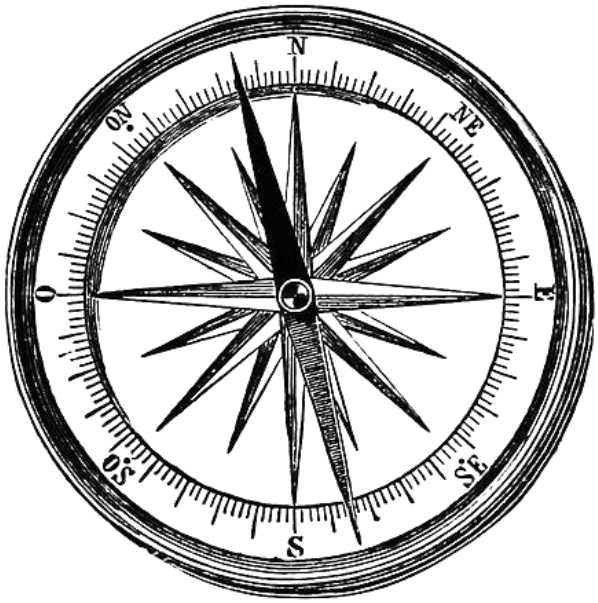
The Agapé Compass:

Guiding Our Co-op Community



2026-2027 School Year

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Agape Co-op Statement of Faith

Our Foundation

At Agape Co-op, we believe that all truth belongs to God and that education is ultimately an act of discipleship. We seek to cultivate hearts that love Christ, minds that pursue wisdom, and lives that reflect the Gospel. Our teaching, fellowship, and community life are rooted in the authority of Scripture and centered on Jesus Christ.

This Statement of Faith serves as the doctrinal foundation for Agape Co-op and guides our curriculum, leadership, teaching, and community practices.

Statement of Faith

1. The Bible

We believe the Bible is the inspired, infallible, and authoritative Word of God. The Scriptures of the Old and New Testaments are God's complete revelation to humanity and are trustworthy in all they teach. The Bible is the final authority for faith, doctrine, morality, and Christian living.

> *"All Scripture is breathed out by God and profitable for teaching, for reproof, for correction, and for training in righteousness." – 2 Timothy 3:16*

2. God

We believe there is one true and living God, eternally existing in three Persons: Father, Son, and Holy Spirit. God is holy, sovereign, eternal, all-powerful, all-knowing, loving, just, merciful, and faithful.

God created all things for His glory and sustains all creation by His power.

> *"Holy, holy, holy is the Lord God Almighty, who was and is and is to come!" – Revelation 4:8*

3. Jesus Christ

We believe Jesus Christ is the eternal Son of God, fully God and fully man. He was conceived by the Holy Spirit, born of the virgin Mary, lived a sinless life, performed

miracles, died on the cross for our sins, rose bodily from the dead, ascended into heaven, and will return again in glory.

Through His death and resurrection, Jesus provides the only way of salvation and reconciliation with God.

> *"I am the way, and the truth, and the life. No one comes to the Father except through me." – John 14:6*

4. The Holy Spirit

We believe the Holy Spirit is fully God and actively works in the world to glorify Christ. The Holy Spirit convicts of sin, regenerates believers, indwells Christians, equips them with spiritual gifts, and empowers them for holy living and faithful service.

> *"But the Helper, the Holy Spirit, whom the Father will send in my name, he will teach you all things." – John 14:26*

5. Creation

We believe God created the heavens and the earth and everything in them. Humanity was uniquely created in the image of God with inherent dignity, value, and purpose.

We believe God created humanity male and female as reflected in His design and order.

> *"So God created man in his own image... male and female he created them." – Genesis 1:27*

6. Humanity and Sin

We believe all people are sinners by nature and by choice and are separated from God because of sin. Humanity cannot save itself through works, morality, or human effort.

> *"For all have sinned and fall short of the glory of God." – Romans 3:23*

7. Salvation

We believe salvation is a gift of God's grace received through faith in Jesus Christ alone. Jesus' sacrificial death and resurrection provide forgiveness of sins and eternal life for all who repent and believe. Salvation is not earned through good works but results in a transformed life marked by obedience, love, and discipleship.

"For by grace you have been saved through faith... it is the gift of God." – Ephesians 2:8

8. The Church

We believe the Church is the body of Christ, made up of all true believers. The Church exists to worship God, proclaim the Gospel, make disciples, serve others, and encourage believers in truth and love.

We believe parents are the primary disciplers and educators of their children, and Agape Co-op exists to support families in that calling.

"Go therefore and make disciples of all nations." – Matthew 28:19

9. Christian Living

We believe Christians are called to live lives that honor God in thought, word, and action. Believers are called to pursue holiness, love others, serve faithfully, practice humility, and walk in obedience to Scripture.

We believe the Gospel shapes every area of life, including education, relationships, work, creativity, and service.

"Whatever you do, do all to the glory of God." – 1 Corinthians 10:31

10. Marriage and Family

We believe marriage is a covenant established by God between one man and one woman and is designed to reflect Christ's relationship with the Church.

We believe children are a blessing from the Lord and that families are called to raise children in the instruction and wisdom of God.

"Train up a child in the way he should go." – Proverbs 22:6

11. The Return of Christ

We believe Jesus Christ will physically and visibly return again. God will judge the living and the dead, establish His eternal kingdom, and make all things new.

Believers will dwell eternally with God, and His righteousness will reign forever.

"Surely I am coming soon." – Revelation 22:20

Educational Philosophy

At Agape Co-op, we believe theology is not separate from education but the foundation of it. Every subject ultimately points back to the order, beauty, truth, and wisdom of God.

We seek to provide a Christ-centered learning environment that encourages students to:

- Love God with heart, soul, mind, and strength
- Develop wisdom and discernment
- Pursue truth, goodness, and beauty
- Grow in servant leadership and discipleship
- Use their gifts for God's glory
- Share the Gospel faithfully in the world

We believe education should shape not only what students know, but who they become.

Community Commitment

As a Christian homeschool co-op, Agape desires to maintain unity in Christ while welcoming families from a variety of denominational backgrounds who affirm the core truths of the Christian faith.

Families participating in Agape Co-op are expected to respect and support the co-op's Statement of Faith, values, and standards of conduct.

We are committed to fostering a community marked by:

- Christ-centered fellowship
- Grace and truth
- Humility and service
- Respect and encouragement
- Prayer and discipleship
- Love for God and neighbor

Declaration

We affirm that Jesus Christ is Lord, the Gospel is the hope of the world, and the purpose of education is ultimately to know God and glorify Him.

May everything we teach, create, and do at Agape Co-op point students toward a lifelong love of Christ and faithful discipleship in His kingdom.

> *"And whatever you do, in word or deed, do everything in the name of the Lord Jesus." – Colossians 3:17*

Daily Procedures

Starting Our Day - 8:30am to 9:00am

- Check-in is located in the welcome center. A Crew member will assist you to mark your attendance sheet, provide you with your family's name badges & any important papers.
- Between 8:30-9:00 teachers are to be gathering their materials & preparing their classroom for an exciting day!
- At 9:00; students and parents will report to their Praise & Worship rooms.

Praise & Worship and Theology - 9:00am to 10:30am

- Praise & Worship begins promptly at 9:00am.
- Scouts - Voyagers & all teachers stay in the Voyager room for their P&W.
- Sailors - Crew & all teachers will gather in room 7 for P&W.
- Following P&W we will begin our morning announcements and theology lesson.
- At 10am, students will break into their Pods for group discussion and activity.

Upperdeck Class Rotation Schedule - 9:00am to 2:20pm

Class Period	Time	Example Rotation
1	9:00 - 9:30	Morning Meeting / Praise & Worship
2	9:30 - 10:30	Theology
3	10:35 - 11:15	Music / Tutoring
4	11:20 - 12	Art
-	12 - 12:45	Lunch
5	12:50 - 1:30	PE / Tutoring
6	1:35 - 2:15	Science
-	2:15 - 2:20	Clean Up

Lowerdeck Class Rotation Schedule - 9:00am to 2:20pm

*Schedule includes time for potty breaks, snack time, and transition time between activities

Time	Example Activity Rotation
9:00 - 9:30	Praise & Worship
9:30 - 10:15	Theology
10:15 - 10:30	Snack / Potty
10:30 - 11:00	Arts & Crafts
11:00 - 11:30	Free Rotation / Stations
11:30 - 12:00	Lunch Set Up / Potty / Wash Hands
12:00 - 12:20	Lunch
12:20 - 1:00	Recess
1:00 - 1:40	PE & Math Games
1:40 - 2:00	Free Play
2:00 - 2:20	Pack up & Clean Up

Lunch

- Scouts - Voyagers will remain in their room for lunch. Parents, if you have a Scout, Shipmate or Voyager please assist your child(ren) during lunch.
- Sailors - Crew are to report to the lunch room, setting their backpacks along the hall wall prior to entering.
- There are cards placed on the tables according to Pods, this ensures all students have a place to sit during lunch. However, students are able to sit with their parent if that is what they prefer.

Recess

- Assigned parents will announce recess and supervise students outside. Walkie-talkies should be on and with you at all times.

- All students who have finished eating and have cleaned up their lunch area may be allowed outside for recess. Parents will check their kid's area to ensure it is clean prior to them going outside.
- Remaining parents will help with lunch room clean up, moving tables, wiping and sweeping as needed.

Ending Our Day

It is expected that all teachers/parents will stay & clean their classroom. Before you leave, the room must be put back into the order according to the church's pictures, which are located on the back of each classroom door.

1. At 2:15 all students are to be released to their parents' classroom. Students are to remain in said classroom. Absolutely no students are to be in the hall.
    a. Teachers, direct your kiddos on what specifically needs cleaned & put away. Set up a routine and assign duties each week.
    b. Return any Agapé supplies to your teacher basket. Someone will come pick it up & put items away.
2. Contact a board member. on your walkie-talkie for a room check once you're all done.
3. Once your room is checked you are free to leave.

Room Cleaning/Expectations:

- Sweep/Mop
- Wipe off tables, chairs & any surfaces we used, including toys (lysol)
- Wipe down whiteboards
- Pull trash & set bag outside your door (do not take it out)
- Leave extra bags in the trash can before you put in a fresh bag
- There are pictures on the back of each door. Ensure the room replicates that picture
- If your classroom has an attached bathroom, ensure the toilet, sink, trash, and floors are clean.

Conflict Resolution

Guidance and Redirection Process

If we need to address the behavior of a student, please reference the SOAR addendum in this handbook.

Student Behavior & Incident Policy

At Agape co-op, we are committed to providing a safe, respectful, and Christ-centered learning environment for all students. In order to uphold the values outlined in our Student Standards, the following policy will be in place when behavioral concerns or safety incidents arise:

1. Minor Infractions

For occasional or minor disruptions (e.g., not following directions, unkind words, hallway lingering), the following steps will be taken:

- **First Occurrence:** Verbal reminder and redirection by the teacher
- **Second Occurrence:** The student may be removed from the classroom for a brief reset and the parent will be notified.
- **Third Occurrence:** A meeting will be scheduled with the Director, parent, and student to create a behavior improvement plan

2. Repeated or Ongoing Disruptive Behavior

If a student continues to disregard co-op expectations after the above steps, the following may occur:

- Temporary suspension from co-op for one co-op day
- Continued enrollment placed under review by leadership
- Possible removal from co-op

3. Harm to Self or Others

If a student **intentionally** harms themselves or another person (physically, emotionally, or verbally), or poses a significant safety risk:

- The student will be immediately removed from the situation
- Parents will be contacted **immediately**

- The incident will be documented and reviewed by the co-op board
- A meeting with the student's parent/guardian will be required before the student can return
- Depending on severity, further action may include a temporary suspension or dismissal from Agapé

Conflict Between Members

If a conflict arises between you and another member of the co-op, we encourage following the biblical model outlined in **Matthew 18:15**, **Ephesians 4:2–3**, **Proverbs 15:1, James 1:19–20, Philippians 2:3–4, Colossians 3:13.**

1. Approach the individual privately to discuss the concern.
2. If unresolved, involve a third party board member to mediate.
3. Allow time for necessary changes to be made.

By following these expectations, we can create a positive, respectful, and Christ-centered environment for both teachers and students.

Attendance & Tardy Policy

Attendance

Consistency in attendance is essential to the success of both our students and the co-op. If you are aware of any dates in advance when you will need to be absent during regular co-op days, please notify the Director as early as possible.

In the event of an unforeseen absence, we kindly ask that you:

- Notify **Ashli Butler** as soon as possible.
- Contact your other teachers to inform them of your absence to ensure they are prepared to step in.

We understand that unforeseen circumstances arise, and we are here to support you. However, please note that **excessive absences, or "no-shows"** impact the stability of the co-op and may result in termination of your membership. .

Tardies

Just like excessive absences & no-shows impact the stability of the co-op, so do those who are consistently tardy. Arrival time is between 8:30am - 9:00am. At 9:01 you are considered late. Your first two tardies are free, a $10 tardy fee for every time after will be charged to your account. At **five** tardy fees your membership may be terminated. This rule applies per semester. Tardy fees must be paid prior to paying for anything else ie: field trips.

Agape Standards & Expectations

Agape Students

1. Respect Others - Students are expected to show respect for their teachers, classmates, and any other staff members on campus. This includes listening, following directions, and engaging in polite communication.

2. Are On Time - Students are expected to arrive on time for class and remain present for the full duration of the day. Students are not permitted to "hang out" in the hallway during class.

3. Are Responsible for Personal Belongings - Students should bring the necessary materials for each class and take responsibility for their belongings. Any personal items should be labeled with the student's name, and students are encouraged to keep their personal space organized and tidy.

4. Actively Participate - Students are encouraged to engage actively in all class activities, discussions, and projects.

5. Follow Class Procedures - Each classroom has specific procedures in place to maintain order and ensure that lessons run smoothly. Students are expected to follow these procedures.

6. Show Teamwork and Support - Working together is a key component of learning at Agape. Students are encouraged to work cooperatively, share ideas, and offer encouragement, support, and friendship to their peers.

7. Care for the Co-op Environment - Students are expected to treat the facilities and resources of the co-op with care and respect. This includes maintaining cleanliness in classrooms and common areas, taking good care of school supplies, and respecting the property of others.

8. Have Academic Integrity - Students are expected to uphold the highest standards of academic integrity. This includes completing their own work & giving credit for others' ideas..

9. Adhere to Dress Code - Students are expected to promote a respectful and distraction-free learning environment. Clothing should be modest, comfortable, and appropriate for school activities.

Agape Teachers

Teaching positions are filled based on the needs of the co-op and its members. While we strive to honor preferred placements, adjustments may be made as needed to best support the group.

At Agape Co-op, we are committed to creating a nurturing and enriching learning environment for our students. The role of our teachers is essential to achieving this mission. To ensure success, we kindly request all teachers to follow the expectations outlined below

Teacher Preparations

1. Review the Curriculum

   Take the time to thoroughly review and familiarize yourself with the week's lesson plans to ensure a seamless and engaging classroom experience. Being well-prepared will not only help you deliver the material confidently but also create a more dynamic and interactive learning environment for your students. Your attention to detail and preparation play a key role in fostering a positive and productive classroom atmosphere.

2. Request Materials Promptly

   Check the week before to ensure you have all needed supplies for the upcoming teaching week. If you need materials for your lessons, please reach out to Ashli Butler by Wednesday. Most supplies have already been purchased, but if there's a specific item not listed in the curriculum materials, we will do our best to accommodate your request. However, please note that we cannot guarantee the purchase of all additional items.

3. Collaborate with Fellow Teachers & Program Leads

   Collaborate with your other teachers to review the weekly plan, clarify their roles, and discuss strategies for effectively supporting the class.

Lowerdeck Classrooms

Scouts Teacher (Nursery: Infant - 2 years)

- Create a warm, nurturing, and safe environment for infants and toddlers.
- Provide age-appropriate sensory, music, and motor-based activities.
- Maintain cleanliness, diapering routines, and personalized care.
- Communicate clearly with parents about needs, incidents, and routines.
- Help babies experience God's love through songs, gentle words, and prayer.

Shipmates Teacher (Preschool: 2 - 3 years)

- Engage students with structured play, circle time, music, and story-based learning.
- Reinforce simple routines, listening skills, and group participation.
- Integrate early biblical truths through songs, crafts, and stories.
- Encourage exploration, cooperation, and verbal expression in a Christ-centered setting.

Voyagers Teacher (Pre-K; 4-5 years)

- Provide foundational readiness for early academics (letters, numbers, colors, shapes).
- Foster independence and personal responsibility (e.g., following directions, clean-up).
- Include spiritual development through memory verses, Bible stories, and prayer.
- Utilize hands-on learning stations, movement, and guided play.

Upperdeck Classrooms

Theology Teacher (Sailors through Crew)

- Plan and prepare presentations, skits, and materials in advance.
- Lead engaging weekly lessons based on the co-op's curriculum, fostering discussion, spiritual growth, and personal reflection.
- Present Biblical truths in a way that is age-appropriate, doctrinally sound, and rooted in Scripture.
- Encourage students to memorize scripture, ask deep questions, and live out their faith.

- Provide age-appropriate and memorable activities & games that will allow the lesson to stick.

Art Teacher (Sailors through Crew)

- Complete a mock example prior to class to demonstrate the project for students. Early preparation is essential to ensure you have the necessary materials and can confidently guide the lesson.
- Connect each project to the co-op's current theological focus, as outlined in the curriculum.
- Encourage creativity while teaching foundational art principles (line, shape, color, balance, etc.).
- Display student work with pride and help prepare pieces for the end-of-year showcase or auction.

Science Teacher (Sailors through Crew)

- Guide age-appropriate experiments or demonstrations each week.
- Prepare all equipment and demonstration materials ahead of time to ensure your space is ready before students arrive.
- Prepare hands-on, inquiry-based lessons that align with the wonders of God's creation.
- Encourage curiosity, observation, and discussion grounded in Biblical truth.
- Reinforce key vocabulary and the scientific method in a fun, approachable way.

Theater Teacher (Sailors through Crew)

- Prepare all materials ahead of time to ensure your space is ready before students arrive. Being fully set up in advance allows for a smooth and focused start to your class
- Teach expressive movement, voice, storytelling, and drama basics.
- Guide students in scripture through performance.
- Foster teamwork, confidence, and joy in sharing God's Word creatively.
- Create a short group performance or skit for the Christmas Party and end-of-year ceremony.

Music Teacher (Sailors through Crew)

- Prepare all materials ahead of time to ensure your space is ready before students arrive. Being fully set up in advance allows for a smooth and focused start to your class.
- Teach foundational music skills including rhythm, melody, singing, listening, and musical expression.
- Guide students in worship through music and Christ-centered songs.
- Foster participation, encouragement, confidence, and joy as students learn to worship together through music.
- Introduce age-appropriate instruments, movement, and musical activities that support creativity and engagement.
- Create a short musical presentation, worship song, or group performance for the Christmas Party and end-of-year ceremony.

PE Teacher (Sailors through Crew)

- Prepare all materials and equipment ahead of time to ensure your space is safe, organized, and ready before students arrive.
- Teach age-appropriate physical skills, coordination, teamwork, and healthy movement through structured games and activities.
- Encourage good sportsmanship, perseverance, respect, and Christ-like character during all activities and interactions.
- Foster confidence, participation, cooperation, and joy through active play and group engagement.
- Provide a safe and encouraging environment where students of all skill levels can grow physically and socially.

Tutoring Teacher (Sailors through Crew)

- Prepare all lesson materials and tutoring plans ahead of time to ensure students receive organized, intentional, and meaningful academic support during each session.
- Work collaboratively with parents to develop a clear tutoring plan based on the student's needs, goals, and areas for growth.
- Provide consistent academic assistance in assigned subject areas while encouraging understanding, confidence, and independent learning.
- Track and document student progress regularly, noting growth, challenges, and areas needing continued support.

- Communicate consistently and clearly with parents regarding progress, updates, and any concerns, maintaining a partnership-focused approach.
- Foster patience, encouragement, and perseverance in students while maintaining a calm, focused, and Christ-centered learning environment.

Agape Co-op Family Agreement Form

2026–2027 School Year

By signing below, we acknowledge that we have read and understood *The Agapé Compass: Guiding Our Co-op Community* and agree to support the mission, values, expectations, and policies of Agape Co-op.

We understand that Agape Co-op exists to provide a Christ-centered learning environment rooted in Scripture, discipleship, fellowship, and service.

As participating families, we agree to:

- Support and respect the Agape Co-op Statement of Faith and Educational Philosophy.
- Encourage our children to follow the student standards and expectations outlined in the handbook.
- Participate in the co-op with humility, grace, respect, and servant-hearted cooperation.
- Follow attendance, tardy, classroom, and cleaning procedures as described in the handbook.
- Work toward peaceful, biblical conflict resolution within the co-op community.
- Support the leadership of Agape Co-op as they seek to maintain a safe, respectful, and Christ-centered environment for all families.

We understand that failure to follow the policies and expectations outlined in the handbook may result in disciplinary action, suspension, or removal from the co-op as determined by the Agape Board.

I have read and agree to uphold the expectations and policies outlined in the Agape Co-op Handbook for the 2026–2027 school year.

Parent/Guardian Signature: _____

Printed Name: _____

Date: _____

Appendix A

How to SOAR! (Conflict Resolution)

Conflicts can start from simple actions, like interrupting or using someone else's property. They may also stem from fear, anxiety, or frustration. In these moments, take time to SOAR: Stop, Observe, Assess, and React. Acknowledge the emotions involved and use the situation as a learning opportunity.

Here are six steps teachers can use to help students resolve a dispute:

1. Cool off

First, before problem-solving can begin, the students &/or teacher need time to calm down. For younger students, have them take some deep breaths.

2. Share, listen, check

Students should listen to each other's concerns and confirm understanding. Encourage the use of respectful, assertive "I statements," such as "I feel sad when you don't let me play because I am alone." Practice reflective listening and paraphrasing, like starting sentences with "I think I heard you say..." or "So you want me to try to...".

3. Take responsibility

Once students have shared their perspectives, they need to take responsibility for their own actions. You can prompt students by asking them an open-ended question like, "What could you have done differently to change what happened?"

4. Brainstorm solutions

Now the students can work together to find a solution that's acceptable to both. This is a good time for students to learn to compromise. It can be helpful for a teacher to start the discussion with some suggestions, but it's best that the ideas come from the students.

5. Choose a solution

Students now go over their brainstormed list of solutions to eliminate the ones that aren't good for both of them & ones that won't address future problems.

6. Affirm, forgive, or thank

Students can close out the session by acknowledging what happened & forgiving the other student. They can then thank each other for working on the solution together.

Caring for an Emotional Student

Sometimes we must address a student who's upset &/or causing a disruption in the classroom.

Stay calm & polite & keep your own emotions under control. Keep eye contact and speak clearly—without raising your voice or sounding angry.

Offer to talk privately during a break in class, or to go to a quieter place. Acknowledge the student's emotions & let them vent to you about what is upsetting them. Listen & try to understand the real issue concerning the student. Sometimes there's something deeper we can discover if we just listen. During your conversation, summarize & clarify your understanding of what the student has said. Don't disagree with the student, but build on what they have said.

You can help the student by giving them a way out—letting them gracefully back down from a heightened situation. This can be done again with open-ended questions that help the child calm down & understand what actually frustrated them in the first place.

Finally, encourage your student to generate solutions to the problem being addressed. Restate & reassure the child when they present a reasonable solution to the conflict. If a conflict needs to be addressed with another student, start the 6-step process from above.

Always close in prayer asking God to guide their hearts, minds, and actions so that they are pleasing to Him & to others.

Appendix B

Daily Safety Procedures

- **All exterior doors will remain locked at all times.** There are no exceptions. If you notice a door has been left unlocked or propped open, please secure it immediately and notify the Director or a Board Member.
- **Do not prop open any exterior door** unless you have been instructed to do so by the Director or a Board Member.
- If you need to return to your vehicle during the day, please ask the Director, a Board Member, or another mom to accompany you to the door so you can be let back into the building.
- **Never open the door for someone you do not recognize.** If someone knocks or requests entry, notify the Director or a Board Member immediately using your walkie-talkie.
- **All teachers and students are required to wear their Agapé badges at all times.** This allows us to quickly recognize who belongs in our building.
- **Teachers assigned a walkie-talkie should keep it with them at all times.** If you're unable to wear it on your clothing, please carry it with you whenever you move throughout the building.
- **Students are never permitted to be in the building without adult supervision.** Students are not permitted anywhere in the building except the student center. Students should remain with their class or with their parent at all times.
- **Running inside the church is not permitted.** Please offer kind, consistent corrections whenever you see students running. Every teacher shares responsibility for helping maintain a safe environment.

Above all, remember that our students will follow our example. The way we respond, move through the building, and handle situations teaches them how to respond as well.

Fire Procedures

If a fire alarm or evacuation becomes necessary:

- Teachers will calmly lead students out of the building in a quiet, single-file line.
- Exit the building and proceed left along the sidewalk to our designated meeting location.
- Once there, have students sit quietly while awaiting further instructions.
- Immediately take attendance.

- If anyone is missing, notify the Director or a Board Member immediately. Emergency personnel will be informed while the remainder of the group stays together.

Inclement Weather Procedures

If severe weather approaches:

- Anyone outside should come inside immediately, closing exterior doors behind them.
- Everyone will proceed to **Room 7 (Praise & Worship)** unless otherwise directed.
- Students and teachers will sit quietly along the walls while we monitor the situation.
- Once it is safe, everyone will return to their regularly scheduled classes.

Unknown Person in the Building

If an unfamiliar or unauthorized person is observed in the building:

- Teachers and students should remain exactly where they are.
- Classroom doors should be closed and locked.
- Wait for instructions from the Director or a Board Member before moving through the building.

If someone without an Agapé badge approaches your classroom or attempts to enter, **do not open the door.** Notify the Director or a Board Member immediately using your walkie-talkie.

Lockdown Procedures

In the event of a dangerous situation on or near campus, we will immediately begin lockdown procedures.

- Teachers and students will remain in their current classroom unless instructed otherwise by the Director or a Board Member.
- Lock your classroom door immediately.
- If possible, move available furniture in front of the door to make entry more difficult.
- Move students to a location away from windows and sightlines.

- Students should sit quietly on the floor against an interior wall and remain silent.
- **Do not open the classroom door for anyone.** Law enforcement officers are trained to enter secured rooms if necessary.

We will **not** conduct an active shooter drill with students. However, I do expect every teacher to understand these procedures and be mentally prepared to carry them out if they are ever needed.