



**Enrichment Classes**

*Family Handbook*  
*2018-2019*



***Phone 719.278.9135***

***[www.hche.org](http://www.hche.org)***

*We pray "that Christ may dwell in your hearts through faith; that you, being rooted and grounded in love, may be able to comprehend with all the saints what is the width and length and depth and height; to know the love of Christ which passes knowledge; that you may be filled with all the fullness of God." Ephesians 3: 17-19*



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## *WHO WE ARE*

### ***Formal Purpose Statement***

*The Enrichment Class program is designed to provide classes that supplement and complement a family's home schooling curriculum. We provide a family friendly environment where families can look forward to healthy social interaction with teachers and peers. The program is not a school in the traditional sense. Our assumption is that school takes place in the home and our enrichment classes are designed to support families in those efforts, and to strengthen our families by reflecting Biblical standards in our homes and marriages, as established in Ephesians 5:21-33. We are endeavoring to raise-up our children in the nurture and admonition of the Lord (Ephesians 6:4) through Godly instruction in these four primary areas: spiritual training, character development, academics, and practical life skills.*

*Believing that children are a blessing from the Lord (Psalm 127:3), and that it is both our privilege and responsibility to train our children in the ways of God, we, High Country Home Educators, are committed to assisting one another with these responsibilities.*

### ***Education Design***

*High Country Enrichment Classes (HCEC) is a diverse and flexible home educational support program sponsored jointly by High Country Home Educators and as a ministry of New Life Church. As stated in the purpose, above, High Country exists to support homeschooling families by offering classes that enrich their home school, and providing a safe place for social interaction with others who have chosen home education over public and private options.*

*HCEC is directed by and organized for families of High Country Home Educators, but others are encouraged to attend as class availability permits. Classes are open to everyone who wants to come. Although we don't foresee many people signing up who are not home schoolers, it is a possibility. The program is designed to foster student growth spiritually, academically, physically and socially. Each year the classes offered may vary as the Lord provides teachers.*

### ***Ministry Structure***

*The enrichment program functions as a ministry of New Life Church and is under its spiritual protection and prayer covering. The classes are overseen by a New Life Church Pastor, and the HCEC Administrator, Class Director & Manager, and Team Leader. This entire structure is maintained through relationships.*

*The mission of New Life Church is to promote healthy relationships that empower people for ministry. Each High Country Enrichment Class is one of those groups seeking to promote healthy relationships between students, teachers and families that will empower them for their respective ministries.*

*The HCEC Board of Directors handles management of policies and procedures and day-to-day operation for HCEC groups. The HCEC board is a divisional board of the High Country Home Educators Corporate Board and is therefore, governed by and accountable to it. Board meetings are open to interested parties; however, all agenda items should be given to the Administrator in advance of the meeting.*

### ***Vision Statement***

*New Life church exists to Worship God, Connect people and Serve our city and world. In keeping with that vision, the High Country Enrichment Class Program purposes to train students, in cooperation with their families and their local church, to know, worship and obey God, love people, equip believers, build leaders, and build authentic community.*

### ***New Life Church's Statement of Belief***

*New Life Church proclaims the Nicene Creed as their statement of faith. This creed dates back to the fourth century, when Christians came together and composed this formative and definitive statement. The Nicene Creed has stood the test of time as a standard of what Christians from every stream of the Body of Christ believe. It is more than an intellectual checklist of doctrine; it is a confession of worship that forms us as the people of God and draws us together into the life of the Father, Son, and Holy Spirit.*

### ***The Nicene Creed***

*We believe in one God, the Father, the Almighty, maker of heaven and earth, of all that is, seen and unseen. We believe in one Lord, Jesus Christ, the only Son of God, eternally begotten of the Father, God from God, Light from Light, true God from true God, begotten, not made, of one Being with the Father. Through him all things were made. For us and for our salvation he came down from heaven: by the power of the Holy Spirit he became incarnate from the Virgin Mary, and was made man. For our sake he was crucified under Pontius Pilate; he suffered death and was buried. On the third day he rose again in accordance with the Scriptures; he ascended into heaven and is seated at the right hand of the Father. He will come again in glory to judge the living and the dead, and his kingdom will have no end.*

*We believe in the Holy Spirit, the Lord, the giver of life, who proceeds from the Father and the Son. With the Father and the Son he is worshiped and glorified. He has spoken through the Prophets. We believe in one holy universal and apostolic Church. We acknowledge one baptism for the forgiveness of sins. We look for the resurrection of the dead, and the life of the world to come. Amen.*

### ***Non-Discriminatory Enrollment***

*High Country Enrichment Classes admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.*

# HOW WE WORK

## Class Information

### **Attendance & Tardiness**

Each teacher will establish an attendance and tardy policy for his/her class. Attendance should be considered a privilege and a responsibility. Regular attendance is also critical due to the limited number of class times available. However, it is HCHE's policy that students should be kept at home if they have symptoms of illness. If your child is absent, it is his/her responsibility to call teachers regarding make-up work. The teacher's phone number will be made available to families at Student Orientation.

### **Changes and Withdrawals**

Families must complete all changes through the Registrar. **HCEC teachers are not able to add or drop classes for families. Families may enroll or transfer a student to a different class through the Registrar in person until 2:00 pm, and until 5:00 pm via email, on Wednesday of the second week of classes. After the deadline, the full class cost will be due even if the student withdraws.** When a student changes classes, the original class fees, given to the teacher may not be refunded since the teacher may or may not have already spent them in preparation for the class. Families are expected to pay any fees associated with the new class to which the student is transferring. The \$20 non-refundable initial payment paid at registration may be used for adding or transferring to a different class or for a family member who wishes to add a class.

### **Classroom Behavioral Standards**

Willing submission to the following standards is expected from each child. Your efforts to support the teachers and to help uphold these standards will aid in a well-run and Godly program.

- Students must respect the rights and properties of others and treat those in authority with respect
- When talking, students should use an appropriate conversational tone
- Students should be punctual to class
- Students are expected to listen when others are speaking and raise hands for permission to speak in class
- Writing and passing notes, tossing objects, and playing with irrelevant objects will not be allowed in class
- **All electronic devices, such as cell phones, ipads, ipods, Tablets, Laptops, etc. must be silenced or turned off and put away during class unless use is permitted by the teacher for class**
- Class assignments need to be turned in promptly on the day they are due
- Teachers, assistants, staff and other adult volunteers should be addressed with the appropriate titles of respect, specifically Mr., Mrs., or Miss unless otherwise communicated
- Cheating will not be tolerated and will be dealt with according to the improper conduct procedure
- The teachers may request additional classroom standards as needed

### ***Communication with Teachers***

Parent/Teacher communication is essential to the success of High Country Enrichment Classes. We encourage parents and teachers to communicate face-to-face at least once during the semester and in on-going ways throughout the semester via email, phone, or written communication. Teachers have a file at Guest Services for written communication. Parents are also encouraged to be involved as volunteers. See the section on **"How I Can Help"** for the various ways parents (and youth) can be involved.

### ***Cost Information***

Each 12 Week, 1 hour class, is \$65. For Support Group members the cost is \$60. For a 2-hour class the cost is \$130, or \$120 for Support Group Members. Please be aware that, in addition to the class costs, there may be additional class fees due, payable to the teacher, on the day of Student Orientation (for supplies and teaching materials). A \$20 **non-refundable** deposit per class is due at registration.

There are 2 payment options for class costs:

1. Remit total amount due, in full, at the time of registration. (\$20 per class is non-refundable) OR
2. Remit only the minimum non-refundable initial payment of \$20.00 per class at the time of registration, with the **balance due by the fifth week of classes.**

Week 4 of the semester, statements will be distributed and the balance will be due by the end of week 5.

**All class cost balances must be paid in full and received by HCEC prior to families registering for the next semester. We regret the necessity for this policy, but to maintain good stewardship in this ministry, we stand firm in the need to require every family to start each semester with a clear balance. HCEC's funding to operate comes from student enrollment. To operate, we need every family to pay their balances in full.**

Financial Assistance Applications are available at Guest Services or through the Financial Controller. These funds are very limited but we endeavor to bless and assist however we can.

HCEC contracts directly with enrolling families, and is not able to accept payments from any third-party organizations. Regardless of funding sources, all families are personally responsible for balances due, paid in full, by the fifth week of the semester. If you have any questions, please contact the Finance Department at [ECFinance@hche.org](mailto:ECFinance@hche.org). We appreciate the relationships with our families and count it an honor to partner with you in the enrichment of your child's education.

### ***Credit & Grades***

At their discretion, teachers may determine if students will receive grades. Parents may discuss and make arrangements for their student to be given a grade, for family purposes. All course requirements and expectations should be clearly communicated in written form to students and parents. If a student is having academic difficulties, please discuss this with the teacher so appropriate measures may be taken. HCEC does not endorse or verify grades given by teachers or credits given by parents. HCEC does not keep student records.

### ***Credit Options for Homeschooling***

While HCEC does not give course credits as stated above, the following information is provided for parent's personal use in determining credit for their own students. Parents of high school students may apply courses for credit using the prescribed course of study method or the traditional method. Descriptions of each are outlined next.

- ***Prescribed (or proposed) Course of Study Method*** - Credit is awarded based on completion of pre-determined course objectives and requirements. Grades are based on course standards. For example, you may decide to give your student a full credit in foreign language if he/she completes the Spanish I course through HCEC. This measures quality of work, quantity of work, or both.
  
- ***Traditional Method*** - A Carnegie Credit unit equals 120 hours of class work. Parents would be responsible to track hours and award credit based on the measure of time spent on the material. Parents may refer to the High Country Christian Academy's high school packet or the Christian Home Educators of Colorado handbook for more information on credits

### ***Descriptions and Grade Levels***

Although many home school families do not emphasize grade levels, teachers anticipate a certain age group when listing the grade level in the class description which is found in the Registration Handbook. Classes are listed by grade level to include the general age divisions corresponding with those grades.

*Grades K-1 are designed for children age five to seven with few or no reading skills.*

*Grades 2-3 are for children age seven to nine, who can read and understand simple instructions and stories.*

*Grades 4-6 are for ten to twelve year olds who should be able to read and write fairly well.*

*It is important for students to be placed where they will perform most comfortably, rather than strictly by grade. If a parent feels their child can meet the requirements of a class but they are not within the set grade parameters, exceptions can be made. Please contact the teacher with any questions and to obtain a teacher exception in order to enroll a student outside the expected grade/age level listed.*

### ***Directory Information***

*Class lists and directories of any kind may not be released and may not be used for solicitation purposes.*

### ***Discipline***

*Each teacher establishes reasonable rules and discipline procedures for his/her class; however, no form of corporal punishment will be allowed. Students need to clearly understand the teacher's expectations and the consequences of wrong behavior.*

*If a child is deemed to be involved in a breach of behavior during the program, requiring correction, the following procedure(s) will be implemented:*

***Verbal Warning:*** *If the offense is minor, the teacher may first give an oral warning.*

***First offense:*** *The teacher will take the child quietly aside and discuss the nature of the misconduct with him/her.*

**Second offense: The first step is followed and the teacher will contact the parent and arrange for a conference between the teacher, Team Leader, and the parent. The Class Director or Administrator will be notified and may be invited to join the conference.**

**Third offense: A conference with the student, parent, and Administrator will occur.** A third incident may be grounds for expulsion from the class or program.

If a child is unable to bring his/her behavior under control, they may be removed from the classroom and taken to an administrative office at which time the parent will be called.

All teachers, students and families involved in the program are expected to conduct themselves in a manner that reflects honor upon the Lord, themselves, their family, their church, and home schooling.

### **Dismissal Time**

HCEC does not have a bell for dismissal. Parents should pick up their young students at five minutes before the hour.

### **Guests & Visitors In The Classroom**

The standard at HCEC is that the only people in the classroom are to be registered students and approved staff. Guests should have permission from both the teacher and the administration and, if not graduated & 18, must be accompanied by a parent. Parents of enrolled children may occasionally wish to sit in their child's class and will be welcomed by the teacher. We ask parents to notify teachers prior to sitting in. **All parents and guests must first obtain a guest pass at Guest Services.** Some classes permit guests for performances and will post that information at the front desk. In case of an emergency, and for security reasons, we need to know the location of every person in classes at HCEC.

Students may wish to visit a class that is identical to the one they are enrolled in for the purpose of practicing, making up work, or receiving missed instruction. HCEC students are allowed to occasionally visit an identical class (including appropriate grade level) to a class in which they are enrolled, as long as they receive permission from the teacher, the class limit is not compromised, and the student signs in at Guest Services to receive a Visitor name badge.

### **Homework**

Homework may be assigned by teachers for various reasons:

- Fosters the growth of good work habits such as discipline and responsibility
- Furthers learning through practice and application
- Acquaints parents with what students are learning
- Allows for assignments that require more time
- Teaches children to follow directions

Homework requirements can be found in the Class Description information in the Registration Handbook for each class, and in the Teacher's letter at Student Orientation. The following general guidelines are established for the amount of homework:

- Primary grades 15-30 minutes, 1-2 days per week
- Middle grades 30-45 minutes, 2-3 days per week
- High school 60+ minutes, 3-4 days per week

### ***Illness and Injury***

*If a student becomes ill or is injured, he/she should report to Guest Services who will call the parent. The parents will be notified before any action is taken. If the parent or emergency contact cannot be reached, action will only be taken if the situation appears life threatening.*

### ***Record Keeping***

*High Country Enrichment Classes is not a school and does not serve as a test repository, so, HCEC and its teachers keep no records. Please contact High Country Christian Academy if you are in need of these services.*

## ***General Policy Information***

### ***Advertising & Fundraising***

*Selling things, fundraising, and advertising (for personal gain) during the Enrichment Classes program is not allowed except for the benefit of HCHE or Youth Missions Trip for New Life Church. We ask that Youth Missions make arrangements with the HCEC Administrator before any fundraising plans are implemented. Because our table and white board space is necessary for communicating enrichment business, we cannot post information for you or lay items of interest on our tables.*

### ***Behavior Standards***

*Realizing self-control is a fruit of the Spirit; HCEC requires certain standards of behavior to help train children in this important area. True joy is found in submission to the Lordship of Jesus Christ and outward control helps to train children in inward control. In addition to the Class Behavioral Standards, willing submission to the following standards is also expected from each child. Your efforts to support the Administration and to help uphold these standards will also aid in a well-run and Godly program.*

- *Students should not run, yell or be disruptive while in the church building*
- *Students must not damage the church property. Parents will be financially responsible for damage caused by their child, even if the damage is the result of an accident. Good stewardship of all our property is a Biblical standard that is very important to us.*
- *All of us must help keep the church and grounds clean and free of trash*
- *Skateboards, scooters and rollerblades may be used in the coned area in the parking lot when common safety measures are taken and never in the building. NOTE: Using skate-boards, scooters and rollerblades on church property is a privilege for those students who exhibit mature judgment and behavior in this regard.*

### ***Building Maintenance and Clean Up***

*The upkeep of the classroom is the responsibility of the teacher and the class. The teacher may delegate responsibility in order to promote servant qualities in each student. Classrooms should remain neat and clean. Teachers may need help with vacuuming, picking up trash, leaving chairs under tables neatly, and wiping tables and white boards as necessary. All classrooms must be in order before class is dismissed. Students will be asked to do only reasonable cleaning. From time to time, families will notice maintenance needs while at HCEC. However, HCEC families should not make requests of the New Life Church hospitality (maintenance) staff or church employees. Please let the HCEC administration know of any issues you see or may have.*

### ***Childcare & Mom/Tot Room***

*Teacher Tots is provided as a service to our Staff, Team Leaders, VP's, and volunteers for their pre-school children during times they are working. The Mom & /Tot's room is for parents and young children to rest, fellowship, play and pray together while waiting for children in classes. This room is not a monitored room. Parental supervision is required. Families are responsible for their property. There are also cleaning products and a vacuum available to use for clean up as needed.*

### ***Dress Code***

*All HCEC participants and families are encouraged to dress in a modest, tasteful fashion. If you are unsure if something is appropriate, please do not wear it. Remember that clothing can be a "stumbling block," so please do not wear clothing that might cause offense to another.*

*For girls, any skirts, dresses or shorts should be an appropriate length for sitting and moving modestly. Shirts and dresses should cover cleavage and midriff. No spaghetti straps or tanks without a blouse over it. Boys and girls should wear jeans, pants or shorts that are neat, clean and that fit comfortably and are not too tight or excessively baggy. Shirts with sleeves are preferred and T-shirts are acceptable for all, if worn with discretion.*

*Parents should monitor their child's clothing carefully. The Administration and Teachers have the right to request that the child refrain from wearing a particular article in the future. If a student wears something that is seriously offensive, parents will be requested to bring a change of clothing.*

### ***Family Files***

*Each family will have a family file located near Guest Services. It is important that you check this file on a weekly basis to receive statements, newsletters and such. Due to the large number of participants in the HCEC program, our best means of communication of important events, changes in policy, etc. is through notifications placed in the family file or by e-mail.*

### ***Field Trips***

*Parents have the right not to allow their child to participate in field trips. The signed Field Trip and Activity Permission/Waiver Form must be turned in before a student may participate.*

### ***Food and Lunchtime***

*While HCEC provides food for purchase, we leave it to the parents to create a schedule for their children that allows them time to eat lunch. For safety reasons, parents are also responsible for their children during that time and any other time they are not in class. Many hands make light work, right? Please help us out and clean up after yourself. Cleaning materials are located at the main staircase on the main hall and near the trashcans in the café area.*

*Food is not allowed in the classroom except as it pertains to the curriculum. Please ensure that we do not lose favor with New Life Church by neglecting or damaging the property. Lunch items are offered for sale in the HCEC Café area from 9:00 – 2:00.*

### ***Grievance Procedures***

*In order to problem-solve effectively, it is important to direct people to the proper person. Should a student or parent experience disharmony with another student, family, teacher or administrative person, he/she should follow the Matthew 18 principle for resolving conflict. Please respect the confidentiality of all those involved and refrain from discussing the issues with others. Specifically the following steps need to be taken:*

- 1. Go to the person with whom you have disharmony.*
- 2. If not resolved, go to the person with a teacher or Team Leader.*
- 3. If not resolved, bring the issue to the Administrator.*
- 4. If not resolved, bring it to the entire board or New Life Church Pastor overseeing HCEC for mediation.*

*Enrichment classes will most likely be the perfect opportunity to train your children in these principles regarding conflict resolution. All of the above must be done in love and with respect.*

### ***Homework Room***

*The homework room will be supervised at all times and is only for students who are there for the purpose of studying. Students must be enrolled during registration for the hours in which they are to be in the homework room. This is a place with a library-like atmosphere for serious students who come prepared with work to do.*

*If you want a place for your child to “play and socialize” then Homework Room is not the place. We have the mom/tot room, the lunchroom and common areas and the playground available for parents and children to enjoy.*

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

*Staff will collect items left in classrooms and common areas and turn them into Guest Services. Items will be held for the duration of the semester and if unclaimed, will be donated at the end of the semester. HCEC and New Life Church are not responsible for lost or stolen items.*

### ***Medication Usage***

*Parents are responsible for giving their student any type of medication, such as prescription drugs, Tylenol, aspirin or similar medication. It is not permissible for teachers or administration to dispense medication unless previous arrangements have been made.*

### ***Parking***

*There is no parking allowed in the fire lane directly around the building. Please do not block any disability ramps or storage facilities. Please stay in the driving lanes, drive slowly and watch for children in the parking lot.*

### ***Personal Items***

*High Country Enrichment Classes is not responsible for any items lost or stolen. If distracting in the class, any personal items brought to High Country may be confiscated by the teacher and returned after class.*

### ***Playground Policies***

*Parents desiring to let their children play outside on the playground must supervise them. While we do have a monitor present most of the time, they are not there to watch the children, and/or correct their behavior, but to ensure the area is safe for them to play. It is the parent's responsibility to monitor their children. In keeping with New Life and HCEC policy, play weapons, ie; guns, swords, etc. are not permitted at High Country.*

### ***Security Badges***

**For security purposes every individual on the New Life Campus age 11 and above will need to wear a HCEC badge identifying that you are a member of HCEC.** If you have a Leadership badge you may wear that badge. If not, you will be provided with a general badge to wear at all times you are on campus.

- The badge must be worn at all times while you are on campus during HCEC classes & events. This includes all members of the family on campus, even if not attending a class.
- The badge must be visible and worn above the waist.
- The general badge must have your name written on it.
- If you forget your badge or lose your badge, please go to Guest Services for a sticky back badge to wear. After three times of requesting a sticky back badge you will need to replace the badge for a \$2.00 replacement charge.
  - For your convenience, badges may be kept in your family file so the badges are always at HCEC.
- Guests of the family may go to Guest Services to request a temporary badge for the day.
- If you wish to visit a classroom you will still need to obtain a visitors badge at Guest Services and sign the class visit log at Guest Services to be allowed into the classroom. Leadership and Family badges do not count as a visitor pass to attend a class.

### ***Special Needs***

*Although we have no formal limitations to enrolling a child with special needs, parents should discuss the individual situation with the teacher prior to the beginning of class. Teachers are encouraged to work with the parents to establish an effective plan for maximum learning. The teacher may ask the parent for assistance in the classroom. Teacher Assistants are not assigned to a classroom because of special needs.*

### ***Standards for Boy-Girl Relationships***

*We believe that God's plan is for boys and girls to have wholesome activities and fellowship together, treating each other with respect as sisters and brothers in the Lord. It is our view that the world's system of early dating, going steady and pairing off for excessive periods of time is unscriptural. Therefore we do not allow physical contact, pairing off in private, or inordinate amount of time spent together while attending HCEC.*

### ***Student Code of Conduct***

*The code of conduct established at High Country Enrichment Classes is based upon the text found in Galatians 5:22, 23: "But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control."*

*We encourage families to memorize these verses, and ask that parents discuss them and their application with their children. We realize that none of us has fully attained these character traits, but we are all striving to attain a greater measure of them in our lives. As such, if a child is involved in a*

*breach of conduct, the person in authority (such as the teacher, hall monitor or teacher assistant - hereafter referred to as "teacher") will attempt to gently lead the child into an understanding of how he can gain a better grasp of these qualities in his life. Students and parents are expected to conduct and behave themselves in an appropriate manner for Christian people.*

### ***Student Orientation***

*Student Orientation is mandatory each semester for all students attending classes. Students will receive class schedules and other pertinent information. Teachers will be available so families may have the opportunity to meet them and visit the classrooms. Teachers will distribute classroom expectations, requirements, scope and sequence and collect fees at this time. If your child has food allergies, please inquire if the teacher intends to include food in any of the classes. If so, please understand that you may be requested to complete an Allergy Form for the teacher.*

### ***Weekly Bulletin***

*The HCEC weekly bulletin is the primary means of communicating information to families. Time-sensitive information for families is often communicated there. This can include important policy changes, registration information, schedule conflicts or other information that may affect families directly. Weekly bulletins are e-mailed or placed in the family file upon request, if no e-mail is available. We encourage you to keep abreast of HC news and read this every week!*

## ***HOW CAN I HELP***

### ***Service Opportunities Descriptions***

*High Country could not operate without the many people who give of their time and talent to help in the various areas of ministry needs. In any given semester we need over 200 volunteers to help High Country operate. Please consider what you may be able to do to help at HC, in the following areas:*

***Staff:*** *There are over 30 staff positions at HC. These parents are the backbone of the operation of HCEC. Time commitments range an average of 5 – 15 hours per week, depending on the position. These positions include, the Administrator, Administrative Director, Class Director and Manager, Operations Director and Manager, Prayer Ministry Coordinator, Database Director, Manager and Assistant, Human Resource Director and Assistant, TA Coordinator, Program Support Coordinator, Registrar, Registration Scheduler and Volunteer Coordinator, Teacher Tot Coordinators, Hand-in-Hand Coordinator, Lunch Program Coordinators, Financial Controller, Accounting Clerk, Guest Services Coordinators, Special Events Coordinator, IT/Help Desk, and Administrative Assistant. Positions become available at various times and are necessary to fill for the operation of HC.*

***Teaching:*** *The many classes all of us get to enjoy come mostly from the ideas and vision of parents who want to teach for High Country. Sometimes class ideas come from spotting a need, other times from the desire of a parent for their child to be offered a certain course.*

***Team Leaders:*** *Teachers are aided by Team Leaders who come alongside them and support and minister to them in a small group setting. Being first a ministry, we desire to assist our teachers by extra support, advice, prayer, etc.*

**Teacher Tots:** Both youth and parents volunteer in the Teacher Tot program so our Teachers and Vital Partners can know their preschool age children are well cared for and taught while they are teaching the classes or working in their position.

**Teacher Assistants:** Again, both youth and adults volunteer in the classrooms to assist the Teacher in providing a wonderful environment for learning.

**Vital Partners and Volunteers:** Serving in the operations area, these volunteers may work in any of the following positions that are needed to ensure the smooth operation of High Country each semester.

- **Lunch Program:** Offered on both Tuesday and Wednesday, this program is made possible by the army of adults and youth who volunteer their time.
- **Program Support:** We have extra eyes and ears for the security and well-being of all our families because other parents volunteer to monitor the hallways and the exterior of New Life while HC is in session.
- **Teacher Assistants:** described above
- **Teacher Tots:** described above

### **HOW TO GET INVOLVED**

Now that you are aware of how you could help, here is more information on the how to get involved and benefits of helping. For every position at HC, to protect our children, any person who desires to get involved is carefully and prayerfully hired through an interview process, followed by background and reference checks. You may pick up a Ministry application at Guest Services or download it on our website at [hche.org](http://hche.org) or call 719-278-9135, ext. 2 to request an application. You may also contact the Human Resources Director or email to [ECHumanResources@hche.org](mailto:ECHumanResources@hche.org).

### **Staff**

The Staff is what gives operational support to HC. Without the Staff operation would cease. Records, database, registration, administration, financial management, coordination of over 200 volunteers, the oversight of Teachers and class schedules and the safety, security, and maintenance of the facility and much more, are the responsibilities of the Staff. To find out if positions are available, you can check at Guest Services, or speak with the Administrator or the Human Resource Director or call 719-278-9135, ext. 2 or email [ECHumanResources@hche.org](mailto:ECHumanResources@hche.org). Those who serve in Staff positions have the following benefits:

- **Priority Registration:** Staff register after all the teachers
- **Remuneration:** Staff receive varying amounts of stipends for their service

### **Teachers**

Our teachers are a blessing; without them we have no program. Those who desire to teach at HC receive the following benefits:

- **Priority Registration:** Our teachers are given first priority to register. Those who teach need to know their children are in classes while they are teaching.
- **Remuneration:** Teachers receive pay for the classes they teach, based upon the number of students enrolled in the class offered.
- **Childcare for preschool aged children** is available to help our teachers to be able to totally focus on their classes. There is a 3 hour limit per day.

We are always hiring for the next semester. Bring your ideas!! If you are interested, please see the Class Director, Human Resources Director, or Administrator.

Teachers are held accountable by the following methods:

- Teacher/Team Leader relationship
- Hall monitor, administration, assistant's observations
- Evaluation by Team Leader each semester
- Parent comments and surveys

### **Teacher Assistants**

- Any class which reaches enrollment of at least ten students in the class for grades K-5, or twelve students in grades 6-12, qualifies for a teacher assistant. Should the class not meet full enrollment levels by the first week of classes, TA's will be given the option of working as a Volunteer or may change class assignments.
- TA's are assigned as of enrollment the first day of class. After this date, TA's may be added to classes but not removed if enrollment goes down. Teachers need to request a teacher assistant by completing the Teacher Assistant Request Form and one will be assigned to them from the Vital Partners applicants. Teachers may request a specific teacher assistant, but he/she must have an application on file and be approved.
- A teacher's child enrolled as a student in the class counts toward the student number required for a TA and towards maximum enrollment but does not count toward teacher pay. Enrollment in a parent's class also counts toward the student's maximum number of allowable classes.
- Teens who serve as Teacher Assistants must be 14 years old as of the first month of the semester. They will be selected in the same manner as adult Vital Partners. The teen TA guidelines are as follows:
  - Age 14 may serve in classrooms with students age 1 through grade 3
  - Age 15-16 may serve in classrooms with students age 1 through grade 6
  - Age 17-18 may serve in classrooms with students age 1 through grade 8

TA's age 18 and graduated are considered adults and are typically placed in any classroom through grade 12. Twelve and 13 year olds may volunteer in classes for one year olds to third grade. These are all subject to approval by administration.

Benefits for TA's are:

- **Priority Registration:** Be given priority enrollment status after Teacher's and Staff, as a Vital Partner
- **VP Class Credit:** Teacher assistants will earn one VP credit per semester class hour as a Vital Partner
- **Teacher's Tots:** Childcare is available to care for your preschool age children while you serve as a Vital Partner. \*Registration required.

### **Vital Partners**

Also a blessing to HC, all Vital Partners fill much needed positions of support in the operations of HC each semester. Those who serve have the following benefits:

- **Priority Registration:** Our VPs are eligible for priority registration, following Teachers and Staff, in order to give them every opportunity to serve.
- **Remuneration:** \$48 VP credit per semester, toward class costs, for every hour of serving each week (i.e. 1 hour X 12 weeks = \$48).
- **Teacher's Tots:** Childcare is available to care for your preschool age children while you serve as a Vital Partner. There is a three hour limit per day. \*Registration required.

For more detailed information about the various ministry leadership positions, you may pick up a Vital Partner/Volunteer Ministry Description worksheet at Guest Services or request one by calling 278-9135 Ext. 2 or check our website at [www.hche.org](http://www.hche.org). Our Human Resources Director is also available to assist you.

### **Volunteers**

These positions of leadership have a direct impact on our families by **assisting teachers** in the classroom, serving as a **Youth Ambassador**, through the hospitality of providing and serving food in our **Lunch Program**, providing meals to families in need in our **Hand-in-Hand ministry**, or praying for HCEC families with our onsite **Prayer Ministry**, or food preparation and decorating and helping with **Special Events**. Those who serve in HCEC leadership as a Ministry Volunteer during class hours can look forward to:

- **Priority Registration:** Our Volunteers who serve during class hours are eligible for the same level of priority registration as our Vital Partners, following Teachers, Team Leaders, and Staff, in order to give them every opportunity to serve.
- **Availability of \*Teachers' Tots:** Childcare is available to care for your preschool age children while you serve as a Volunteer during class hours. There is a three hour limit per day. \*Registration required.
- **Discounts on food** when serving in the Lunch Program.

### **YOUTH VOLUNTEER POSITIONS**

#### **Position: Youth Ambassador – Ages 14-18**

This program was established to give our older young people the opportunity to volunteer and serve the families of HCEC while earning credit toward High School Community Service Requirements. Positions are scheduled in 1 hour increments for certain hours of the day on both Tuesdays and Wednesdays, with a 12-week commitment.

#### **Responsibilities:**

- Be a consistent witness for Christ, New Life Church and High Country
- Hang/take down room signs and put out /retrieve flyers and Café signs
- Assist Guest Services and Program Support with various duties
- Assist in end-of-the-day clean up and tear down

#### **Position: Dining Detective – Ages 12-18**

*Working as a part of the lunch program is an act of service to others. Your smile, helpful attitude and courtesy will minister to every person as they come through the line. For this you will earn lunch credit for every hour you serve.*

**Responsibilities:**

- *Be a consistent witness for Christ, New Life Church and High Country*
- *Help set up or tear down the lunch area*
- *Serve food, stock food and drinks, and help to keep the lunch area clean*
- *Run errands, as needed, for the Coordinator*

**Position: Teachers' Tots – Ages 12-18**

*In Teachers' Tots, you will have the honor and privilege of helping shape young children's minds and hearts as you serve each week and love on our youngest students at High Country.*

**Responsibilities:**

- *Be a consistent witness for Christ, New Life Church and High Country*
- *Help Lead Teacher with various duties; including, but not limited to, cleanliness and order in classroom, restroom breaks (girls only), diapering (girls only), and child supervision*
- *Familiarity with young children and a desire to serve in a Christ-like manner*
- *Responsible and honorable with words, timeliness and actions*

**Position: Teachers Assistant-Age 14-18 Placement depends on age of students.** *(Please refer to previous information in the Teacher Assistant's section)*

*Work alongside a teacher in a classroom as a helper and role model throughout class.*

**Responsibilities:**

- *Be proactive in finding ways to help teacher and students*
- *Help set up and tear down classroom and clean up messes*
- *Walk students to the bathroom*

**Qualifications and Training for all Youth Positions**

- *Basic relational skills*
- *Personal desire to serve*
- *Initial training is provided during workshop time at Leadership Training, followed by on-the-job training throughout the semester as needed*

*To Apply: Obtain a Ministry Application from Guest Services, fill it out, return to Guest Services and you will be contacted for an interview. If you have any further questions, please contact: Human Resources Director at 278-9135, ext. 2 or by email at [ECHumanResources@hche.org](mailto:ECHumanResources@hche.org)*

## ***Parental Responsibilities and Supervision***

***Parents are responsible to supervise the activities and location of their own children, infant through teen.*** For reasons of liability, we cannot allow children to be unsupervised at the church facility. Young adult students (age 16 and up) may supervise themselves as long as they exhibit mature judgment and behavior in this regard.

***Parents are responsible for their own children at all times.*** HCEC and its teachers cannot be responsible for children between classes, during their lunch period, or for children who arrive before 8:50 AM or stay after 3:10 PM. Parents should be supervising the activities and location of their children at any time they are not in class. It is the parent's responsibility to see that children get to their classes.

***Parents are expected to remain on the premises unless another supervising adult is designated to be responsible for their children.*** In the event that a parent must leave the premises for any reason during classes, the parent must designate a Supervising Adult and complete all information on the sign-out log at Guest Services. Information needed will be names and phone numbers of the parent and designated supervising adult, as well as time out and time of return.

***Parents are expected to read and understand all the information contained in this handbook*** and discuss all relevant topics with their children - with special emphasis placed on the Student Code of Conduct and all matters related to discipline.

***Parents are encouraged to read the Statement of Belief carefully and explain it to their children*** since these truths will be emphasized throughout the program. We do want parents aware that their children will be learning and discussing these beliefs. Parents are encouraged to contact the teacher or the HCEC Administration with any questions or comments.

***Parents are encouraged to become involved in the program.*** There are many opportunities for both adults and youth to assist HC. Check out the ***"How Can I Help"*** section of this handbook! To foster unity, we ask all parents to pray for the teachers and the administration of this program.

### ***Playground Policies***

Parents desiring to let their children play outside on the playground must supervise them. It is the parent's responsibility to monitor their children and ensure their safety and correct behavior.

## ***SAFETY AND SECURITY***

### ***Emergency Evacuation Response Plan (ERP)***

Our goal is to respond to any emergency in an orderly and safe manner to ensure the well-being of students, establish appropriate communication with parents, and facilitate a timely reunion between parents and their children. Please review the following procedures with your children so they know what to expect and what to do in case of emergency.

### ***Emergency Evacuation Response Plan (ERP)***

*This evacuation plan is followed when a need arises to evacuate the building because of fire or other emergency.*

***Procedure:***

*Exit the building at the nearest exit and proceed to the designated gathering area.*

*Those exiting on the north side of the building will go to Gathering Point A.*

*Those exiting on the south side of the building will go to Gathering Point B.*

***Please see the map at the end of the handbook for the specific gathering point locations.***

- ***Parents: Please do not go the classroom to find your child.***
- *We have evacuation procedures in place to ensure the safety of every person, including those with special needs. Deviating from these procedures would cause more confusion and possible harm. If you have a concern please speak with an orange-vested monitor after you have evacuated to the designated gathering area.*
- ***In order to ensure everyone’s safety and allow easy access for emergency vehicles and personnel, please note the designated gathering areas on the fire evacuation diagram.***
- *Re-entry to the building will not be allowed until the situation is deemed “all-clear.” You will be instructed by HCEC Administration as to how to reunite with your children as soon as possible.*

***\*\*It is mandatory to designate a supervising adult for your child on the parent sign out sheet located at Guest Services. In case of emergency, we may not have access or the ability to call parents who are off-campus.***

## ***Shelter In Place (SIP)***

### ***SIP: Tornado***

*In the event there is a tornado warning that requires the need to find safety within the building, shelter will be implemented based on the following:*

- ***Please do not go to the classroom to find your child.***
- *In order to insure everyone’s safety, Hall Monitors have been trained to respond by clearing the hallways as soon as possible to shelter in various classrooms. It is important for parents and children not in class to respond to the direction of the Hall Monitors or other HCEC Staff.*
- *Upper Level Exterior Classrooms, A/C, and Lower Level Exterior Classrooms: These areas have greater safety concerns from flying debris and glass.*

- Teachers will evacuate students to designated interior hall rooms or NLC basement as directed by the Hall Monitor. **Designated classrooms for evacuation are listed on the safety card found on the back of the classroom door.**
- Teachers will account for their students when they arrive at the designated evacuation classroom and remain in this classroom until notified by HCEC Administration with an “All Clear Response” in person or by cell phone when it is safe to return to original classroom.

### ***SIP: THREAT OF VIOLENCE - Internal High Security Threat on New Life Church Campus***

The definition of an intruder threat is a person or persons who have and are demonstrating violent intent towards anyone at HCEC on the New Life Campus. This includes violent actions with or without weapons. When it is determined that there is a need to shelter in place the classrooms are notified and the doors are closed. Doors may not be opened until the appropriate release procedure is followed.

- **Please do not go to the classroom to find your child.** The classroom doors will be locked and Teachers will be responsible for the children in their classroom until an “All-Clear” is given.
- In order to ensure everyone’s safety, Hall Monitors have been trained to respond by clearing the hallways as soon as possible to shelter in various classrooms. It is important for parents and children not in class to respond to the direction of the Hall Monitors or other HCEC Staff.
- Parents and children on the playground will evacuate to Pikes Peak Community College. Entrance back into the building will not be permitted until an “All Clear” is given.
- Due to the fluid nature of this type of event, you will be instructed by HCEC Administration as to how to reunite with your children as soon as possible.

#### ***Scenario 1: Classroom in progress***

At the beginning of the day, doors will be propped open, but will be lock-set (door automatically locks when closed). Hall Monitor will go through the hallways swiftly notifying classrooms, closing open doors, directing lost or displaced children to the nearest open classroom for safety. SIP directions on back of classroom door are now followed by the teacher.

- ❖ Once the classroom door is closed entry is no longer allowed into the classroom.

#### ***Scenario 2: Hallway transition***

In the event you are notified that an intruder is in the building, while you or your children are in the hallway:

- ❖ Immediately go to the nearest open classroom and follow instructions from Scenario 1.

#### ***Scenario 3: Bathroom***

In the event that you are in the bathroom with children:

- ❖ Immediately take your children to the nearest open classroom for safety and follow Scenario 1.

#### ***Scenario 4: Main Floor Common Areas and Playground***

Parents and children in the common areas evacuate through nearest clear exit. Evacuate East to the Tent, TCA, or Pikes Peak Community College. Evacuate West to the World Prayer Center.

**Release Procedure after Sheltered:** When sheltered in a classroom, do not leave or evacuate your children until you hear a knock on the door followed by a card slid under the door giving you instructions. Do not open the door until you have followed the instructions and seen the appropriate identifications. The shelter and release procedures are listed on the back of the classroom doors.

### ***Lockdown Procedures: Security Risk Levels***

#### ***Low Security Threat - Normal Operating Procedures***

- *Hall Monitors continuously patrol their designated area. You will find these monitors wearing Orange Vests and carrying clip boards. The patrolled areas are Upper Hall, Lower Hall, Cafe'/ Behind Sanctuary, World Prayer Center, parking lots, playground, and The Tent.*
- *Each Monitor reports via radio any situation that "Doesn't Look Right" (DLR) to the Program Support Coordinator and/or Operations Manager. The situation is immediately investigated. If needed, the HCEC Administrator and the New Life Church Safety Director are notified.*

#### ***Moderate Security Threat - External Threat in General Vicinity around the New Life Church Campus (NLC)***

- *Due to a threat being more severe than normal, we may be put into lockdown. The level and strictness of the lockdown will depend upon the severity and proximity of the threat. At this time HCEC Administration or Operations Director radios a Lockdown Alert to Program Support Coordinator and all Monitors via radio.*
- *Monitors will direct students and parents on the Playground and outside the building (skateboard area, teen fellowship area between main building and The Tent, World Prayer Center, etc.) to come indoors.*
- *All exterior doors will be locked. Ability to enter or leave the building will be curtailed extensively and controlled by Monitors appointed by NLC Life Safety. HCEC assists NLC with HCEC Monitors as needed under the direction of NLC Life Safety Ministry.*
- *Classes and general routine may continue without interruption inside the facility.*

#### ***High Security Threat - Internal Threat on New Life Church Campus***

*\* Follow Shelter in Place (SIP) THREAT OF VIOLENCE procedures.*

## ***Severe Weather Policy***

### ***Cancellations:***

*If District 20 or New Life Church cancels due to severe weather, HCEC cancels all classes for the day. No make-up classes are scheduled, however, teachers may wish to assign make-up work. Students should be notified of make-up work within three days of the missed class. Refunds for classes missed due to snow or other acts beyond our control (like contagious disease) will not be given. In the rare event that three or more classes are administratively cancelled due to severe weather or other acts beyond our control, one make-up day will be scheduled, provided New Life facilities are available.*

### ***Delays:***

*If District 20 or New Life Church delays, HCEC will delay classes by 1 hour and will start at 10:00 AM on an abbreviated class schedule. Each class will be 45 minutes in length starting at 10:00 AM and continue to 2:55 PM, except for regular two-hour cases which will be 1 ½ hours in length.*

*The schedule will be:*

- 10:00 - 10:45 (1st class) – a two hour class would run from 10:00 – 11:35, for example.*
- 10:50 - 11:35 (2nd class)*
- 11:40 - 12:25 (3rd class)*
- 12:30 - 1:15 (4th class)*
- 1:20 - 2:05 (5th class)*
- 2:10 - 2:55 (6th class)*

*Local news stations carry information about weather cancellations and delays or you may check the HCEC phone line at 278-9135.*

## ***Substance Abuse Policy - Drug and Alcohol Use by Students***

*High Country Home Educators has ZERO tolerance for the purchase, use, possession or distribution of alcohol, controlled substances, imitation or synthetic controlled substances and/or drug paraphernalia among students. It is a violation of HCEC policy for any student to possess, use, abuse, sell, distribute, purchase or procure alcohol, controlled substances, or drug paraphernalia, and is considered behavior which is detrimental to the welfare, safety or morals of other students or school personnel for students to be under the influence of alcohol or controlled substances. This policy shall apply to any student who is on the New Life Church Campus during HCEC hours, taking part in any HCEC-sponsored or sanctioned activity, or whose conduct at any time or place interferes with the operations of HCEC or the safety or welfare of students, families, or staff.*

### ***CONSEQUENCES FOR DRUG OR ALCOHOL POSSESSION/USE/DISTRIBUTION BY STUDENTS***

*At the sole discretion of the Administrator and Board, the minimum consequence for such behavior shall include, but not be limited to:*

- Immediate suspension from HCEC classes and events*
- Confiscation of the controlled substance/paraphernalia*
- Immediate notification of police*

- Parent or guardian notification
- And, if determined necessary, dismissal for a period of time not to exceed one year. Board approval may be required to resume classes.

*Administrative Discretion: In consideration of unusual or unique circumstances, specified or otherwise, a course of action other than the minimum consequences may be warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.*

### ***CONSEQUENCES FOR DRUG OR ALCOHOL POSSESSION/USE/DISTRIBUTION BY NONSTUDENTS***

*Any member of the public who violates this policy shall be informed of the policy and asked to leave the HCEC class location or event. Depending on the circumstances, the person may be barred from future entry to HCEC class locations or events. Law enforcement may be notified, as appropriate.*

## ***Weapons Policy Summary***

*A copy of the complete weapons policy is available upon request to the Administrator.*

*No student or non-student, including adults and visitors, shall possess, use or distribute a weapon, or a play weapon, at HCEC during classes or events, except as provided in this policy.*

*“Weapon” means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; air-guns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; nun-chucks; throwing stars; explosives; fireworks; mace and other propellants; stun-guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon. No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and, such use, will be treated as the possession and use of a weapon.*

*A student who finds a weapon during HCEC classes or events, or a student who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the HCEC Administrator’s office or New Life Staff shall not be considered to possess a weapon. If it would be impractical or dangerous to take the weapon to the HCEC Administrator’s office, a student shall not be considered to possess a weapon if he or she immediately turns the weapon over to an administrator, teacher or New Life Staff Member or immediately notifies an administrator, teacher or New Life Staff Member of the weapon’s location.*

*While HCEC takes a firm position on the possession, use or distribution of weapons by students and non-students, such a position is not meant to interfere with instruction or the use of appropriate equipment and tools in the classroom. Such equipment and tools, when properly possessed, used and stored, shall not be considered in violation of the rule against the possession, use or distribution of weapons. However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner, such possession and use will be treated as the possession and*

*use of a weapon.*

***CONSEQUENCES FOR WEAPON POSSESSION/USE/DISTRIBUTION BY STUDENTS***

*A. HCEC will not tolerate the possession, use or distribution of weapons by students or non-students. Consequently, at the sole discretion of the Administrator and Board, the minimum consequence for such behavior shall include, but not be limited to:*

- Immediate suspension from HCEC classes and events*
- Confiscation of the weapon*
- Immediate notification of police*
- Parent or guardian notification*
- And, if determined necessary, dismissal for a period of time not to exceed one year*

*Any student who brings a firearm to HCEC or events will be expelled for at least one year and may be subject to other criminal charges.*

***B. Administrative Discretion***

*In consideration of unusual or unique circumstances, specified or otherwise, a course of action other than the minimum consequences may be warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.*

***CONSEQUENCES FOR WEAPON POSSESSION/USE/DISTRIBUTION BY NONSTUDENTS***

- Any member of the public who violates this policy shall be informed of the policy and asked to leave the HCEC class location or event. Depending on the circumstances, the person may be barred from future entry to HCEC class locations or events.*
- If appropriate, law enforcement will be notified of the policy violation by the member of the public and may be asked to provide an escort to remove the member of the public from HCEC classes or event.*

# High Country Enrichment Classes Fire Evacuation Plan

