

ABOUT PEP CO-OP	2
STATEMENT OF FAITH	3
MEMBERSHIP	4
General Information	4
Location and Schedule	4
Options and Fees	4
OPERATIONS	5
Academic (core & elective) Classes	5
Non-Academic Elective Classes	5
Physical Education (PE) Classes	5
Free Play and Lunch	6
Optional PEP Activities	6
PARENT COMMITMENT & RESPONSIBILITIES	7
General Responsibilities – All Parents	7
Classroom Teachers & Assistant Teachers	7
PE Coaches & Assistant Coaches	8
Nursery Teachers & Assistants	8
STUDENT COMMITMENT & RESPONSIBILITIES	9
GENERAL POLICIES	10
Attendance	10
Illness	10
Absences	10
Check-in Procedures	10
Student Participation and Early Release	10
Conduct and Dress Codes	11
Communication	11
Technology	12
Facility Care	12
Food Allergies	12
Nursery	13
Visitors	13
Lost & Found	13
Child Abuse Prevention & Safety	13
Student Discipline	14
Emergency Procedures	14
Grievance Procedures	15

ABOUT PEP CO-OP

Introduction

The Preparing and Equipping with a Purpose (PEP) Co-op is made up of a group of homeschool families in the Brazos Valley who come together once a week to learn, connect, and encourage one another. Joining this group means becoming a member of a Christian community where families are willing to serve with a spirit of unity and cooperation. When each of us uses our time, talents, and energy to help, the group runs smoothly so we can all enjoy the blessing.

Mission Statement

The purpose of PEP Co-op is to equip children's minds, bodies, and hearts so they are better prepared to follow God's plan for their lives. PEP Co-op provides an opportunity for home school children to develop accountability and academic enrichment, as well as experience healthy competition, teamwork, and the challenges of interpersonal relationships all in a way that honors Christ. We come alongside and support each other as we homeschool our children. In our academic core classes and academic elective classes, teachers will set the bar high, creating a syllabus, challenging our students, facilitating classes, and grading components of the course in most instances. We respect the parent's decision to educate their child(ren) the way in which they have been called, and mastery of content for every course remains the responsibility of the homeschooling parent.

History

PEP began as the Physical Education and Play Co-op in 2009 with 11 families who met at a local park for games and free play. Through word of mouth, the Lord has brought more families to the group each year. He has also provided wonderful facilities at Central Church for us to use. In an effort to accommodate our growing numbers, we made some changes to PE in 2013 that included a preschool program, beginner PE, and advanced PE. Realizing many families also had academic needs, we felt the Lord leading us to expand the co-op in the fall of 2014 to include academic and elective classes. We have also added an intermediate PE group and student council. PEP Co-op currently includes approximately 50 families.

STATEMENT OF FAITH

The PEP Co-op statement of faith is outlined below. Since our classes are academic in nature and we have members from many different Christian denominations, we ask that there be no class-time doctrinal discussions outside of these basics without prior approval from PEP leadership and parents of your students. We also require that no teaching be given to students that in any way adds to or is contrary to the beliefs in this statement.

The Scriptures

We believe the Bible to be the Word of God and without error in the original writings, and to be the supreme rule and authority for faith and practice (II Tim. 3:16-17; II Peter 1:21; John 17:17).

The Trinity

We believe in one God, Creator and Sustainer of the universe, eternally existing in three equal persons -- Father, Son and Holy Spirit, who have the same nature and attributes, but who are distinct in office and activity (Matthew 28:19; II Cor. 13:14).

Jesus Christ

We believe that the Lord Jesus Christ being fully God became fully man, having been conceived of the Holy Spirit and born of the virgin Mary, and lived a sinless life and redeemed sinful man (John 1:1-2,14; Phil 2:5-10; Luke 1:35; Gal 3:13;4:4,5).

We believe that He accomplished our redemption through His death on the cross as a substitutionary sacrifice. He is now in heaven, where as High Priest He fulfills the ministry of intercession and advocacy for His people (2 Cor 5:21; Hebrews 1:3, 3:1, 7:23-25; I John 2:1-2).

The Holy Spirit

We believe that the Holy Spirit glorifies Jesus Christ, works in all people to bring them to faith and obedience, and dwells in believers equipping and empowering them for lives of holiness and faithful service (John 16:8; Rom 8:9, 1 Cor 6:19, Eph 5:18, Rom 8:14,16,26).

Creation and the Fall

We believe all things in heaven and earth were created by God and exist by His power (Genesis 1:1; Psalm 8:3, 19:1; Job 26:7; Isaiah 45:12; John 1:3, 10; Col. 1:16-17).

We believe that man was created in the image of God. Because of the fall, man is dead in sin, separated from God, and in need of redemption (Genesis 1:26-27; Rom 3:23, Eph 2:1).

Salvation

We believe that salvation is a gift of God and is received by man through personal faith in Jesus Christ and His sacrifice for sin (Romans 5:15, 6:23; II Cor. 5:21).

We believe that man is justified by grace through faith apart from works (Romans 3:21-28; Gal. 2:16; Eph.2:8-10; Titus 3:5).

Maturity and Growth

We believe that the church of Jesus Christ is composed of all born-again believers. As believers, we are called to live lives pleasing to the Lord and to abstain from practices which grieve Him.

MEMBERSHIP

General Information

The PEP Co-op serves K-12 students and their families. As such, at least one participating child per family must be kindergarten age or older. Younger siblings are welcome to participate in nursery and preschool classes each period. This is not a drop-off co-op. While students are taking classes, parents are expected to be on campus serving in their delegated roles (leading/teaching, assisting, etc).

Location and Schedule

The PEP Co-op meets for classes on Fridays from September through April, excluding holidays, at Central Church's Family Life Center (1991 FM 158, College Station, Texas). All PEP members regardless of membership level are also invited to participate in field trips, park days, parties, and other social events throughout the year. Social event locations and dates change year-to-year; details are distributed to members via email.

Friday PEP Schedule

8:00-8:10	Arrival & Preparation
8:10-9:10	1st Period
9:15-10:10	2nd Period
10:10-10:20	Snack in 2nd Period Room
10:25-11:20	3rd Period
11:25-12:20	4th Period
12:25-12:30	Closing Assembly (Announcements & Prayer)
12:30-1:00	Lunch
12:30-1:30	Free Play & Clean-up Duty

Options and Fees

Scholarships are available to help defray costs for those with extenuating circumstances. Contact Alice Lawrence (amlawmom@yahoo.com or 979-820-1534) to apply for partial or full scholarships.

Membership Level Options

Class Participation	Parental Commitment	Family Membership fee per year	Insurance fee per year
4 class periods	Teach a class Assist in other classes all year	\$200	\$10/person \$40 family max
3 class periods	Teach a class Assist in other classes all year	\$150	\$10/person \$40 family max
2 class periods	Teach a class Assist in other classes all year	\$100	\$10/person \$40 family max
1 class period	Co-Teach a class all year	\$50	\$10/person \$40 family max

OPERATIONS

Academic Classes (Core & Elective)

- 3rd – 12th grades: Students will receive a syllabus with homework to complete throughout the week to enhance their learning and classroom experience on Fridays. Students should complete assignments as assigned in the syllabus. Communication should remain constant between teacher/parent/student, and parents are expected to remain an engaged participant in their child's education at PEP. Parents are expected to communicate with teachers when a modification to the syllabus is desired. Curriculum is subject to approval by the PEP Board.
- 2nd-3rd grades: Students will participate in courses with the level of outside-of-class work determined by parent.
- K – 1st grades: Students will participate in courses with no outside-of-class expectations.
- Preschool (3-4 year-olds): Preschool-level enrichment activities will be provided for these younger siblings of school-age children.
- Nursery (0-2 year-olds): Children will be cared for in a safe environment while parents & older siblings are in class.

Possible Academic Electives include:

History	Foreign Language	Government	Economics
Geography	Business Basics	Speech/Debate	Christian Psychology

Non-Academic Elective Classes

Students will participate in courses with no outside-of-class expectations, or the level of outside-of-class work determined by parent. The elective classes for K-12 depend upon interests of volunteer teachers.

Some possibilities include:

Art	Foreign Language	Music	Number Sense
Computer Skills	Home Economics	Elem. Geography	Sewing & Crafting
Brain Games	LEGO Faithbuilders	Photography	Drama
Personal Finance	Logic	Survival Skills	Poetry

Physical Education (PE) classes

For PE, students will be divided into groups by age.

Advanced PE: grades 4-8, girls and boys separated most days

Intermediate PE: grades 2-3

Beginner PE: grades K-1

Preschool PE: ages 3-4

Nursery: ages 2 & under

Age appropriate PE skills and games will be taught such as those listed below.

Dodge Ball	Kickball	Soccer	Tiger Tails Tag
Capture the Flag	Volleyball	Ga-Ga Ball	Relay Races
Ultimate Frisbee	Basketball	Red Light, Green Light	Obstacle Courses
Flag Football	Human Hungry Hippos	Parachutes	Ribbon Dancers

Free Play and Lunch

The gym is open from 12:30 pm - 1:30 pm for free play. Families may eat lunch from 12:30-1:00 pm in the designated lunch rooms.

- Parents are responsible for their own children. Please know where they are during free time.
- If you see someone else's child not following PEP guidelines, please communicate gently but firmly with the child and notify their parent(s).
- We have use of the gym, lunch rooms, and outside grassy areas during free play time. Children may not be in these areas without adult supervision.
- Children should not run or play in the hallways, classrooms, or bathrooms.
- Children may not play on the stage, behind the curtain, or on the stage ramp.
- All PEP Co-op members need to be out of the building by 1:30pm. Plan to clean up and vacate the premises in a timely manner.

Optional PEP Activities

- Park Days: A few times each year we have Park Days scheduled in place of PE. On these days, we meet together at a local park for free play and fellowship.
- Field Trips: Field trips are planned throughout the year. Some fees may apply. Details are given several weeks before scheduled trips.
- Parties: All PEP members are invited to the summer swim party, holiday parties, Mom's Night Out, and other social events.
- Student Council: The PEP Student Council is open to all 7th-12th grade students who are at least 12 years old as of September 1. The Student Council represents the interests of the student body by creating a fun, enriching, and supportive environment for our co-op. The Council is responsible for developing and hosting activities for our entire co-op to enjoy together as well as social and service activities for all 7th-12th grade PEP members.
- Student Showcase: At our end-of-year celebration, PEP students will have the opportunity to showcase what they have learned through displays that friends and family can view.

PARENT COMMITMENT & RESPONSIBILITIES

General Responsibilities – All Parents

- Be on time and ready to give your best to all members each Friday
- Lead, teach, and/or assist in classes according to membership level
- Remain on campus while children are participating in PEP classes (one parent per family)
- Remain fully engaged with the students during your assignments
- Refrain from outside distractions such as cell phone use

Classroom Teachers & Assistant Teachers

Teachers

- Submit your course description, syllabus, lesson plans, and student supply list by the assigned due dates.
- An annual class budget will be communicated to you as soon as possible. You are responsible for keeping track of your expenditures, requesting reimbursements, and staying within your budget when it comes to using PEP Co-op funds.
- Communicate your class expectations to students and parents as needed.
- Arrive prepared each Friday unless sickness or extenuating circumstances prevent you from attending. First period families should arrive at least 10 minutes prior to opening assembly or your first class of the day.
- Begin and end class on time.
- Provide mid- and end-semester progress reports for each student (K-12 classes only).
- PEP Co-op will supply Teachers with all teaching supplies within the budget allotted for each class. Teachers should order their own curriculum and supplies and may submit documentation for reimbursement throughout the year. Curriculum must be approved by the PEP Board.
- Communicate with your Assistant Teacher so that he/she might be of greatest assistance to you.

Assistant Teachers

- Take an active role in the classroom by addressing student behavior as needed. See the discipline procedures on page 13 regarding actions to take with disruptive students.
- Assist the Teacher with classroom management, grading, instruction, preparation, and clean-up as requested.
- Supervise student restroom breaks as needed, following procedures on page 13.
- Be prepared to teach the class if the Teacher is absent.

PE Coaches & Assistant Coaches

Coaches

- Submit your course description, syllabus (schedule of activities), lesson plans, and student supply list by the assigned due dates.
- An annual class budget will be communicated to you as soon as possible. You are responsible for keeping track of your expenditures, requesting reimbursements, and staying within your budget when it comes to using PEP Co-op funds.
- Arrive prepared each Friday unless sickness or extenuating circumstances prevent you from attending. Arrive 10 minutes before opening assembly or your first class of the day.
- Begin and end class on time.
- PEP Co-op will provide Coaches with necessary equipment and supplies within the budget allotted for each PE class. Coaches should order equipment and supplies that PEP Co-op does not already own or cannot borrow from the church. Documentation for reimbursement of expenses may be submitted throughout the year.
- Communicate weekly with your Assistant Coaches to keep them informed of how they may assist you with planned activities.

Assistant Coaches

- Parents delegated as Assistant Coaches are expected to serve each week.
- Check with the Coach to find out any specific ways you can assist each week.
- Be firm but kind in maintaining order among the group.
- Explain the exercises or game rules in a clear way, demonstrate physical skills as needed, answer children's questions, help students execute proper form and play according to the rules, and referee games as needed.
- Supervise children who need to use the restroom during PE, following restroom procedures on page 13.

Nursery Teachers & Assistants

- Be on time and remain in the nursery for your entire assignment. Two adults should remain in the nursery area at all times.
- This is not an off period. This is time for enriching the lives of our youngest PEP members through play and interaction. Please refrain from using your cell phone and other distractions.
- Check diapers regularly and change as needed using ONLY supplies provided by the parents for that child.
- Give bottles, sippy cups, and snacks ONLY as supplied and instructed by the parent for that child.
- Monitor the sign-in sheet to ensure accuracy and safety.
- Monitor toys and cups to minimize the spread of germs. If an item has been soiled (chewed, drooled on, etc), remove the item from the play area and place it in a plastic bag to be returned to the parent.
- Leave a note on the door specifying your destination if the group is leaving the nursery room, such as to go to the playground.

STUDENT COMMITMENT & RESPONSIBILITIES

Students are expected to follow the general policies outlined on pages 11-15 as well as the student responsibilities provided below.

Academic Classes

- Show respect for all adults and peers. Address adults with titles of respect (Mr., Mrs., Miss), as requested by the Teacher. Wear your nametag while on campus.
- Keep all actions honoring to God. Inappropriate conversation/gestures, explicit/foul language, aggressive physical contact, bullying or threatening verbal/physical behavior will not be permitted.
- Use electronic devices only when permitted by Teachers.
- Show respect for all property. Families will be held financially responsible for any damages incurred.
- Be attentive at all times. Listen with eyes, ears, hands, and heart.
- Be an active participant in class, remembering to speak in turn when called upon.
- Bring all completed assignments and required materials to class each week.
- Ask Teacher's permission before leaving the room. Walk and use quiet voices in hallway.

Academic Integrity

Academic classes at PEP Co-op are intended to assist in preparing students to confidently and successfully move into their next phase of life. A significant part of that preparation involves learning to cope with assignment stress in an ethical and honest manner. Scholastic dishonesty includes but is not limited to cheating, plagiarism, collusion, submission for credit of any work or materials attributable in whole or in part to another person, or an act designed to give an unfair advantage to a student or the attempt to commit such acts. Therefore, scholastic dishonesty will be addressed as follows.

First Offense – Parent, student, and PEP Director (Alice Lawrence) are notified. A zero is assigned for that/those grade(s).

Second Offense – Parent, student, and PEP Director (Alice Lawrence) are notified. Student is removed from the class. If dishonesty occurred in more than one class, the student will be removed from each class.

PE Classes

- Come ready to work hard and have fun!
- Bring a water bottle to use as needed during PE. Advanced PE students may need a towel or mat for doing sit-ups on the ground or floor.
- Wear gym-appropriate clothing including socks and tennis shoes. No flip-flops, boots, etc.
- When the Coach is giving instructions, listen carefully and do not interrupt or disrupt the group by carrying on your own separate conversations.
- Remove headphones and refrain from using any electronic devices while the Coach is giving instructions.
- Show respect for others, both adults and fellow students, in your words and actions.
- Ask the Coach's permission before leaving the room. Walk and use quiet voices in hallways.

GENERAL POLICIES

Attendance

This is not a drop-off co-op. You will be required to stay on campus and help in some way while your children are attending. Even if you have an off period, you are expected to stay on site. All members should arrive at least 10 minutes prior to your first class period.

If you know ahead of time that you will be unable to attend more than two sessions per semester, we ask that you reconsider joining the co-op. Please be aware that this is a weekly and year-long commitment. Dropping out mid-semester or having multiple absences creates holes in the teaching schedule and disrupts the classroom.

Illness

Adults and children with contagious illnesses should not attend PEP Co-op. General guidelines for illness include green nasal discharge, fever, wet cough, vomiting, diarrhea, etc. Children should be fever/vomit/diarrhea free for 24-36 hours before attending PEP.

Absences

If you, the parent, are unable to attend for any reason, your healthy children grades 7th-12th may attend if another member of the co-op agrees to be the guardian of your attending children that day. Please let a PEP Board Member know who will be the guardian of your children in your absence. Please DO NOT send nursery, preschool, or elementary age children if you are not able to attend yourself.

Teachers and Coaches: It is your responsibility to contact your assistant teachers/coaches to arrange for someone to teach your class in your absence and to make all lesson plans and supplies available as needed. After making these arrangements, notify Alice Lawrence (979-820-1534 or amlawmom@yahoo.com).

Assistant Teachers and Assistant Coaches: For all classes in which you assist, it is your responsibility to contact the lead teacher/coach to let them know when you will be absent and to find out if they will need a substitute assistant. After making these arrangements, notify Alice Lawrence (979-820-1534 or amlawmom@yahoo.com).

Check-in Procedures

- Every family should check-in at the Welcome Desk.
- Every person in attendance should wear a name tag at all times. Name tags will be at the Welcome Desk. Babies and toddlers who may remove the tags should wear them on their backs.

Student Participation and Early Release

All students are expected to participate in all PEP Co-op classes with a spirit of obedience.

- If your child is going to be absent for a portion of PEP (early release), or if you are excusing them from participation during a class or PE (all or in part), it is your responsibility to communicate with the child's teacher/coach and the PEP Director (Alice Lawrence).
- Any student claiming exemption from class participation without prior parental notification will be escorted to their parent.
- If a student is found walking the halls or hanging out in a place other than where they are supposed to be, they will be asked to return to class or escorted to their parent.

Conduct and Dress Codes

All participants, students and parents alike, are to treat others with courtesy and respect at all times. We should seek to honor God in both character and dress. Modesty and discretion are the standards we hope to communicate. Athletic clothing and shoes are required for PE.

If you aren't sure something is appropriate to do, please don't do it. If you aren't sure something is appropriate to wear, please don't wear it.

Communication

The primary forms of communication for the PEP Co-op are through email (Groups.io listserv) and texting (GroupMe).

Membership in the Groups.io listserv is required.

- You will be provided a link to join the pepbcs@groups.io listserv upon acceptance into the co-op and are expected to join in a timely manner.
- Check your email on a regular basis for important information related to PEP, and check it prior to any PEP event in case of last-minute changes.
- The listserv is available as a tool for members to connect with one another. You are welcome to invite people to join you at a park, ask for advice, etc.
- A PEP Family Directory with contact information for all members will be provided through email at the beginning of the year and stored in the Groups.io files for future reference.

Important PEP information will be sent via text messages through the GroupMe.

- You may join the [GroupMe](#) app to enable some of the features of this program, but downloading this app is not required. You will still receive the group messages regardless of whether you have the app.
- Teachers will be able to set up a class group using GroupMe to communicate information to parents and students.

In addition, pertinent information will be added to the Co-op's website: <http://pepbcs.weebly.com/>.

Members may also choose to use the PEP Co-op [Facebook](#) group page to put names with faces and communicate with each other.

File folders for each family will be kept in a box at the Welcome Desk. Please check your file folder each Friday when you arrive and before you leave for any reminders or paperwork from teachers and PE coaches.

Technology Use for Students and Teachers

Students should not use devices (phone, iPod, iPad, etc) during class time unless directed or allowed by the teacher to do so. This request includes teaching assistants during the class they are assisting.

Students should not share media of any kind while at PEP or any PEP function. This includes class time, lunch, field trips, park days, etc. Every family holds a different perspective regarding what is appropriate for viewing and reading, and we want to be sure we are respectful of the choices and decisions of others.

Students should not take any kind of pictures or videos of ANY PEP adults or students without the consent of the subject and their parents while at PEP or any PEP function. Teachers capturing classroom activities, projects, etc. is acceptable but should only be shared on our private Facebook page or directly with the parent of the student. No student should ever post pictures or videos of any PEP activity, project, or other students on any form of social media, app, or text.

Please discuss with your family the importance of responsible device use regarding PEP and PEP functions, as well as the importance of respecting the diverse opinions of what is and is not appropriate for each family.

Facility Care

PEP is thankful to Central Church for the use of its Family Life Center. Please be respectful of the facility, always striving to leave it in better condition than you found it. We need to take excellent care of the building to ensure we don't lose the privilege of using it.

PEP has permission to use only the gym and designated classrooms. The building is used by various groups throughout the week, so it is imperative that we carefully supervise our children and use only those rooms for which we have permission.

Specific policies for the facility:

- Do not let children play on the stage, the stage ramp, or behind the curtain in the gym.
- Assistants should supervise children leaving the gym or classrooms to use the restroom. See restroom procedures on page 13 for guidelines.
- Children are not allowed to enter the sports equipment room or kitchen.
- All families will be assigned facility clean-up duties on a rotating basis.

Food Allergies

Please be aware that there are families in PEP who have food allergies. A food exclusion policy may be implemented in classes where children with allergies are enrolled. Please adhere strictly to those policies. Please do not let your children carry snacks around or share them without the permission of the other child's parent. To lower the risk of children with allergies coming into contact with allergenic foods, children should remain seated while eating.

Nursery

The drop-off nursery is for children ages 0-2 years. The goal of the nursery is to allow parents to serve in another area of PEP while knowing their nursery-aged children are cared for in a safe and loving environment. Nursing moms are always welcomed in the nursery room.

- For the safety of our youngest members, older children are only allowed in the nursery area when accompanied by their parent.
- For the health of our co-op, please only bring well children to the nursery.
- The nursery room is a regular classroom with an open floor area and chairs. Please bring your own strollers, carriers, portable swings, blankets, pack-and-plays, and toys.
- For each nursery-age child, please bring a complete change of clothes, diapers, and bottles/cups/snacks in a labeled diaper bag. No refrigeration or heating systems are available for food preparation.
- Every child in the nursery area should be on the nursery sign-in sheet. Older siblings are NOT allowed to drop off or pick up nursery aged children.
- Every effort will be made to minimize the spread of germs in the nursery area. Nursery Leaders and Assistants are not responsible for cleaning soiled clothes & toys, but will return them to you in a plastic bag.

Visitors

To minimize classroom disruptions, we request that only adult visitors attend classes. Please notify Alice Lawrence (979-820-1534 or amlawmom@yahoo.com) in advance if you will be bringing guests. All visitors should check in at the Welcome Desk upon arrival and wear a name tag while on campus.

Lost & Found

Found items should be delivered to the Welcome Desk. Check the Welcome Desk area for any items you have lost while at PEP.

Child Abuse Prevention & Safety

Restroom Procedures: Children must be accompanied to the restroom by a PEP adult. Most children ages kindergarten and up are able to go by themselves, so the adult can wait in the hallway. If a child needs assistance in the bathroom, the adult must take at least 2 children, or 2 adults must accompany the child. This is to avoid any situation where a child and an adult would be alone in a 1:1 relationship. Only female adults can take children into the restroom if they need assistance.

Physical Contact: We want to be above reproach in any physical contact with the children. Appropriate contact includes high fives, pats on the shoulder or back, and side hugs. It is normal for preschoolers to climb in laps, but keep your hands visible when they are sitting in your lap in order to be above reproach. Please use discernment in all situations.

Student Discipline

As your children's primary teacher, you retain full responsibility for their education. You are also ultimately responsible for your children's actions and behavior while at PEP Co-op. It is our desire to work with each family, supporting them in the growth of their child. Only by working together can we effectively provide our children with a loving and enjoyable place of learning.

Correction for misbehavior is a Biblical concept and a part of any instruction and learning. Our desire is not to suppress the students within the co-op, but to ensure we maintain a healthy learning environment. If we are tolerant of disrespect and bad behavior within the co-op, then we do an injustice to our children. No PEP Co-op student will receive any type of corporal punishment. Please note that if a parent feels the need to discipline their own child, they should do so in private.

Please carefully read and review the Parent and Student Responsibility sections on pages 7-9, as well as the Discipline Procedures below with your children.

Discipline Procedures:

1. If the student is not adhering to the Student Responsibilities, the student will be given a **verbal warning** by the Teacher/Coach, Assistant, or other parent with the expectation that the student will correct the behavior. Verbal warnings should be given in a firm but positive and caring manner.
2. If unacceptable behavior continues, the student will be escorted to the PEP Director (Alice Lawrence) and will receive a **second verbal warning**. The student will return to their class if they are able to correct their behavior.
3. If unacceptable behavior continues, the PEP Director (Alice Lawrence) will **take the child to his/her parent for the remainder of the day**. The student is subject to being withdrawn from this particular class if behavior is not corrected in the following weeks.

Emergency Procedures

In case of an emergency requiring the building to be evacuated, such as a fire:

- Remain calm and encourage your students to remain calm.
- Evacuate immediately to the GaGa pit (across the street from the playground). The last person leaving any room should close the door to signal the room is empty.
- Teachers are responsible for leading their students to the proper meeting place.
- Assistants should check to ensure that all students are accounted for until they are released to their parents.
- Contact 911 if necessary, then contact a PEP Board Member.
- DO NOT reenter the building until an "all-clear" is announced by a PEP Board Member.

In case of medical emergency:

- The teacher should immediately call 911 and should remain with the person having a medical emergency.
- The assistant should clear all other children from the emergency and contact a PEP Board Member as soon as possible.

In case of a weather emergency, such as a tornado:

- The teacher should immediately gather students, meet in the back hallway behind the gym and await further instructions from a PEP Board Member.
- Assistants should keep count of children until all are released to their parents.

In case of lock-down, such as in an active shooter situation, CALL 911! Then:

- If you are in a classroom: Lights out. Barricade the door with tables & chairs. Close blinds. Shelter in an area away from the window on the door. Remain in your room with the children until emergency personnel evacuates each room when it is safe to do so.
- If you are in the hall: Exit with your students to the nearest room or building exit (whichever is closer).
- If you are in the gym: Evacuate if possible. Otherwise, sit quietly in the stairwell.
- If you are in the bathroom: Lock the door. Sit together in the stalls or corner farthest from the door.

Grievance Procedures

All grievances should be handled following the pattern of Matthew 18:15-17:

"If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that 'every matter may be established by the testimony 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, treat him as you would a pagan or a tax collector." NIV

For the benefit of the group, 'the church' will be represented by the PEP Board Members. All information will be treated confidentially, and we expect and appreciate the same confidentiality in your handling of grievances.

Gossip will not be tolerated. Gossip includes speaking to anyone about another member or any issue that they do not have the authority to fix. Please strive for peacemaking, which promotes unity, while extending grace to our brothers and sisters in Christ.