

Teacher Preparation Checklist  
CHSEL 2016-17

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*Below are guidelines that will help ensure the safety and well-being of everyone at CHSEL. We are asking that you please follow all steps carefully .*

Each teacher should do the following **BEFORE** the first lab day for EACH LAB:

- Watch teacher video.
- Create a folder with the following information for EACH LAB:
  - An emergency information roster (will be provided by Leisa Stokes)
  - A code of conduct (attached)
  - A code of conduct signature page (attached)
  - A hard copy of the emergency plan (attached)
  - Teacher policies (attached)
- Please store this folder in an easily accessible location in a file cabinet in your classroom.
- Make sure that you understand all medical information for each student. Call parents for instructions on how to handle allergies, etc. before the first lab day.
- Make sure that you understand all emergency procedures including emergency plan, fire exit for each lab, where first aid kits are located, etc.
- Make sure you understand lab line-up and file-out for morning assembly.
- Go over the teacher policies again to make sure you are familiar with all.
- Make preparations to be at CHSEL no later than 8:35 on the first three lab days so that you can sign in your children and get into your spot in the Sanctuary before children begin arriving. This is extremely important.

Each teacher should do the following **ON** the first lab day for EACH LAB:

- Read the Code of Conduct aloud to the students and have each student sign. Children K-2 don't have to sign but must verbally indicate they understand.
- Explain emergency plan and show fire exits.
- Explain that the sanctuary is off limits to parents and students at ALL TIMES except for morning assembly.
- Explain that the coffee areas and rounded information desk belong to the church and are off limits to parents and students at all times.
- Explain that the teacher's lounge is off limits to students.
- Explain that the fire exits are not to be opened under any circumstances except emergency and that consequences will be given if disobeyed.
- Explain the following safety rules for stairs and that consequences will be given if disobeyed
  - They must only be walked on – running on the stairs is never acceptable.
  - They must never be used to play, jump, climb or any other reason other than carefully walking up and down.
  - Please instruct children of the falling hazard due to the open handrail and ask them to take precautions every time they use the stairs.



*Christian Homeschool Enrichment Labs – CHSEL - is a project of STEP (Southeast Texas Educational Partnership), a Texas non-profit corporation.*

## CHSEL Code of Conduct

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I understand that I should conduct myself in the manner set forth below as well as I can while engaged in activities at Ridgewood Baptist Church in participation in CHSEL labs. I agree to follow the guidelines and understand that breaching them could result in suspension from CHSEL without refund of tuition or fees.

I will acknowledge and listen to instructors and supervisors at all times.

*Proverbs 4:13 – Take fast hold of instruction; let her not go: keep her; for she is thy life.*

I will respect and esteem each person and care for the property of Ridgewood Baptist Church and that of my fellow students and instructors.

*Matthew 7:12 – Therefore all things whatsoever ye would that men should do to you, do ye even so to them: for this is the law and the prophets.*

I will consider others in my manner of dress, knowing that my clothing should exemplify a life endeavoring to please the Lord, and should demonstrate discretion.

*Hebrews 10:24 – Let us consider one another to provoke unto love and to good works.*

I will not use foul, vulgar or profane language while in lab or activities associated with CHSEL labs.

*Ephesians 4:29 – Let no corrupt communication proceed out of your mouth, but that which is good to the use of edifying, that it may minister grace unto the hearers.*

I will work hard to complete the work and studies provided, doing as well as I can on each activity or assignment.

*Colossians 3:23 – And whatsoever ye do, do it heartily as unto the Lord, and not unto men; knowing that of the Lord ye shall receive the reward of the inheritance: for ye serve the Lord.*



## CHSEL Emergency Procedures

### Fire Procedure

#### If you discover a fire

1. Pull the nearest fire alarm.
2. Notify closest Hall Monitor who will notify Administration.
3. Follow Fire Plan protocol for your position.
4. Unless trained, do not fight the fire.
5. Exit the building quickly and meet in the parking lot farthest from the building.

<b>Who</b>	<b>WHAT</b>
<b>Admin 1 &amp; 2</b>	Evacuate to farthest parking lot in front of building
<b>Admin 1</b>	<ol style="list-style-type: none"><li>1. Monitor radio for Hall Monitors and EC Coordinator communications of areas being clear and all being evacuated</li><li>2. Give further instructions and/or "all clear"</li></ol>
<b>Admin 2</b>	<ol style="list-style-type: none"><li>1. Call Ridgewood Facility Director</li><li>2. When evacuating, bring Admin binder with lab lists</li><li>3. Call roll of labs, floaters, and Hall Monitors when it appears all are present</li><li>4. Assist Admin 1</li></ol>
<b>Hall Monitors &amp; EC Coordinator</b>	<ol style="list-style-type: none"><li>1. Take Emergency Box and go to each assigned classroom to verify all have evacuated, turning out room lights as you go</li><li>2. Confirm all are evacuated and all doors are closed</li><li>3. Exit building using nearest exist, and join others in parking lot</li></ol>

<b>Teachers</b>	<ol style="list-style-type: none"> <li>1. Obtain Emergency Procedures packet from doorway</li> <li>2. Line up students between Teacher &amp; Teacher Assistant</li> <li>3. Calmly and quietly follow classroom emergency exit plan and walk to the parking lot</li> <li>4. Confirm full lab arrival once at the evacuation destination</li> <li>5. Confirm lab arrival status at roll call</li> </ol> <p>After all is reported clear by Administration, quietly return to classroom in an orderly fashion</p>
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***Severe Storm/Tornado Procedure***

The goal is to move members to safe area within 3 minutes.

<b>Who</b>	<b>What</b>
<b>Admin 1 &amp; 2</b>	<ol style="list-style-type: none"> <li>1. Evacuate to Kitchen</li> <li>2. Radio Hall Monitors and EC Coordinator to initiate Storm plan</li> <li>3. Monitor radio responses that Hall Monitors and EC Coordinator received notice of Storm plan initiation</li> <li>4. Monitor radio for Hall Monitors and EC Coordinator communications for evacuation completion</li> <li>5. Give further instructions and/or all clear</li> </ol>
<b>Hall Monitors &amp; EC Coordinator</b>	<ol style="list-style-type: none"> <li>1. Respond by radio to Admin 1 stating your area and that you are initiating Storm/Tornado Warning procedures</li> <li>2. Take your area's Emergency Box and go room to room notifying teachers of the Storm Plan implementation</li> <li>3. Turn out lights and close doors</li> <li>4. Close fire doors of hallways and stairwells after all are evacuated from your area</li> <li>5. Join a room from your area</li> </ol>

<b>Teachers</b>	<ol style="list-style-type: none"> <li>1. Obtain Emergency packet with lab roster from room and follow exit plan</li> <li>2. Line up students between Teacher &amp; Teacher Assistant</li> <li>3. Calmly and quietly follow classroom emergency plan to move to evacuation location</li> <li>4. Sit together as a lab</li> <li>5. Confirm presence of all lab students</li> <li>6. Report confirmation to Hall Monitor or EC Coordinator</li> <li>7. Once “All Clear” is received, return to classroom.</li> </ol>
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***Emergency Lockdown Procedure***

The goal is to move all CHSEL members to safe area within 3 minutes.

<b>Who</b>	<b>What</b>
<b>Admin 1 &amp; 2</b>	Evacuate to Rm 101 with radio, cell phone, Admin Lab Roster boxes, Admin notebook & Sign In/Out Sheet, Family Mailboxes and anything else that identifies CHSEL families
<b>Admin 1</b>	<ol style="list-style-type: none"> <li>1. Radio Hall Monitors and EC Coordinator to initiate Lock Down plan</li> <li>2. Monitor radio responses that Hall Monitors and EC Coordinator received notification</li> <li>3. Contact Hall Monitors or EC Coordinator to ascertain if all members are accounted for</li> <li>4. Communicate further instructions and/or “All Clear” to Hall Monitors or EC Coordinator</li> </ol>
<b>Admin 2</b>	<ol style="list-style-type: none"> <li>1. Call 911</li> <li>2. Ensure Ridgewood entrance door is locked</li> <li>3. Assist Admin 1</li> </ol>
<b>Hall Monitors &amp; EC Coordinator</b>	<ol style="list-style-type: none"> <li>1. Respond by radio to Admin 1 identifying your area and that you are initiating Lock Down plan</li> <li>2. Evacuate to area under your responsibility with your personal belongings and the area’s Emergency Box</li> </ol>

	<ol style="list-style-type: none"> <li>3. Close fire doors of hallways</li> <li>4. Go room to room, notifying teachers of the Lock Down Plan implementation</li> <li>5. Join last room notified for your own safety</li> <li>6. Communicate "All Clear" or further instructions between Admin and individuals/teachers under your area of responsibility</li> </ol>
<b>Teachers (in rooms other than Unique Areas)</b>	<ol style="list-style-type: none"> <li>1. Obtain Emergency Procedures packet with lab rosters from doorway</li> <li>2. Account for all students to Hall Monitor</li> <li>3. Bldg B Rooms-Lock door and barricade</li> <li>4. Bldg A Rooms-Close door and move furniture against door</li> </ol>
	<ol style="list-style-type: none"> <li>5. Close blinds, cover window on door if needed, turn out lights and move everyone to corner of room, out of sight through door window, and sit silently</li> <li>6. Wait for further instructions or "All Clear" given by Hall Monitor or by personal cell phone call from Admin. Do not respond to someone at the door</li> </ol>
<b>Teachers (Unique Areas-move locations)</b>	<ol style="list-style-type: none"> <li>1. Obtain Emergency Procedure pack with lab roster from doorway clip</li> <li>2. Turn out lights and close door of room as you leave</li> <li>3. Calmly and quietly move to designated "Safe Area" according to the Classroom Emergency packet</li> <li>4. Sit together as a lab</li> <li>5. Confirm presence of all lab students</li> <li>6. Report confirmation to Area Leader</li> <li>7. Once the "All Clear" is received, return to the classroom.</li> </ol>



## CHSEL TEACHER POLICIES

- Students should remain under teacher supervision at all times.
- Restroom visits during labs should be limited to one boy and one girl at a time.
- Students are not to be permitted to loiter (i.e. hang out) in unsupervised areas.
- Students may not be released from lab until scheduled lab ends.
- CHSEL requires that all teachers maintain a clean and orderly environment and suggests that teachers ask students to help until rooms are in as good or better condition as they were in upon arrival. Please coordinate with teachers with whom you share a room.
- Behavioral issues should be addressed with thought and discretion. There should be no public displays of affection, no hazing activity, and code of conduct should be used to admonish student behavior in a timely manner. If you need assistance, please pray and seek counsel. Do not address students in haste or in anger.
- Teachers should check Facebook regularly for communications from parents and administration. Website forums settings should be set to allow teachers to receive communications through email.
- To help parents and students with information about your lab and class, please maintain up-to date content on your lab page and on Facebook.
- Teachers are responsible for communicating with their parents and students through email, text and/or Facebook and website forums. Please issue instructions in a timely manner and give information as soon as possible. (You will be able to download a roster of your students along with contact info from the CHSEL website.)
- Teachers should check the CHSEL teachers Facebook page regularly each week.
- Please provide at least a first-semester syllabus which includes the scope and sequence of material/projects covered by July 29, 2016. It need not be date-specific, but that is always helpful. Second semester should be posted prior to January return. If it remains unposted by these dates, your lab may be placed on hold and/or your monthly draw may be delayed up to 30 days.
- Written notices or information to parents should be placed in the family file folders located at the Admin. table in front foyer. Families will be asked to check them weekly.
- Teachers are solely responsible for all communication with parents regarding the details of your specific lab and your students.