

## **OUR PHILOSOPHY**

Council Oak Preschool offers activities and experiences planned for the growth and development of the whole child. This includes social, emotional, physical and cognitive stages of development.

Each child is unique and at a different stage of development. Council Oak Preschool will work to assess and meet the needs of every child on an individual basis, providing the most appropriate approach for each student.

Our purpose is to develop an enthusiastic attitude toward learning. It is our desire that we help each child become aware of God's love, and in so doing, help them know what a special person he or she is through that love.

We strive to provide opportunities for each child to develop positive self concept; be accepting of others; be curious; be expressive; feel loved; feel secure; be full participants in God's world.

Our program is carefully planned for the needs of young children. Activities include stories, music, art, crafts, dramatic play, physical fitness, games and other various experiences that meet the needs of children and stimulate their learning. We offer a balance between free and structured play, quiet and active times, indoor and outdoor activities, along with group and individual experiences.

“Train a child in the way he should go, and when he is old he will not turn from it”

Proverbs 22:6 NIV

Council Oak Preschool is licensed by the Texas Department of Family and Protective Services and follows the minimum standards as set forth by the state of Texas at all times. Parents may view a copy of the current minimum standards and licensing report in the preschool office. All staff are certified in CPR/First Aid and Child Abuse Prevention along with earning 24 hours of continued education each year focused on Early Childhood.

## **SCHOOL NAME**

The large oak tree on the north side of the Family Life Center is called the Council Oak. Estimated to be over 600 years old, it is one of the largest and oldest trees in this vicinity and measures 14 feet in circumference. Local historians believe that the Tonkowa Indians once held their councils under its wide spread branches, hence the name "Council Oak".

When this property was purchased, the church adopted the tree as a symbol. It was felt to be an appropriate name for our preschool, for as the Council Oak grows, so do the children who pass under its branches.

## **SCHOOL SONG**

How we honor our school Council Oak  
It has taught many little folk,  
It has helped us to grow, as onward we go  
How we love our school Council Oak

And though we are here just awhile  
We have gone another mile  
In becoming what God wants us to be  
His very own special child

**School e-mail address**  
**joy@fumc-rr.org**

**School phone number**  
**(512) 255-9568**

**Tax ID number**  
**74-2255058**

## **OUR GOALS**

### **SOCIAL AND EMOTIONAL:**

To help the child:

- Grow in his/her ability to enjoy work and play with other children
- Coordinate different points of view by cooperating and resolving conflict.
- Cope with fears, anxieties, and frustrations constructively.
- Develop an attitude of kindness and helpfulness towards others.
- Feel secure in relationships with adults and other children

### **COGNITIVE**

To help the child:

- Develop the ability to concentrate and think independently.
- Express ideas through language
- Use initiative in pursuing interests.

### **PHYSICAL**

To help the child:

- Participate in variety of fine and gross motor activities
- Become aware of his/her body in the environment

### **SPIRITUAL**

To help the child:

- Foster a belief in God as our Creator.
- Experience God's love through loving, caring relationships with adults and other children.
- Develop positive character traits.

## **CURRICULUM**

Council Oak Preschool bases its curriculum on the philosophy that children learn through play. Our curriculum emphasizes a “hands on” approach to learning. Classroom routines encourage active involvement, meaningful experimentation, and reinforcement through repetition. Schedules are designed to balance structure and free choice, as well as active and quiet times. Sensory, motor, perceptual and language skills are introduced through materials and activities which are both child-centered and teacher-directed. Work is planned which emphasizes the process rather than the product, fostering a sense of accomplishment and pride. Equipment, materials, and activities are selected based on the appropriate ages and stages of the children.

Classrooms include learning centers, which vary somewhat for each age level. Examples of these centers include dramatic play, art, books, science, math, blocks and manipulatives. The teachers base their weekly plans on different themes or units. The units chosen are relevant, understandable, and suitable for the children’s age level, and capable of leading to many activities and discussions.

Bible stories are included in our curriculum and are chosen to enhance the units or themes that the teacher may be working on. A short prayer is said at lunch with all the children. Positive character traits are also a focus in our curriculum. Council Oak encourages loving, caring relationships with others in a Christian environment.

Once a month, Council Oak students and staff gather for a school wide chapel service where our school unites together for a short praise service with a message from one of the ministers of First United Methodist Church.

## **MUSIC**

In addition to singing in the classroom, children in all classes attend music twice a week with our music teacher. Emphasis is on enjoyment of music and movement. Children are exposed to instruments, rhythm, finger plays, singing and music from other cultures.

## **PHYSICAL FITNESS**

Physical development is an important part of growing for all children. Our Physical Fitness class will be offered to our oldest twos, threes, fours and Ready Rockets. This program will be held on Monday, Tuesday, Wednesday and Thursday each week. Our goal is to develop our gross motor skills and our love for physical fitness to maintain healthy lifestyles.

## **ART**

Art has a daily place in all of our classrooms. Children enjoy doing crafts and artistic activities related to our planned themes. In addition to these projects, children in our threes, fours and Ready Rockets will attend art class twice a week. The emphasis is on developing a love of art, learning the fundamentals of art and free expression.

## **POSITIVE GUIDANCE**

Council Oak Preschool believes that guiding young children toward appropriate and acceptable social behavior is one of our most important tasks. Effective classroom management ensures that children are constructively involved in activities that they enjoy and will help them learn. We strive to provide an environment that is thoughtfully planned, giving special attention to daily schedules, physical space, and providing stimulating activities. In this environment, inappropriate behavior is less likely to occur.

Each teacher is committed to helping your child feel safe and secure and provide sensible limits and genuine encouragement.

These methods are used to help students displaying behavior such as actions that disrupt the class or interfere with the learning process or actions that could cause possible physical or emotional harm.

The staff shall not use abusive, neglectful, corporal, humiliating, or frightening punishment under any circumstances. No child shall be physically restrained unless it is necessary to protect the safety and health of the child or others.

Removal of a child is done infrequently and always be to a location when visual supervision by staff can be maintained.

### **POSITIVE GUIDANCE METHODS USED ARE:**

- Positive suggestions
- Positive reinforcement
- Redirection
- Modeling

## CLASSROOM PLACEMENT

**Children are placed in the appropriate class based on their age as of September 1.** All two year old students are placed with peers that are close in age. All other classes are placed with a variety of birthdays as they do in the public schools. **All three year old students must be “potty” trained** before attending this program as we have no provisions to change them in Pod B.

### Child/Staff Ratio

<b>15 months to 23 months</b>	<b>8/9 children 2 teachers</b>
<b>2 year olds</b>	<b>10/11 children 1 teacher/1 assistant</b>
<b>3 year olds</b>	<b>10/12 children 1 teacher/1 assistant</b>
<b>4 year olds</b>	<b>12/13 children 1 teacher/1 assistant</b>
<b>5 year olds</b>	<b>12 children 1 teacher/ 1 assistant</b>

## FORMS AND RECORDS

The Texas Department of Family and Protective Services require in their Minimum Standards that current children’s records be maintained in the preschool office. Your child’s enrollment form, health form, emergency medical release, media release and the Discipline and Guidance Policy must be on file in the office before school starts or handed in on the first day of school. It is preferred that all children’s records be turned in prior to orientation. After orientation, a form will be sent home acknowledging that you have read this handbook and accept the policies and procedures contained within. This form must also be maintained with your child’s records.

## CHILD ARRIVAL AND RELEASE POLICY

**Arrival:** The bell rings at 9:00 a.m., which signifies the beginning of the school day. Children are to be walked into their classroom by an adult and signed in on the attendance sheet. Children are to be left with a Council Oak Staff Member. We encourage you to bring your child promptly at 9:00 in order to experience the full day’s activities. If children arrive late, it becomes distracting and they miss out on the planned activities for the day. Doors will be locked at 9:15 – please come to the office and Ms. Joy or Ms. Julie will take you to the class. **Council Oak is not a drop-in Preschool; therefore children should not be brought in after 9:30 a.m.** We do request that you do not enter the classrooms until the bell rings at 9:00. This time is used by the teacher to prepare her room for the day.

**Dismissal:** A bell will ring at 2:00 to inform you that it is time to enter the building. Please stay outside on the walkway until the bell rings. Children are to be picked up in their classrooms by an adult. A Picture ID must be shown to the teacher during the first week of school or when someone other than the parent picks up the child. Please sign your child out with the time and your initials before leaving. If you must pick your child up early, please make arrangements with the teacher so that the other children will not be disturbed when you arrive.

Permission by the parent must be given for the release of a child to anyone other than the parent. Authorized persons must be listed on the Student Enrollment form. Teachers will be given a copy of the authorized list of people who may pick up a child. If they are not listed, prior arrangements must be made and proper I. D. (driver's license) presented in order to obtain the release of the child. When leaving, please keep your child in sight at all times when walking to your car.

**Late Pick-Up charge:** A late fee will be assessed when picking your child up after 2:10 p.m. Children will be brought to the office after 2:15 in order to wait for their parents. After 2:15, the charge is \$5.00 for every five minutes thereafter. The clock in the Preschool office will be used to determine the lateness. All charges must be paid by the next school day.

## **TUITION AND FEES**

**Registration Fee:                    \$75 per student/ per year**

This is an annual fee due at the time of registration and is non-refundable. If at any time you withdraw from the program and then wish to return at a later time during the year, there will be another registration fee due. After a child is enrolled in the program and has attended, a registration fee cannot be transferred to another child.

**Supply Fee:                            \$85 per student/per year**

School supplies have been purchased and distributed to your child's classroom. Each child will be charged **\$85.00** for these supplies. This payment is due with your first tuition payment.

<b>Tuition Fee:</b>	<b>\$2,000.00 annually</b>	<b>Wednesday/Friday</b>
	<b>\$2,000.00 annually</b>	<b>Tuesday/Thursday</b>
	<b>\$2,600.00 annually</b>	<b>Monday/Wednesday/Friday</b>
	<b>\$3,300.00 annually</b>	<b>Tuesday/ Wednesday/ Thursday/ Friday</b>

**Tuition may be financed at the following rates \$2,100.00, \$2,700.00 or \$3,400.00. These payment plans are divided over 10 months beginning in July and concluding April. Payments are due on the 1<sup>st</sup> of each month.**

Tuition is figured on a yearly basis and therefore the amount is not flexible with long or short months. Refunds or reductions are not available for the time a child is absent or if the school is closed due to inclement weather, emergency situations or acts of God.

**Full tuition is due on the first day of the month.** A late fee goes into effect after the 10<sup>th</sup> of the month. Automatic Bank Drafts or credit card payments may be set up through our website at [www.fumc-rr.org](http://www.fumc-rr.org). From the webpage, select Home pull-down menu for the Preschool Site. Once on the Preschool site, you will see an option to Pay Tuition On-Line. **Avoid a \$20.00 late fee when the 10<sup>th</sup> falls on a weekend, extended weekend or during holiday break, tuition must be received in the preschool office the last working day of the week prior to the 10<sup>th</sup>. Checks should be made payable to Council Oak Preschool or COP.** Please drop them in the tuition mailbox outside the Preschool Office. **If tuition is mailed, please send to P O. Box 1448, Round Rock, Texas 78660.**

Refunds for tuition are given for certain reasons such as relocation, or because of a job change. A withdrawal form must be filled out and given to the Director. **Two weeks notice is required in order to receive any kind of refund.**

To keep your child's space available, you will be charged for every class day of the month regardless of any absences.

**Returned Check Charge** – there is a **\$25.00 fee** charged for all returned checks. **After two returned checks tuition must be paid in cash or by money order.**

**Council Oak Preschool reserves the right to dismiss any parent or child at any time with or without cause.**

### **PROGRAM DAYS AND HOURS OF OPERATION**

Program Hours are 8:30a.m. – 2:00 p.m. Kindergarten Readiness only  
Program Hours are 9:00 a.m. – 2:00 p.m. all other classes

Council Oak Preschool offers classes on:

**Tuesday – Thursday**

15 months through 4s

**Wednesday- Friday**

15 months through 23 months

**Monday-Wednesday-Friday**

2's, 3's, 4s

**Kindergarten Readiness**

Tuesday, Wednesday, Thursday, Friday



Council Oak Preschool is in operation from August 31 through May 26. We will follow the Round Rock Independent School District Calendar for vacation days. COP will be closed the week of Thanksgiving – November 23-27. All Round Rock School District Early Release Days- Council Oak Preschool will dismiss all children at 12:00. Council Oak Preschool will not hold class on Round Rock School District Teacher in Service Days. Below is a general calendar – please refer to the website for special events.

**August**

**Monday 8/31 – First day of school**

**September**

**Tuesday 9/1 – First day of school**

**Monday 9/7 – School closed for Labor Day**

**Wednesday 9/23 – Early Release at Noon**

**October**

**Thursday 10/1 – Chapel**

**Friday 10/2 – Chapel**

**Monday 10/12 – School closed for Columbus Day**

**Tuesday 10/27 – Picture day (individual portraits)**

**Wednesday 10/28 – Picture day (individual portraits)**

**Wednesday 10/28 – Early Release at Noon**

**Thursday 10/29 – Fall festival parties**

**Friday 10/30 – Fall festival parties**

**November**

**Monday 11/2 – COP election day**

**Tuesday 11/3 – COP election day**

**Thursday 11/5 – Chapel**

**Friday 11/6 – Chapel**

**Thursday 11/19 – Thanksgiving Feasts**

**Friday 11/20 – Thanksgiving Feasts**

**Monday 11/23 thru Friday 11/27 – School closed for Thanksgiving holiday**

**December**

**Wednesday 12/2 – Early release at noon**

**Thursday 12/3 – Chapel**

**Friday 12/4 – Chapel**

**Thursday 12/10 – Christmas program at 9:15**

**Friday 12/11 – Christmas program at 9:15**

**Thursday 12/16 – Christmas parties and Santa**

**Friday 12/17 – Christmas parties and Santa**

**Friday 12/18 thru Monday 1/4 – School closed for winter break**

**January**

**Thursday 1/7 – Chapel**

**Friday 1/8 – Chapel**

**Monday 1/18 – School closed for MLK Day**

**February**

**Wednesday 2/3 – Early release at noon**

**Thursday 2/4 – Chapel**

**Friday 2/5 – Chapel**

**Thursday 2/11 – Valentine’s Day parties**

**Friday 2/12 – Valentine’s Day parties**

**Monday 2/15 – School closed for President’s Day**

**March**

**Wednesday 3/2 – Early release at noon**

**Thursday 3/3 – Chapel**

**Friday 3/4 – Chapel**

**Thursday 3/10 – Cowboy Cookout**

**Friday 3/11 – Cowboy Cookout**

**Monday 3/14 thru Friday 3/18 – School closed for Spring Break**

**Friday 3/25 – School closed for Good Friday**

**Friday 3/31 – Chapel**

**April**

**Friday 4/1 – Chapel**

**Tuesday 4/5 – Class Pictures**

**Wednesday 4/6 – Class Pictures**

**May**

**Wednesday 5/4 – Early Release at noon**

**Tuesday 5/3 – Mother’s Day Tea**

**Wednesday 5/4 – Mother’s Day Tea**

**Thursday 5/5 – Chapel**

**Friday 5/6 – Chapel**

**Wednesday 5/25 – Graduation and Last Day**

**Thursday 5/26 – Graduation and Last Day**

**Friday 5/27 – Staff workday**

**IMMUNIZATIONS**

The Texas Department of Family and Protective Services requirement is to provide a current record of your child’s immunizations to file at Council Oak Preschool by the first day of school. A signature of their personal physician, health care clinic, or stamp is required on the form. A parent’s signature is also required. You will be notified if your child reaches the age of a required immunization during the school year. **Effective, September 1, 2005** all students must receive the Hepatitis A and the invasive pneumococcal immunization along with their current requirements.

## VISION AND HEARING SCREENING

The Texas Department of Health requires screening of all children 4 & 5 years of age for hearing and vision problems. Many pediatricians offer these screenings as part of a child's yearly well check. A copy of the completed screening must be kept in each child's file. It will be your responsibility to bring the results of your screening to the Preschool office.

## BITING

**Any child who repeatedly bites other children will be asked to withdraw from the preschool program.** Each case will be handled on an individual bases.

## PRIVACY

Within Council Oak Preschool, confidential and sensitive information will only be shared with employees who have a "need to know" in order to most appropriately and safely care for your child.

Outside of Council Oak, confidential and sensitive information about a child will only be shared when a parent has given express written consent, except were otherwise provided by law.

Council Oak Preschool strives to protect everyone's right to privacy.

## LUNCHESES AND SNACKS

Council Oak Preschool is committed to good nutrition as an integral part of the early childhood experience. Children benefit physically as well as mentally when they are taught good nutrition. **ALL CHILDREN NEED TO BRING A NUTRITIOUS BALANCED LUNCH FROM HOME EACH DAY.** Each parent is choosing to provide their child's meals and snacks and Council Oak Preschool is not responsible for its nutritional value or for meeting your child's daily food needs. Please pack lunches that do not require refrigeration or the microwave. We do not have refrigerators or microwaves in the classrooms. Please use containers that can be easily opened by your child and cut food into small pieces. Label all containers, thermoses, lunch boxes, etc. Please limit the use of sweets. If snacks and meals are provided by a parent and shared by the entire class you must meet the needs of all children who require a special diet. Children with food allergies are at risk when they eat foods which have not been prepared or served by their own parent. The following foods cause choking in children, especially under the age of three:

- Hot Dogs, Candy, Peas, Grapes, Raw carrots, Nuts and Corn

The cooking and tasting of different food is an important aspect of our curriculum. If your child has food allergies, please indicate them on your enrollment form.

## HEALTH POLICY

It is the responsibility of Council Oak to provide the healthiest environment for all Council Oak students and staff. Since infections spread quickly among children, we **cannot accept a child who health is questionable** on any particular day.

Your cooperation is needed to maintain a healthy environment for our school. Please keep you child home if he or she:

- Gives evidence of a cold (green drainage, runny nose, coughing, sneezing, watery eyes, etc.)
- Has a temperature of 100.4 or more (must be free of fever for 24 hours before returning to school.
- Has had an upset stomach (vomiting or diarrhea) within the last 24 hours
- Reddened eyes with a discharge or crusted eyelids.
- Rashes of any form (small pinpoint or large blisters).
- Head Lice (Live bugs) Children may return to school after treatment has been given and all (nits) are removed from the hair shaft.

If your child becomes ill during school hours, you will be notified immediately and your child will be brought to the office. If you cannot be reached, we will notify the person/persons you have designated on your enrollment form as the person to contact.

If your child is too ill to play outside, please keep him/her at home. Children do not understand why they cannot play outside when everyone else is out.

If your child has any illness diagnosed by the doctor as contagious, notify the school immediately so that other parents can be alerted to the fact that their children may have been exposed. This includes chicken pox, measles, mumps, impetigo, fifth disease etc.

## MEDICATION POICY

Medications will be administered to a child only as follows:

- All medication must be in its original container
- All prescribed medication must have a label with the child's name, RX date, dispensing directions and the name of the physician.
- In order to dispense a medication, the parent must fill out a medicine form to be kept on file in the office.
- All medicine will be dispensed by the Director or the designated person and will be kept in a locked box in the Directors office.

All medication must be brought directly to the office upon arriving at school. **Please do not place medication in your child's lunch box or backpack.**

## **EMERGENCY RELEASE**

In the event an emergency affects a child, every attempt will be made to contact their parent or guardian. Should an emergency occur and a parent cannot be reached an emergency release form for each child, signed by their parent, is kept on file. This release states that a doctor may administer any necessary treatment should an emergency occur.

## **BIRTHDAY PARTIES**

Birthday celebrations are welcomed. Children celebrating a birthday may bring a snack (enough for his/her class) to school. Please check with the teacher to verify that no child is allergic to certain foods. Please notify the teacher in advance so that time can be made available for this special event. Teachers can provide you with insight as to what types of snacks would work for your class. Please remember our friends are little and require very small portions of any treat.

## **HOLIDAYS, PARTIES, & SPECIAL EVENTS**

Parties will be scheduled throughout the schools year. Please look for sign-up sheets in your child's classroom when refreshments or volunteers are needed. For your convenience please refer to the list of special events that will occur this year.

## **DRESS CODE FOR THE CHILDREN**

Children are urged to wear play clothes in order to comfortably participate in the many activities planned in the classroom and outside. Please keep in mind that many of our activities are messy and clothes may be stained. Please remember to send a change of clothes with your child each day.

Every child will be going outdoors daily, weather permitting, so please dress your child accordingly. Children are **not allowed** to wear jewelry, open toe shoes, cowboy boots or cleats to school. **Tennis shoes with socks are recommended and encouraged.** This is a safety measure to prevent your child from having their feet stepped on or toes stubbed during school time.

## **BAD WEATHER POLICY**

For bad weather, we follow the Round Rock School District's decision. We also remain apprised of the changing weather conditions through our National Weather Service Radio.

Please tune in to our website or one of the local radio or television stations for current school information should bad weather occur.

*If RRISD is closed for the day, COP will be closed. If RRISD is operating on a 2 hour delay, we will be opening at 10:30 am. We will continue with our normal dismissal at 2:00 pm.*

## **SCHOOL SUPPLIES**

Parents will need to purchase a nap mat for their child to use at rest time. Teachers will communicate what the children in their class typically rest on during quiet time. Please bring this to class the first day of school labeled with your child's name using a permanent marker. Rest mats and towels will be sent home regularly for cleaning.

## **NAP/REST TIME**

The Texas Department of Family and Protective Services requires Council Oak Preschool to provide a sleep/rest period after lunch for all children attending our school. During this time, lights are lowered and quiet time music is played encouraging all to rest. However, children are not required to sleep, but must be able to rest quietly on their nap mat. Special rest items such as a favorite blanket or stuffed animal are permitted at this time.

### **DO NOT BRING THE FOLLOWING ITEMS TO SCHOOL:**

- Money
- Gum/candy
- Glass containers or bottles
- Pretend weapons (guns, knives, swords etc.)

## **COUNCIL OAK PRESCHOOL PLAYGROUND GUIDELINES AND WALKWAY GUIDELINES**

Please follow these playground guidelines when playing on the playground before and after school. This will keep the rules consistent for the children when they are in our care.

- **Children should walk to and from the facility in close proximity of their parent**
- **Our campus is a high traffic area. Please be alert and use caution when exiting vehicles and traveling through our parking lot.**
- Children are not allowed to climb on the fencing around the outside perimeter of the facility or playground area.
- Children are not allowed to climb on the perimeter of the fountain at any time.
- Tree climbing is not allowed.
- Outside playground equipment must not be moved – pails, shovels trucks etc. must be placed in their proper space after using.
- Rocks are not to be thrown.
- Wood chips are not to be thrown.
- Gates into the playground area are to be closed.
- Sand Pit is off-limits during and after school hours.
- **Equipment is designed to be used a certain way – please maintain this with your child.**

### **SCHOLASTIC BOOK CLUB**

Every year Council Oak participates in the Scholastic Book Club Program. It is a wonderful way for you to order age appropriate reading materials at good prices and the school benefits by earning points from the amount of books ordered.

We will send home a book order about every six weeks. If you wish to order any items, orders can be placed and paid for online or return the order form with your child's name, teacher's name, books chosen and a check to cover the cost of the books. We will not be accepting cash for book orders. **Checks need to be made out to Scholastic Book Club.** Orders are received in about 8-10 work days and books will be delivered to our child's classroom. Thank you for your support in helping Council Oak to receive free educational items that we can order with our points.

## 250 Policy Regarding Misconduct of a Sexual Nature

The First United Methodist Church affirms the 1996 Book of Resolutions, “Sexual Abuse Within the Ministerial Relationship and Sexual Harassment Within the Church”, which states that sexual abuse with the ministerial relationship and sexual harassment with the church is incompatible with biblical teachings of hospitality, justice and healing. In accordance with the 1996 Book of Discipline, p65.F, all human beings, both male and female, are created in the image of God, and thus have been made equal in Christ.

As the promise of Galatians 3:26-29 states that all are one in Christ, we support equity among all persons without regard to ethnicity, situation, or gender.

Sexual abuse within the ministerial relationship occurs when a person within a ministerial role of leadership (pastor, educator, counselor, youth leader or other position of leadership) engages in sexual contact of sexualized behavior with a congregant, client, employee, student, staff member, co-worker or volunteer.

Sexual harassment is any unwanted sexual advance or demand, either verbal or physical, that is reasonably perceived by the recipient as demeaning, intimidating, or coercive. Sexual harassment includes, but is not limited to, the creation of a hostile or abusive working environment resulting from discrimination on the basis of gender (the Book of Discipline 365.1).

Sexual abuse within the ministerial relationship involves a betrayal of sacred trust, a violation of the ministerial role and exploitation of those who are vulnerable. Similarly, sexual harassment must be understood as an exploitation of a power relationship rather than as an exclusively sexual issue.

Misconduct of a sexual nature within the life of the Church interferes with its moral mission. First United Methodist Church stands in opposition to the sin of misconduct of a sexual nature in the Church and Society at large and commits itself to fair and expedient investigation of any charge of sexual misconduct within the church and to take action deemed appropriate and in compliance with the Book of Discipline. Further, the First United Methodist Church seeks to create an environment of hospitality for all persons, male and female, which is free of misconduct of a sexual nature and encourages respect, equality and kinship in Christ.

Some instances of sexual harassment can be resolved easily and informally between the parties. In all other instances, misconduct of a sexual nature should be reported to the chair of the Staff-Parish Relations Committee and the pastor in charge. If the conduct involves a clergy person, it should be reported to the district superintendent or the presiding bishop.