

PURPOSE, POLICY, & PROCEDURES FOR F.L.A.M.E.

(Families Learning Art, Music, & Educational skills, Inc.)

*A cooperative of Christian families desiring to enhance their home education programs
with group activities in art, drama, music, & other educational opportunities.*
(Revised 08/2019)

STATEMENT OF FAITH

1. The Bible is God's revealed truth. It is our guide for correct living and thinking.
2. There is one God. Within the nature of one God exist three persons: God the Father, God the Son, and God the Holy Spirit.
3. Salvation is a gift from God. Salvation results from confessing sin, repenting, and trusting in Christ, who shed His blood to be our personal Savior.

PURPOSE

1. To promote **excellent instruction** for home educated, as well as virtual schooled, students in a group setting, providing a variety of enrichment courses that support Biblical principles.

*"Fix these words of Mine in your hearts and minds; tie them as symbols on your hands and bind them on your foreheads. Teach them to your children, talking about them when you sit at home and when you walk along the road, when you lie down and when you get up. Write them on the doorframes of your houses and on your gates, so that your days and the days of your children may be many in the land the Lord swore to give your forefathers, as many as the days that the heavens are above the earth."
—Deuteronomy 11:18-21 (NIV)*

"Whatever you do, work at it with all your heart, as working for the Lord, not for men, since you know that you will receive an inheritance from the Lord as a reward." —Colossians 3:23-24a (NIV)

2. To guide students toward **honoring God** while promoting development of their God-given gifts and talents.

"And he died for all, that those who live should no longer live for themselves but for him who died for them and was raised again." —2 Corinthians 5:15 (NIV)

3. To instruct students in how to **encourage** others in using their God-given gifts and talents.

*"Therefore, encourage one another and build each other up, just as in fact you are doing."
—1 Thessalonians 5:11 (NIV)*

POLICY

1. FLAME is committed to upholding standards of excellence, honoring Christ in **all** areas.
Colossians 3:23— “Whatever you do, work at it with all your heart, as working for the Lord, not for men, since you know that you will receive an inheritance from the Lord as a reward.” (NIV)

Modesty: As a student, employee, or volunteer of FLAME, our general appearance and dress reflect upon this organization and our testimony to Christ. Fashions are changing and some of those fashions may not conform to Biblical standards of modesty. Because of this we are asking that everyone ask these questions when selecting their clothing for class or performance: Is it modest? (1 John 2:15-17) Might my appearance be disruptive by calling attention to it? Please follow the guidelines listed below when choosing your clothes to wear to any FLAME function.

Dress Guidelines: Individuals participating in any FLAME function should not wear clothing that is revealing or exposes undergarments. Skirts, dresses, skorts and slits in skirts or dresses should not be shorter than 3 inches above the knee. Leggings must be worn with a top that covers the rear and reaches fingertip length when arms are down at the sides. The following items are NOT allowed: short shorts, muscle shirts, clothing that displays tobacco, drugs, alcohol or vulgar language or pictures, spaghetti straps, halter-tops, low-cut tops, and midriff tops (stomachs should be covered at all times- wear shirts long enough to cover, even when raising hands above head for choreography).

Instructors and the PAC (Parent Administrative Committee) reserve the right to ask students to leave class or a performance if the dress code has not been followed in its entirety.

Cell phone use: Students are not allowed to use cell phones during class time unless they are specifically required to do so by their teacher for instruction relating to that specific class.

Decorum: Students are not allowed to wander the hallways when not in class. They should use the cafeteria area for quiet study or quiet talk. As the gym is available for recreation, students will not be allowed to play outside of the building. Intimate public displays of affection or pairing off will not be tolerated.

Food: No messy food snacks are allowed in the classrooms. Water in a closed container is the only beverage allowed in the classrooms for students. Lunches should be eaten in the cafeteria. Other drinks are allowed in the cafeteria.

Race Consideration: FLAME has a racial nondiscrimination policy as to its students and instructors and does not discriminate with regard to race, color or national/ethnic origin.

Visitor Policy: Visitors are welcome. Before visiting, a date and time must be set-up with at least one PAC member and the FLAME teacher from the class that they would like to visit/observe.

PROCEDURES

1. REGISTRATION & ENROLLMENT

Registration is accomplished by online registration only. Online registration must be completed by the registration deadline, and fees must be postmarked by the registration deadline. The instructors and the PAC will jointly determine maximum enrollment numbers and class size. In the event that the maximum class size is reached, families may contact the registrar to request placement on a waitlist. Registrations from the waitlist will be accepted in the order they were received if openings become available.

Registrants have the right to withdraw from the program without forfeiture of tuition, providing notice is given to the FLAME PAC prior to or by midnight of the second day of class. The registration fee and any supply fees are not refundable. Registrants can also add a class, providing that it is cleared with the teacher and the PAC prior to or by midnight of the second day of class, not prorated.

Tuition may be paid in 5 installments. To secure enrollment, the first installment must be paid at the time of registration. Mail this payment to the Attention of the Treasurer at FLAME, P.O. BOX 14233, Madison, WI 53708. All remaining installments are due the first Friday of the subsequent five months (October-January). These remaining installments must be either hand-delivered to the treasurer or mailed to the FLAME P.O. Box.

A charge of \$35 will apply to any returned checks.

Families with unsettled accounts will not have the opportunity to enroll in subsequent FLAME school years until there is a zero balance from the previous year.

1. PARTICIPANTS

Voting participants will be parents of children enrolled in the program.

2. SCHOLARSHIPS

Scholarships are awarded to families who want to participate in FLAME and are applied to the total amount of tuition owed to FLAME for the year. The scholarship amounts per family will be decided by the PAC and take into account several factors: the applicant's financial need, the extent of the family's participation in FLAME activities, the number of family members in the program, and the amount of scholarship funds currently available. FLAME cannot guarantee a scholarship to every applicant.

3. ATTENDANCE

Student attendance at all classes is mandatory. In the event of emergency or planned absences, parents are to notify instructors in advance. Failure to notify the instructor will result in an

unexcused absence. Teachers must notify a PAC member of any unexcused absences. No more than three unexcused absences are allowed or the student will be dismissed from the program and all registration fees forfeited. Students are expected to be on time for classes - to be in the room and seated when class begins at 9:00, 10:15, or 11:30 a.m.. Repeated tardiness will be addressed by the teacher, and if necessary, brought to the attention of the parents and the PAC.

4. **CLASS CANCELLATION**

In the event it becomes necessary to cancel FLAME classes due to hazardous weather/driving conditions, FLAME's Parent Administrative Committee (PAC) will send an email announcing such closure. If you are not sure whether classes are being held, please call a PAC member. (Because FLAME families come from a variety of rural locations, each family must determine the safety of making the trip to attend classes, regardless of whether the PAC has canceled classes for that day.)

5. **FLAME WEEKLIES and FLAME FLASHES**

FLAME primarily communicates via email through FLAME weeklies, sent out the Tuesday or Wednesday before Friday's FLAME classes. Urgent matters that are time sensitive will be sent out as FLAME Flashes. The FLAME PAC and FLAME instructors are counting on parents and older students to read the FLAME Weeklies and Flashes so all involved are on the same page and know what to expect. Please note that FLAME Weeklies will not go out during holiday weeks.

6. **DISCIPLINARY PROCESS**

Titus 3:1-2— "Remind the people to be subject to rulers and authorities, to be obedient, to be ready to do whatever is good, to slander no one, to be peaceable and considerate, and to show true humility toward all men." (NIV)

Disciplinary Process

1. Disruptive, unruly, or rebellious behavior will be addressed initially with a **clear verbal warning** from the teacher. Such behavior is defined as: willful destruction of property, disrespectful speech to authority or classmates, willful disobedience or non-participation, crude or foul language, physical aggression, continually speaking when not appropriate, inappropriate use of a motor vehicle, intimate public displays of affection, pairing off, rudeness to instructors, classroom assistants, choreographers, PAC, etc. **The instructor or a PAC member will notify parents of this verbal warning.**
2. A second episode of disruptive, unruly, or rebellious behavior will result in **the student being removed from the activity, counseled by a PAC member, and the episode will be documented on a disciplinary form to be kept on file.** The student will be returned to class and his/her **parents notified of the offense.** Parents will be asked to intervene, with the understanding that a third episode cannot be tolerated.
3. A third offense will also be **documented and will result in the student being removed from the class for the rest of the year. Tuition fees will be forfeited.**

Students and parents are required to read and sign a "Compliance Agreement", provided at the time of registration.

7. SPECIAL NEEDS STUDENTS

The FLAME program has no particular expertise to offer students with special educational needs or behavioral problems. The Parent Administrative Committee and classroom instructors will make every reasonable effort to work with families of special needs students. However, the child's needs must be able to be accommodated without disrupting the progress of the class as a whole.

Parents need to notify the PAC and the child's instructor(s) if special needs or behavior issues/learning disabilities are mild enough to allow participation in FLAME but may require attention at various times or under certain circumstances. Every effort will be made to maintain confidentiality.

8. CURRICULUM

The curricula chosen will be consistent with the standards already set forth in Purpose Statement #1. Curricula chosen by instructors require PAC approval.

9. CHOREOGRAPHY

Music instructors may include choreography. The PAC may hire or allow a volunteer choreographer to help if the instructors so desire. The purpose of choreography is to enhance the production. In no way shall the choreography be overt or sensual.

10. AUDITION GUIDELINES:

Auditions for choir solos, specific drama parts, or speaking parts will be held within the class and at the discretion of the teachers.

11. WAIVER OF LIABILITY

Participating families are entirely responsible for any loss, damage, or injury that they or their children sustain while participating in any event or activity sponsored by FLAME.

12. FINANCES

FLAME is a not-for-profit organization and, as such, will operate only as funds are available in order to remain debt-free. (See Item 16: Fundraising)

13. PARENT ADMINISTRATIVE COMMITTEE (PAC) MEMBERS

• PAC members may be elected or appointed, and should plan to serve the following term lengths: Chair, up to 2 years; Vice-Chair, up to 2 years; Treasurer, up to 2 years; Secretary, up to 2 years; Registrar, up to 2 years; Member at Large, 1 year. All positions are eligible for re-election.

To choose PAC members via election, this procedure will be followed:

During the spring, families participating in FLAME will be notified in writing of the available positions on the Parent Advisory Committee. If more than one qualified person is interested in an open position, a ballot election will be held among the current participants and the party receiving the majority of votes is awarded the position in question.

To choose PAC members via nomination, this procedure will be followed:

Current PAC members will prayerfully begin looking for new members by reviewing the Family Directory and selecting people who would be good candidates to serve on the PAC. They will submit open positions to the FLAME Weekly newsletter for publication at least two times. The PAC will then personally invite qualified individuals to serve on open positions. If there are more than enough candidates to fill the open positions, the PAC will vote on which candidates receive the positions.

The PAC reserves the right to refuse a position to any person they feel is unqualified or would not be a good fit for the position.

The PAC reserves the right to remove any person from their position by a majority vote if they feel they are not serving the best interests of the organization.

A PAC member will personally contact the new volunteer and welcome them to the PAC. Positions are served from July to June the following year.

- All members of the PAC must operate in agreement with FLAME's bylaws, including the Statement of Faith.

- All members of the PAC shall be committed to the spiritual and financial integrity of the FLAME program, vigilant in keeping unity within the group as well as the program, good stewardship of resources, and a gracious attitude toward problem solving.

- Requirements for PAC positions: Chair, Vice-Chair, Treasurers, Secretary and Member(s) at Large, and Registrar must have a child enrolled in at least one FLAME class and have a commitment to the group for the following year. Chair and Vice-Chair must also have an understanding of, and commitment to, the vision of FLAME as it relates to each student age group represented, to assure an understanding of the needs of all integral aspects of the program. All PAC members must be in agreement with FLAME's Statement of Faith, have a personal relationship with Jesus Christ, and pray for all aspects of the FLAME program.

- Chairperson qualifications and duties:**

- Qualifications: Should have strong organizational, administrative, and diplomatic skills. Must have a child enrolled in at least one FLAME class and have a strong commitment to the group for the following year. Chair must also have an understanding of FLAME and a vision for FLAME as it relates to each student age group represented, to assure understanding of the needs of all integral aspects of the program.

- Duties: Organize, delegate, create, communicate, coordinate, confront, evaluate.

- Vice-Chair qualifications and duties:**

- Qualifications: Must have a child enrolled in at least one FLAME class and have a strong commitment to the group for the following year. Vice-Chair must have an understanding of and

commitment to the vision of FLAME as it relates to each student age group represented, to assure understanding of the needs of all integral aspects of the program.

Duties: Be available to and in good communication with the Chair. Share knowledge with the Chair so he/she can administer the program in the Chair's absence.

•Secretary qualifications and duties:

Qualifications: Must have a child enrolled in at least one FLAME class and have a strong commitment to the group for the following year. Secretary must have an understanding of and commitment to the vision of FLAME as it relates to each student age group represented, to assure understanding of the needs of all integral aspects of the program.

Duties: Keep organized records of meetings, decisions, and policies made by the PAC. Resource history of FLAME as needed. Send weekly PAC updates to the FLAME Weekly Newsletter. Provide additional support to the PAC as needed.

•Treasurer/Co-Treasurer qualifications and duties:

Qualifications: The treasurer should possess strong organizational and documentation skills that will provide FLAME financial accountability. Must have a child enrolled in at least one FLAME class and have a strong commitment to the group for the following year. Treasurer must have an understanding of and commitment to the vision of FLAME as it relates to each student age group represented, to assure understanding of the needs of all integral aspects of the program.

Duties: Monthly payroll, payroll reporting, and payroll taxes. Maintain and reconcile checking account. Run monthly financial reports. Pay bills and make reimbursements as needed. Provide support for the program as needed.

•Member(s) at Large:

Qualifications: Should possess strong diplomatic skills, along with a willingness to serve as problem solver for FLAME families and instructors. Must have a child enrolled in at least one FLAME class and have a strong commitment to the group for the following year.

Duties: Provide support wherever needed by being available to other PAC members, enrolled families, and instructors.

•PAC members may enroll members of their immediate household in FLAME programs and receive the following tuition adjustments:

Chair will receive 100% reduction not to exceed \$560 per year.

Vice Chair, Co-Treasurers, and Secretary will receive 75% reduction not to exceed \$480 per year.

Members at Large/other PAC members will receive a reduction of 50% not to exceed \$320 per year.

14. GUIDELINES FOR SELECTING INSTRUCTORS

Instructors will uphold and profess FLAME's basic Statement of Faith and agree to its Purpose, Policies, and Procedures.

The PAC will interview potential instructors. The PAC will determine the choice of instructor by a majority vote. To be considered eligible, the candidate must have prior teaching experience in the

subject area, must have a desire and giftedness in working with children, and must submit related references to be reviewed by the PAC.

Instructors are the employees of FLAME. FLAME PAC members will facilitate the instructors by:

- a. providing a location in which to teach,
 - b. coordinating the registration process,
 - c. acting as liaison between instructor and parents,
 - d. acquiring parental assistance to enhance classroom procedure and atmosphere as needed,
 - e. facilitating end-of-semester productions as needed and agreed upon, and
 - f. financing agreed-upon production costs.
- The PAC shall decide in the spring whether or not to ask presently working teachers to return for the following school year. After the PAC decides whom to invite back, the Treasurer will contact the employee with a written employment contract. A deadline will be given to the teachers to inform the PAC members of their intention to return the following year.
 - In the event of hiring a new teacher, open positions must be posted in the FLAME Weekly, and advertised as needed.
 - An application deadline will be established, and all resumes will be reviewed by the PAC. The PAC will vote on which candidates to interview for the open position.
 - Interviews will be conducted by the Chair of the PAC and at least one other committee member. They will bring their recommendations back to the PAC for voting.
 - Salaries will be determined by the PAC using local high school salary schedules as a guide.
 - FLAME does not have medical leave. If an instructor must quit teaching for FLAME, for any reason, medical or otherwise, they must re-apply for the position at another time when it is open.

15. GUIDELINES FOR SUBSTITUTE INSTRUCTORS

If for any reason an instructor is unable to teach on a Friday morning, he/she must notify a PAC member as soon as possible. The instructor may suggest a substitute. However, the PAC will make the final decision and contact the substitute. For a smooth transition, the instructor is required to have the class lesson available for the substitute.

16. FUNDRAISING

As with all not-for-profit organizations, fundraising is necessary. Fundraising affords FLAME a means of covering administrative expenses and production costs in addition to subsidizing the facility fee. It also provides scholarships for those families that need financial assistance. Various fundraising opportunities will be available each semester for all FLAME participants. Any fundraising activities cannot be for the profit or benefit of an individual but all proceeds must benefit FLAME. **If a FLAME family chooses not to participate in fundraising, we highly encourage that family to contribute a monetary donation to aid in FLAME expenses.**

17. REQUIRED PARENTAL PARTICIPATION

In order to function as a cooperative, FLAME must require parental participation. The success of this program is largely dependent upon the efforts of each family to provide support in the areas of FLAME's operation and production. Each family is given an opportunity at the time of

registration to indicate their preference for participation on the committee of their choice. This allows the PAC to assign an even distribution of committee membership and utilize registrants in their area of greatest giftedness. Parents must understand that it is possible their preference(s) may or may not be honored depending on the following factors: timeliness of registration, multiple parents wanting the same committee assignment(s), and/or the need of help elsewhere, in which case, a PAC member will make a personal call asking for permission to assign the parent in a committee not originally intended by the parent.

FLAME depends upon the mutual respect and cooperation of the parents in order to be successful. Therefore the PAC reserves the right to suspend or expel families from participation in FLAME based on serious or repeated behavior of any PARENT OF FLAME CHILDREN deemed by the PAC to be detrimental to the children or uncooperative or disrespectful to other parents or the staff. In the case of expulsion, no tuition will be refunded.

18. COMMITTEES

Each family is required to participate in up to two of the following committee activities. Student enrollment is required for parents to serve on any committee. There will be a chairperson assigned to each committee, whose responsibility it will be to contact the parent volunteers on that committee and assign duties. Each committee will have a PAC liaison.

1. Classroom Assistant. Goal: To assist the instructor as needed; to enforce behavioral standards according to FLAME policy; to ensure that the classroom is cleaned to the standards of the building policy. If needed for the class, to also assist in dress rehearsal week and Prelude performances (if scheduled). Time commitment: Weekly, during class time, and additional time if needed.
2. On-call Classroom Assistant Substitute. Goal: To provide back-up personnel to serve as a Classroom Assistant in the event the appointed Classroom Assistant cannot be at FLAME due to illness, death in family, etc. This person would need to commit to being available to substitute on assigned Fridays. Time commitment: Varies.
3. Fundraising Committee. Goal: To conduct and monitor appropriate fundraisers that will meet the financial needs of FLAME and to provide the PAC with a comprehensive report of the results two weeks following the completion of each fundraiser. Time commitment: Ongoing throughout the year with various fundraisers divided among committee members.
4. Publicity Committee. Goal: To inform the community of FLAME productions in whatever media they deem suitable and appropriate. To design, reproduce, and distribute posters and invitations for the use of FLAME families. To design, reproduce, and deliver programs for FLAME performances. Time commitment: Varies.
5. Photography Committee. Goal: To ensure that candid and group photographs of each class are taken and made available to interested families. Also, creates a slideshow for spring performances. Time commitment: A few Friday mornings during the year to take candid photos of classes as well as additional time to create slideshow.

6. FLAME Weekly Email Coordinator. Goal: To gather and disseminate information regarding classes, calendar dates, and any other pertinent information to FLAME families weekly and/or as needed. This position may work from home. Time commitment: Weekly.
7. Costumes, Props & Set Committee. Goal: To create and gather appropriate costumes, settings and props for productions, keeping costs as minimal as possible without compromising quality. Coordinates with Drama Directors and PAC treasurer. The PAC MUST approve ALL expenses BEFORE items are purchased to ensure reimbursement. Time commitment: Varies based on what is needed. Also, plan on attending all dress rehearsals.
8. Choreographer. Goal: To assist Choir Directors and perform duties required for a successful performance by choreographing movement for various songs as determined by the choir director. Time commitment: Any outside time required for developing choreography. Also, plan to attend some classes as well as all dress rehearsals.
9. Tour Committee. Goal: To assist in planning and executing the High School Choir Tour at the end of FLAME year. Coordinates with HS Choir director and PAC treasurer. Time Commitment: Varies according to duties on the committee.
10. Art Show Committee. Goal: To assist the art instructors in setting up for the Spring Art show and to help take art displays down after the show. Time commitment: Set-up in the days preceding the Spring Show and help take down after the show.
11. Reception Set-up/Clean-up Committee. Goal: To arrange and set-up reception after J/K or MS show and ensure location is back to its original state. Time commitment: Whatever is needed for preparation before the reception as well as time to clean up afterward.
12. T-shirt Committee. Goal: To take orders for FLAME t-shirts needed for concert performances, pick up order and distribute to students, and collect money. Coordinates with PAC treasurer. Time commitment: Preparation prior to Orientation day and then follow-up for the next few weeks to get all orders and to distribute t-shirts.

19. FACILITY RESPONSIBILITIES

a. Building Courtesy

We are guests at the facility FLAME uses and need to treat the building and grounds with utmost respect. The office equipment is not available for FLAME use. We must respect the work that goes on in the office area and not interfere with counseling, etc. Of particular importance is keeping hall activity and noise to a minimum.

On muddy days, shoes/boots should be wiped before entering the building. If necessary, muddy footwear should be removed at the door.

Running in the halls will not be allowed, nor will loud behavior or roughhousing.

Students younger than senior high may not be outside the facility without a supervising adult.

Students will be held accountable for disrespectful treatment of the facility, its grounds and equipment.

b. Use of Specific Rooms

Rooms MAY NOT be used without permission and require adult supervision. Each room is to be left in at least the same condition in which it was found. The facility care crew will vacuum rooms after use and stack chairs as requested. Families that use the Nursery will clean & disinfect rooms as requested.

c. Lost and Found Items

Items left behind by FLAME students will be collected in a marked box. Unlabeled water bottles will be thrown away. Any items remaining at the end of the semester will be taken to a local charity.

d. First Aid Kit

The first aid kit is kept with the Lost and Found Bin in the cafeteria.

e. Blood Spills

There is a special disinfectant cleaner and gloves for any blood spills. These items are kept in the First Aid Kit in the cafeteria.

f. Safety Plan

At the beginning of the school year, teachers will be given information for fire, tornado and safety plans. The teachers will be asked to communicate this information to their classroom assistants and to speak briefly with students about the importance of obeying the teachers' instructions in the event of an emergency.

20. HIGH SCHOOL CHOIR TOUR

- a. Students may fundraise to cover tour fees. Any overages in fundraising are not payable to the student nor to be applied to another designated student (with the exception of a sibling). The overage in fundraising will be applied to reduce the overall costs and become an equally distributed discount for all the students.
- b. There is a \$100 non-refundable deposit portion of the Tour fee. All students that register to go on Tour are accountable for this fee. Refunds of the remaining Tour fees due to illness, death in the family, etc. is available upon request.

21. BACKGROUND CHECKS

Online background checks will be performed through the Wisconsin Crime Information Bureau every five years for all teachers and parent volunteers who are assigned roles which require direct, consistent interaction with the students. These positions would include, but may not be limited to classroom assistants, drama directors, and tour chaperones. Attention will be given in a timely manner to destroy all personal information required to run the check. If a criminal issue arises through the background check, the PAC will bring it to the attention of the teacher/parent involved and will evaluate on a case by case basis that individual's eligibility to continue to serve FLAME.