is dependent on the grade level of the class and on the subject. Evaluations will be given to parents toward the end of each semester, or more frequently depending on the class. Elementary level classes will provide, at a minimum, semester evaluations. Upper level tutors will utilize the website grading system so that parents have access to information in a timely manner. Grade suggestions may be made by tutors, but parents have the final say in grades for their children.

## Attendance

If you know in advance that your child will be absent from any given class, please let the tutor(s) know as soon as possible. This will give the tutor(s) ample time to prepare and gather work which your child may miss, and it is very helpful in planning for needed supplies

## Upper Level Building Access

**\*\*There is absolutely NO access to the upper level at Rockpoint (unless you are in Band or Choir, which in those cases access is only granted under the supervision of your instructor as your escort). All students MUST remain on the lower level (in approved areas), or in approved outdoor areas. Violations of this rule will result in disciplinary action.\*\***

## Visitor Policy

All visitors must check in with the person at the Welcome Desk and then be referred to the Admin on duty. Any potential students should contact the Admins in advance to schedule a visit. Alumni or previous students need to get permission from Admins in advance to visit Faith Co-op.

## Appearance

Why is addressing appearance necessary?

Educational research shows that students who wear school uniforms or who follow a dress code do better academically and socially. It is assumed that this is due to the fact that when distractions of clothing are removed or minimized, the focus is then placed on academics. While allowing for personal expression, the goal of our Appearance Code is to help our children dress in a manner that will glorify God and will help them to be successful academically.

1. All dress must be modest.

- Tops and bottoms must overlap so midriff skin is not exposed.
- Necklines should not be revealing.
- All shoulder straps should be at least 1 ½ inches wide.
- All shorts should have inseams of no less than 4 inches.
- Undergarments should not be seen.
- T-shirts advertising tobacco, alcohol, or containing inappropriate sayings are not allowed.
- No perfumes should be worn at Faith due to allergies and sensitivities.
- No yoga pants or leggings can be worn without a long top, dress, or skirt that covers the backside.
- Skirt lengths should extend past the fingertips when arms are at the side.

2. Everyone must dress in conformance with their biological sex.

3. Other distracting or disruptive apparel will be handled on a case-by-case basis

## Conduct

Faith Christian Home Educators is a co-op offering ala carte classes offered as an extension of what homeschooling families are doing at home. Tutors are contracted directly by families, and the tutors in turn rent space from Faith at Rockpoint Church. All of these relationships are held within Christian good faith and practice. There are three Bible verses that summarize our expectations of tutor and student behavior while participating in FCHE classes or while attending special events:

- Matthew 6:33 “...Seek first the kingdom of God and His righteousness, and all these things will be added to you.”

- Luke 10:27 “...Love the Lord your God with all your heart and with all your soul and with all your strength and with all your mind, and your neighbor as yourself.”
- 1 Corinthians 10:31 “...Whether you eat or drink, or whatever you do, do it all for the glory of God.”

If we make our decisions with the above verses in mind, the conduct expectations outlined in this handbook should be automatically achieved.

## Process for Violations

Before involving a FCHE administrator, families should first attempt to resolve conflicts directly through in-person conversation (email or text is discouraged). If an administrator is consulted, they will ask what steps have already been taken to address the issue. If a violation is determined, the following actions will typically apply:

- **First Offense** - Administrator will talk with families to see what has occurred and mediate if necessary. If the offense is violent in nature (either verbally or physically), it will be treated as a second offense.
- **Second Offense** - Offending student and student’s family will meet with an Administrator, which may include a suspension from FCHE for a period of time.
- **Third Offense** - Student will be expelled from FCHE. The offending student may be readmitted after a period of time at the discretion of the FCHE Board.

Faith’s goal is to lead, guide, and direct our students to live out godly lives (e.g., advocate modesty as a reflection of character vs. just following the dress code). We believe in giving grace for an error, but taking disciplinary action for repeated offenses. This process is based on biblical principles, and it is found to be the most charitable way to deal with difficult relational conflicts.

Please refer to Matthew 18:15-20 in which Jesus says, “If your brother sins against you, go and tell him his fault, between you and him alone. If he listens to you, you have gained your brother. But if he does not listen, take one or two others along with you, that every charge may be established by the evidence of two or three witnesses. If he refuses to listen to them, tell it to the church. And if he refuses to listen even to the church, let him be to you as a Gentile and a tax collector. Truly, I say to you, whatever you bind on earth shall be bound in heaven, and whatever you loose on earth shall be loosed in heaven. Again I say to you, if two of you agree on earth about anything they ask, it will be done for them by my Father in heaven. For where two or three are gathered in my name, there am I among them.”

Faith reserves the right, in its sole discretion, to suspend or expel a student for serious or violent misconduct without proceeding through the progression identified above. Such decisions are made with the best interests of FCHE and its members in mind.

# FOR STUDENTS

## Student Expectations

1. We will abide by Biblical Christian standards in our speech and in our actions – showing kindness, responsibility, and honesty toward adults and fellow students.
2. We will be attentive and cooperative with tutors, helpers, and fellow students at all times. We will refrain from disruptive/distracting behavior during class.
3. No swearing or cussing will be tolerated.
4. We will watch out for and take care of younger siblings and children in our proximity – being thoughtful of their safety.
5. We will be godly role models to younger children, to each other, and to those who are not Christians.
6. No weapons of any kind (including, but not limited to guns, knives, pocket knives, or lasers) are allowed on site at any time. Any of these items found in the possession of a student will be confiscated and returned only to the parent.
7. No stealing or cheating will be tolerated.
8. Electronic devices, including but not limited to cell phones, electronic games, iPods, and MP3 players are not allowed on a student's person or in their possession while on church property. If a student requires access to a cell phone during the day (e.g. PSEO students, contacting parent, emergency, etc.), they must place their phone in the designated cell phone storage location behind the Welcome Desk upon arrival. Phones may only be retrieved and used near the Welcome Desk under the supervision of a Welcome Desk volunteer or Admin. Students may use laptops and tablets solely for academic purposes in designated study areas. Any use of these devices for non-homework activities will result in the loss of this privilege for the remainder of the semester. Unauthorized possession or use of electronic devices will result in confiscation of the device, which will be stored until the end of the day. Repeated violations may result in further disciplinary action, as deemed appropriate by the board.
9. No skateboards, hee-ies, or similar recreational toys will be allowed on church property.
10. No illegal drugs (including cannabis products), tobacco, alcohol, or drug paraphernalia are allowed on church property at any time including in vehicles.
11. No food or drink (except water) is allowed anywhere except in the designated lunch area.
12. No food or drink (except water) in the classrooms.
13. Inappropriate touch is not allowed at any time.
14. Students will only use restrooms of their biological sex.
15. Gambling, with or without the use of money, is not allowed on the premises.
16. Please pick up after yourself at lunch and throughout the day.
17. Be respectful of our neighbors and of church building. No screaming or running around the building, on the landscaping, or in the parking lot and the street. No climbing trees or signs.
18. Stay in the designated areas in between classes where respectful talking is permitted. This includes the welcome area or the gym when available.
19. Absolutely no roaming around the church building, and no entering undesignated areas or rooms.
20. No playing in the parking lot, in front of the building, or congregating in cars in the parking lot.

21. It is assumed that students who are driving to Co-op will get permission from a parent if they are leaving during the day and returning.
22. Teenagers (13+) may receive prior permission from FCHE Leadership to be in other areas. This privilege is handled on a case-by-case basis, and all set rules must be respected and adhered to.
23. It is imperative that respect is shown towards adults at all times.
24. Other distracting/disruptive behavior will be handled on a case-by-case basis.

## Student Searches

As part of its commitment to fostering a safe and healthy learning environment at FCHE, students are prohibited from possessing weapons or contraband (such as but not limited to alcohol, illegal drugs, and smoking materials) on FCHE premises. All of the facilities, furniture, fixtures, computers, technology or other resources provided by FCHE for use by students while at FCHE, are not private, and may be searched by FCHE officials at any time without advance notice to a student. In addition, when FCHE has reasonable suspicion that a search may uncover a violation of law or of FCHE's rules, FCHE reserves the right to search a student's person or personal possessions, including but not limited to a student's clothing, purse, backpack, book bags, electronic devices, packages, and vehicles on FCHE property. FCHE will strive to ensure that any search is reasonable in scope and intrusiveness. In addition, where it is necessary to search a student's person, FCHE will consider the anatomical sex of the student when determining who will conduct the search and will arrange to have an observer present during the search. In some circumstances, FCHE may decide to contact law enforcement to conduct or assist in a search. If a search yields evidence that a student has violated a law or a FCHE rule, the student may be subject to discipline, up to and including dismissal from FCHE, and the evidence may be seized and, if appropriate, turned over to the police.

## Defacement of Property / Vandalism

Defacement of property, rock throwing, or any form of vandalism will not be tolerated.

The consequences of the above will be handled with the below consequences. The Board reserves the right to add to these if necessary, depending on the violation.

1. If a child is caught defacing ANY property or throwing rocks during the co-op day, a parent will be called to immediately come and pick-up the child.
2. The child will be suspended for one additional week of co-op.
3. The child will be required to clean the defacement. If the damage is permanent (such as ink or carving into a table), the parents will be financially responsible for replacing the item. If a thrown rock results in damage to any property, parents will also be financially responsible.
4. A \$25 fine will be imposed in any instance.

Future violations will result in additional consequences - including further suspension or expulsion from co-op.

## Yearbook

Faith offers the opportunity for families to purchase a yearbook. Families have the option to opt out of their child's individual photo and name being in the yearbook.

Due to the nature of photos at co-op your child may appear in group and candid photos in the yearbook.

## FOR PARENTS

### Parent Expectations

1. It is expected that all parents have read and understand the contents of this handbook and agree that their family will abide by the guidelines herein.
2. At membership registration all parents must affirm and sign:
  - Waiver & Release of Liability form for Faith Christian Home Educators-and Rockpoint Church
  - Statement of Faith
  - Background Check Consent
3. Families are expected to arrive promptly so classes may start on time.
4. Parents are responsible for supervising their students per guidelines below (see Required Child Supervision below).
5. Families are required to complete volunteer service hours each semester, or buyout their hours (see Volunteer Service Responsibility below).
6. Parents must pay tuition on time as designated on the website (see Tuition & Fees below).
7. It is the parent's responsibility to ensure students complete and turn in the required homework assignments.

### Required Child Supervision

All outside playtime must be supervised by the child's parent(s) if there is not a volunteer supervisor scheduled for the outside play area.

Your child must be scheduled in classes if they are at Faith. Children cannot be at co-op for more than 90 total minutes without a class (not counting lunch which is from 12:00-12:30). If your child has more than a total of 90 minutes of unscheduled time for the entirety of the co-op day, you must be present and supervising them in the building as we do not have someone to specifically watch children when they are not in class. Children cannot be dropped off early or stay later to wait for a sibling if they have already used up their 90 minutes of free time during the co-op day. If a child exceeds their 90 minutes of free time due to being dropped off early or staying late, a parent must remain on-site to supervise them. If you need an exception due to extenuating circumstances you may contact the Administrators.

#### Examples of the 90 Minute Rule:

Example 1: Morning Gap

- Classes: 9:00–10:30 AM, 12:30–2:00 PM
- Free Time: 10:30 AM–12:00 PM
- Lunch: 12:00 –12:30 PM
- Total Free Time: 90 minutes before lunch

#### Example 2: Afternoon Gap

- Classes: 8:45 AM–12:00 PM, 2:00 PM–3:30 PM
- Free Time: 12:30–2:00 PM
- Lunch: 12:00 PM–12:30 PM
- Total Free Time: 90 minutes after lunch

#### Example 3: Gaps in Schedule

- Classes: 8:45 AM–10:00 AM, 11:00 AM–12:00 PM, 1:00–3:00 PM
- Free Time: 10:00–11:00 AM and 12:30–1:00 PM
- Lunch: 12:00 PM–12:30 PM
- Total Free Time: 90 minutes (60 before lunch + 30 after lunch)

## Service Responsibility

Due to the fact that Faith is run entirely by volunteers, each family's participation is vital. Two hours of service time is required for each 1-hour class with a maximum of 16 hours per family per semester. To the best of their ability, we need each family to serve two hours of this time in a morning or afternoon set-up/clean-up slot each semester.

Each family is responsible for having their hours fulfilled by someone 18+ years old (if parent is present, students aged 13+ can complete service hours in certain areas—such as set-up and clean-up—at the discretion of the FCHE Board; please talk to Administration for details).

A BUY-OUT option for volunteer hours is available at the cost of \$25 per volunteer hour. A combination of buy-out and volunteering is also acceptable.

At the start of each school semester, parents will receive a courtesy email detailing their service hour requirements, as well as the amount to buyout all hours for the semester. Please be on the look out for this email and let us know right away if there are any discrepancies. You are responsible to serve or buyout hours regardless of receiving a service hour form.

Positions and times for volunteering can be found online using FCHE's Sign-up Genius. Deadlines for service sign-up or buyout will be sent out each semester.

Upon completion of each volunteering session, please sign the daily volunteer sheet at the Welcome Desk and document your hours in the Volunteer Sign-out Book with initials from a FCHE Board Member/FCHE adult in order to receive credit for your hours.

## Tuition & Membership Fees

• The Annual Membership Fee of \$50 per student is due at time of initial Membership Registration.

• Tutors are paid directly, with the payment method chosen by the tutor. The fee for each class differs and are found on the website under each class heading. Payment schedule is listed below.

❖ Failure to make payments on time could result in a loss of the student's space in the class. It is the family's responsibility to discuss with the tutor any changes they may need to the payment schedule.

❖ FCHE does offer partial scholarships to member families. Please inquire with FCHE Administration for an application. As a note, families receiving a scholarship are asked to fulfill their service hours and will not be permitted to buy out their service hours for the year.

*Tuition, Supply Fees, and Membership Fees are non-refundable after registration unless a class is cancelled.*

## Scholarship Policy

FCHE has a limited amount of funds to offer to families to attend classes. If you are interested in a scholarship, please contact the President or Administrator to get an application for scholarship. Once an application is received families should know within a month if/what funds are available. We do ask families who receive a scholarship to fulfill their service hours with time served instead of buy-out.

## Tuition Payment Schedule

Most FCHE classes require a year-long commitment. Please speak with the tutor if you are interested in a ONE semester option.

❖ Annual Tuition and Supply Fees are to be made payable directly to the tutors. You will be notified of the tutor's preferred payment method after you register for classes. If possible, total payment may be made in One installment. However, a Two Installment Plan is detailed below:

TWO Installment Plan:

1. 1st Installment (1/2 Combined Total of Annual Tuition + Supply Fee) due by April 28, 2025 (or at the time of registration).
2. 2nd Installment (1/2 Combined Total of Annual Tuition + Supply Fee) due by August 25, 2025

## Forum Guidelines

As a member family of FCHE you will be added to our Forums through the website. This is the main way we communicate with each other about upcoming events, Faith Notes, etc. You will also be able to use the Forum to send messages to all other FCHE families. There are some guidelines that need to be followed in order to use the Forum.

- Please use the subject line of your email to give a clear, concise description of your email.
- DO share information about homeschooling.
- Do use this group to coordinate activities, ask homeschooling advice, ask homeschooling questions, ask co-op questions, etc.
- Please DO NOT use this group to sell items for a business. You may request to have your business added to the business portion of our website.
- Please DO NOT pass along anything of a political nature (endorsing a candidate, ANY political emails). Please use your personal contacts for this.
- If you have any questions about whether or not something is appropriate to post, please first email [faithchristianhome@yahoo.com](mailto:faithchristianhome@yahoo.com).
- If you have homeschooling related items to sell, gift, or bless other FCHE families with, please use the Classified Section of the website (not the Forums)

## SAFETY PLANS & PROCEDURES

### Daily Safety Plan

- Welcome Desk Attendant will be at the table near the doors throughout the school day.
- There will be one safety drill in the first semester, and the Board and Administration will work with Tutors at the beginning of the year to ensure they understand their roles in keeping students safe.
- Outdoor Supervisors and the Welcome Desk attendant will have handheld alarms and have them readily accessible to be used in case of an emergency.
- Planned safety precautions will be taken and procedures followed by Tutors, FCHE Board, and Administrator to ensure children are safe in the event of an emergency.

### Medical Emergency Plan

FCHE does not have medical personnel (such as nurses or first responders) on staff, and our Administrators and volunteers are not formally trained to handle medical emergencies. In the event of a medical situation or if a student becomes ill, best practices will be followed for contacting parents and emergency personnel if necessary. Parents should ensure their contact information is up to date.

### Child Protection Plan

- Background checks will be performed for all guardians listed as main contact for each family, additional volunteers completing service hours for a family, tutors, board members, and administrator staff. These are to be kept current and run every year.
- Our Code of Conduct is included in this Handbook, and is for all to read and to guide all interactions between adults and children at Faith co-op.
- The Code of Conduct is to be signed by all tutors, board members, and admin staff.
- Child Protection Safety Training will be required of the Administrators, Faith's only paid staff.
- This same Safety Training will be offered as a resource to tutors, who as self-employed teachers are responsible for creating a safe environment in their classes (including one-on-one music lessons).

### Fire Procedures

If a fire is discovered, which cannot be safely and quickly extinguished, an alarm should be pulled. Upon hearing an alarm going off all Tutors will escort children to the nearest exit away from the fire. All tutors and adults present in common areas will escort students to the nearest exit away from the fire. Everyone

will meet in the parking lot. As soon as possible 911 will be called. The main objective for all concerned is to vacate the building as quickly as safely possible.

## **Tornado Procedures**

Upon hearing civil defense sirens or upon learning of an approaching tornado, the Administrator or another responsible adult will direct children to the walls along the hallways, and the designated tornado shelter area (PreK/K wing). The Administrator, Floater, and other available adults will sweep the building to ensure all adults and students seek shelter. Using the alarms, the Administrator will calmly and loudly say, "Tutors, there is a tornado warning, please usher students to the designated hallways and shelter area" as she walks the building. Tutors will help usher students. The administrator and other adults on duty will sweep the building (checking bathrooms, etc.) to ensure all adults and students seek shelter.

## **Intruder Procedures**

- Immediately activate the Blue Light located at the Elementary and Preschool check in desks.
- If the threat is outside the building, secure the doors by locking all exterior doors, and moving all children and adults away from windows and doors. An administrator will lock outside doors.
- If the threat is inside the building use "Run-Hide-Fight" -
  1. Evacuate (Run) - If you can leave the area safely with your students, do so. Leave all items behind.
  2. Lockdown (Hide) - If you are unable to exit the building safely then lockdown and hide. Lock the doors and turn out the lights.
    1. Rooms 1, 2, 3 and the Warehouse have Allen keys hanging by the door jams.
    2. Kitchen, Blast area, Gym, and Preschool doors will lock when closed.
    3. Block entrance to the room, silence cell phones and hide away from view.
  3. Take Action (Fight) - If you are unable to take action or hide, only then do you fight. Attempt to incapacitate intruder, act with physical aggression, locate objects to throw at intruder.
- Call 911 as soon as it is safe to do so.

## Child Protection Code of Conduct

**Faith Christian Home Educators (FCHE) has a zero-tolerance approach to any child abuse or other intentional harm to a child.**

I promise to abide by the following code of conduct and maintain compliance with the FCHE Child Protection Plan outlined in the FCHE Handbook.

It is my responsibility to:

- Protect children from harm via both my acts and omissions.
- Report any concerns about Child Protection.

The following guidelines are offered in order to prevent co-op adults from being placed in a position where they are made vulnerable to allegations of misconduct and to protect children from threats.

I will **not**:

- Undertake an action which could be considered abusive, or place children at risk of abuse, through my acts or omissions.
- Remain alone with an individual child that is not my own child, but will immediately open the classroom door, or move to a more public space. (One-on-one music lessons are the exception at FCHE. Music lessons will always happen in a classroom with a window, and only with parent permission and guided by the rest of this Code.)
- Use physical force with a child.
- Engage in any behavior which could be considered as sexually motivated with a child.
- Exchange personal information with a child without parent permission.
- Arrange to meet a child alone, without permission from the parents, outside of my assigned duties.
- Post photos or video of children at FCHE on social media or anywhere online.

**Reporting Procedure.** If I observe or become aware of a violation or potential violation of this policy, I will:

1. Notify a member of the Admin staff.
2. Contact the board by emailing: [faithcheboard@gmail.com](mailto:faithcheboard@gmail.com)

I \_\_\_\_\_ understand the above and acknowledge that I will face disciplinary action or other consequences if I fail to comply with this policy. I agree to follow the standards it contains. I understand that any action inconsistent with this Code of Conduct, or failure to act as mandated by this Code of Conduct may result in disciplinary action or other consequences.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Our goal at Faith is to share the love of Christ with all Faith attendees and their families, while providing a Christ-like atmosphere of support and learning. Please feel free to let us know how we may pray for you or how we can support you and your family. We also welcome any suggestions you may have which will make Faith more pleasing to God and more helpful to homeschooling families. Thank you for giving Faith the opportunity to come alongside you on your homeschooling journey!*

*Many Blessings!*

*FCHE Board & Administration*