

THE

FPHRC

HAND-

BOOK

2023-2024



WELCOME TO THE FAMILY

We are so glad to have you here! As an organization, we are committed to empowering students, parents, and teachers to pursue home education within a broad Christian framework. God has been so faithful providing us with this amazing Center and we are overjoyed to share it with you!



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PARENTS

“START CHILDREN OFF ON THE WAY THEY SHOULD GO,
AND EVEN WHEN THEY ARE OLD, THEY WILL NOT TURN
FROM IT.”

PROVERBS 22:6



parent expectations

We believe that students thrive when parents are involved with their education! The FPHRC expects parents to:

- Read all material given to them. E-mail, Slack, and family mailboxes are the primary forms of communication. Be sure to check these frequently and read all messages carefully.
- Adhere to the policies and plans of action in place. This ensures that our Center flows smoothly and with harmony between its members.
- Supervise and monitor their children when they are not in class. **We are a Resource Center, not a school, and we do not provide childcare unless otherwise specified.**
- Remain on-site if their children are **13 and under**. We do not require parents to stay on-site with their high schoolers, but loitering is not permitted.
- Promptly pick up their children (of all ages) **at the end** of their scheduled class.
- Supervise their children at all FPHRC events where childcare is not provided,

parent participation

Parents are encouraged to be a part of any and all services and programs in which students are involved at FPHRC. A parent accompanied by a child to any Center program or activity is responsible for their child's safety.

volunteer

FPHRC couldn't run without the help of parent volunteers! There are always opportunities to get more involved in our community. Please contact hrc@firmlyplantedfamily.org (or stop by the front desk!) for more information.

give

At Firmly Planted, our goal is to provide affordable, quality classes and opportunities for homeschooling families. In order to do all that, **we need your help!** If you can financially support the Center, please visit www.fphrc.org/give. We are a registered 501(C)3. All donations are tax deductible.

name tags & family mailboxes

Because safety at the Center is of the utmost importance, each member of your family must wear a name tag **at all times**. Lost name tags must be replaced at the front desk for a fee of \$4/tag.

Name tags should be stored in your family mailbox. Family mailboxes also act as our "inter-office mail." Feel free to use these boxes to drop notes to friends, and thank teachers.



at the center

When you arrive at the Center, please check-in with your family mailbox. For the safety of our members, ALL parents, students, and guests must wear a name tag while on campus.

Students 14 and older can be dropped off for class. Make arrangements to pick up your child in the lobby at the end of their scheduled class. **All students need to be accompanied by a parent/guardian on campus when not in class.**

Students may not loiter in classrooms or wander around the Center. We offer play areas, an indoor play park, study spaces, and a Family Lounge for students and families waiting between classes. For the convenience of parents with babies and toddlers, we also have changing stations located in the restrooms. **Volunteers and staff will bring wandering, unsupervised children to their parents with a warning. If they are brought to you a second time then your family will be asked to leave the Center for the day.**

missed classes

Contact your student's teacher if they will be missing a class. We ask that students **and** parents make class attendance a top priority. Teachers are not required to make up classes that your student misses.

registration

Registration information is available on our website: <http://www.fphrc.org> at the start of each semester. Classes are filled on a first-come, first-served basis. Teachers, staff, and volunteers are given advanced access to student registration.

payment

A family membership fee of \$100/semester is required for participation at the Center. 100% of the membership fee and 25% of admin fees are due at the time of registration in order to secure your place in class.

Teachers are private contractors and therefore each teacher sets their own rate for their classes and materials fees. Teacher fees are due 2 weeks before classes start. Contact teachers directly about payment plan options.

An outstanding balance is grounds for removal from class. Returning students must have the fees from the previous term **paid in full** before beginning classes the following session. If you need financial assistance for classes, please contact carlene@fpfam.org for more information.



refund/cancellation policy

Resource Center Cancellations

All classes scheduled by the Center are subject to cancellation. Be aware that a class may be cancelled at any time for reasons including, but not limited to: insufficient registration, teacher emergencies, government mandates, or other issues beyond our control. Please note that all teachers are asked to have a contingency plan in place for continuing classes in the event of unforeseeable circumstances. If the class is cancelled before it begins, there will be a 100% refund.

Family Cancellations

Both the program director (jill.t.valenti@gmail.com) AND the teacher must be notified of a dropped class prior to the start of the term for consideration of refunds:

- 75% refund of admin fees up until 2 weeks before the first day of the semester; no refunds after that (extenuating circumstances taken into consideration—make appeals to carlene@fpfam.org).
- Contact teachers directly for refunds on materials fees—there are no refunds if supplies have already been purchased.



STUDENTS

“SO IN EVERYTHING, DO TO OTHERS WHAT YOU WOULD HAVE THEM DO TO YOU, FOR THIS SUMS UP THE LAW AND THE PROPHETS.”

MATTHEW 7:12



attendance

Because our classes meet only once or twice a week, consistent attendance is of the utmost importance. You must communicate your absences with your teachers. Disciplinary action on the basis of excessive absenteeism and/or tardiness is at the discretion of individual teachers.

drugs & alcohol

The use, consumption, possession, purchase, or sale of alcohol, tobacco products, vapor products, or drugs at the Center is grounds for expulsion.

weapons

The Center prohibits students from carrying dangerous weapons including: lighters, butterfly knives, switchblade knives, daggers, martial arts weapons, metal knuckles, air guns, stun guns, guns in general, and Taser devices. Possession of these items is grounds for expulsion. Pocket knives are permitted, but if they come out and are used in a reckless and malicious way, the student will lose the privilege of carrying them on campus.

dress code

We believe that a Christian's appearance and conduct is a demonstrative part of his or her testimony. Our appearance should reflect our Biblical standards and should at all times be pleasing to God and uncompromising of our Christian values. Modesty is our policy.

At the discretion of our staff, you will be sent home to change your clothes if you are found out of compliance with the dress code.

- Shirts and dresses should cover the midriff. Shirts should not be higher than the student's waistline. No crop tops.
- Sheer or low-cut shirts are not acceptable, nor are spaghetti straps, strapless, or backless shirts and dresses.
- Shirts with inappropriate slogans, words, or pictures are not allowed.
- All undergarments must be covered up.
- No short skirts, dresses, shorts.
- Tears, rips, or holes must not be excessively high.

cell phones & electronics

Cell phones have become a distracting factor and negative influence at the Center. We have found the use of electronics to be counter to our mission of encouraging and equipping homeschooling families as they distract us from both growing our faith-based community and establishing academic excellence.



For this reason, cell phones and electronics are only to be used in The Raft, or under parent supervision in family areas. At all other times, electronics should be stored away and not pulled out.

Schoolwork may be completed with a personal laptop under the supervision of an adult. If you need to contact your parents, you may use any of our landline phones at any time. Parents looking to contact their children may call the Center at (360) 687-5433. Teachers may take away phones/devices from students if they did not give them permission to use them in class. The device will be taken to the front desk and the student will need to pay \$5 to get it back.

code of conduct

As a Christian ministry, we believe it honors God when our students are obedient to the Center rules and are respectful to all teachers, staff, members, and fellow students, as well as our building.

respect yourself:

- you have a purpose (Ephesians 2:10)
- you are capable (Philippians 4:13)
- you can lead by example (Titus 2:7)
- you are precious (Psalms 139:13)

respect your teachers:

- keep your cellphone stored away
- be on time to class
- be attentive in class
- come to class prepared to learn
- complete assigned work before class
- bring completed assignments to class
- listen and follow directions

respect the FPHRC staff:

- listen and follow staff instructions
- speak with respect at all times—foul language will not be tolerated
- address staff using the name on their name tag

respect other FPHRC members:

- speak with kindness (Ephesians 4:29)
- treat each other with respect (Matthew 7:12)
- use appropriate language
- do not meddle with the personal belongings of others
- dress appropriately
- no PDA—no contact without a contract

respect the Center:

- walk—no running
- wear your name tag at all times



- follow cellphone and electronics rules
- clean up after yourself (Colossians 3:23)
- help others around you
- do not play instruments that do not belong to you

respect the classes in session:

- walk in the halls
- speak quietly
- stay clear of classroom windows

“So whether you eat or drink or whatever you do, do it all for the glory of God. Do not cause anyone to stumble, whether Jews, Greeks or the church of God—even as I try to please everyone in every way. For I am not seeking my own good but the good of many, so that they may be saved.” 1 Corinthians 10:31-33

discipline policy

As a Christian ministry, we believe it honors God when our students are obedient to adults and respectful of their fellow students. We believe corrective measures are to be done in love and grace and with compassion. Discipline is intended to build good character, responsibility, and respect for the rules that are in place. Students are held accountable for their actions and behaviors at the Center.

The following process will take place:

1. **First offense:** Student will be called into the office and sign the notice of a “first warning.” Parents will be notified
2. **Second offense:** Student will be asked to pay a fine of \$150 before they can return to the Center. Parents will need to meet in person with a staff member or administrator.
3. **Third offense:** Student will be expelled from the Center for the remainder of the semester without a refund of fees.

***If we feel at any time that the behavior is life-threatening to another individual, immediate suspension may be applied first until proper investigation can take place.



TEACHERS

“IN EVERYTHING, SET THEM AN EXAMPLE BY DOING WHAT IS GOOD. IN YOUR TEACHING, SHOW INTEGRITY, SERIOUSNESS, AND SOUNDNESS OF SPEECH THAT CANNOT BE CONDEMNED...”

TITUS 2:7-8



statement of faith

- We believe the Bible is the inspired, infallible and authoritative Word of God. (2 Timothy 3:16-17; 2 Peter 1:21)
- We believe God has existed from all eternity in three Persons; God the Father, God the Son, and God the Holy Spirit. (Matthew 3:16-17; 2 Corinthians 12:14)
- We believe Jesus was God and came in human flesh, being fully God and fully man, except without sin. (John 1:1-2, 14)
- We believe all people are in violation of God's righteous requirements and His holy character both by nature and act. (Romans 3:23, 5:12)
- We believe that the central purpose of the coming of Jesus Christ was to pay the penalty for man's sin through His substitutionary death on the cross, the successful accomplishment of which was attested to by His subsequent bodily resurrection. (1 Corinthians 15:3-4; Acts 1:3)
- We believe salvation is offered as a gift, free to the sinner. This gift must be responded to in individual faith, not trusting in any personal works whatsoever, but in the sacrificial death of Jesus Christ alone. (Acts 13:38-39; Romans 6:23; Ephesians 2:8-9)

background check

Background checks are required of each staff member, teacher, Seedlings mom, outside volunteer, and tutor and must be paid for by the individual. Background checks are paid for at the front desk and completed online. Teachers are also required to complete MinistrySafe training prior to approval.

student teachers

Occasionally, we allow students to teach a class they feel they have an expertise in. Applications from a student will be considered if he/she meets the following requirements:

- The student is at least 16 years old
- The parent is willing to actively sponsor the student teacher and the class and signs off on the student teacher application, and goes through MinistrySafe training
- The student goes through the same process as a regular teacher as well as submits an essay describing why they would like to teach at the Center
- The class is approved by the department head for that subject

substitute teachers

Substitute teachers must go through the same processes as regular teachers in order to teach at the Center. Guest speakers are allowed without this process so long as the teacher is present in the classroom.



meetings

Teachers are also required to attend Center-wide mandatory teacher meetings (once per semester) and occasional meetings with their department head(s).

teacher expectations

- Make your class descriptions/expectations clear and adhere to them in your teaching
- Run classes that meet their class minimums (if a teacher wishes to cancel a class that is below the minimum, they must notify the Programs Director two weeks before the start of the term)
- Maintain good communication with parents and department heads throughout the term on our Slack App
- Start class on time even if your students are late
- End class 10 minutes early to allow for cleaning/prep for the next class and to ensure students get to their next class on time—*leave your classroom clean*
- Provide a syllabus and grade for core & specialty classes
- Have students address you by the name on your name tag
- Be involved in the culture of the Center—you are encouraged to come to our events as you are able
- Charge a materials fee for any supplies you may need as the Center does not provide them
- File an auditorium/facility use form **at least one month** in advance for any class events
- Be professional in the way you conduct your class
- Be professional in how you speak to your students, parents, fellow teachers, staff, volunteers and leadership
- Make attendance a top priority – excessive absenteeism/class cancellations will not be tolerated
- Provide make up classes, regardless of who can attend

teacher conduct

FPHRC is committed to protecting the students in our care. Because of this, FPHRC has implemented a physical contact policy that will promote a positive, nurturing environment while protecting our students. Physical contact in any form should not give the appearance of wrongdoing. The personal behavior of teachers or staff must always foster trust and be above reproach. The following guidelines are to be carefully followed by anyone working at FPHRC:

- Hugging, pats on the back and other forms of appropriate physical affection between staff/teachers and students are important for students' development and are generally suitable in the Center setting.
- Inappropriate touching and displays of affection are forbidden. Any inappropriate touching and inappropriate displays of affection should be immediately reported to the FPHRC Leadership Team.
- Physical contact and affection should only be given when in the presence of other children or Center staff/teachers.



- Do not force any physical contact, touch, or affection upon a reluctant child. A child's preference not to be touched must be respected.
- Staff, teachers, and volunteers at FPHRC should never be nude in the presence of students in their care.

FPHRC recognizes that meeting the educational needs of students may occasionally require that staff members and teachers interact with them on an individual basis. Workers should observe the following guidelines when interacting with students:

- Staff members and teachers should conduct one-to-one meetings with an individual student at a time when others are present and where interactions can be easily observed. There will be no one-to-one meeting between a staff member or teacher and a student behind closed doors. If a circumstance arises where a private one-to-one meeting does occur, the staff member or teacher will notify the appropriate member of the FPHRC Leadership Team immediately before or after the meeting.
- Staff or faculty should strive to keep verbal interactions encouraging and constructive, and be ever mindful of their mission of aiding parents in the education of their children. Staff or faculty are expected to refrain from swearing in the presence of students.
- FPHRC staff members and faculty are expected to provide adequate supervision for children in their care while working at the Center.
- Staff members and teachers at no time should provide transportation for students outside of their own family members.
- Staff members and teachers are prohibited from providing special gifts to any individual student. Special occasions or special accomplishments should receive group acknowledgement and can easily be rewarded with group recognition (i.e., give mention during announcements; have the entire class sing Happy Birthday, etc.). Any requests for variance from this policy must first be addressed to a member of the FPHRC Leadership Team.
- Staff members and teachers are prohibited from engaging in any sexually oriented conversations with students. However, it is expected that from time-to-time staff may be called upon to address students regarding human sexuality and purity.
- Staff members and teachers are not permitted to discuss any inappropriate or explicit information about their own personal relationships, dating, or sexual activities with any student at the Center. This provision includes the use of cellular phones, text messages, email, instant messaging, and online chat rooms.
- FPHRC staff members and faculty are prohibited from possessing any sexually oriented materials (magazines, cards, videos, films, etc.) on Center property or in the presence of students. If any such materials are purportedly necessary for classroom instructions, they must be approved in advance by the FPHRC Leadership Team.



THE CENTER

“THAT PERSON IS LIKE A TREE PLANTED BY STREAMS OF WATER, WHICH YIELDS ITS FRUIT IN SEASON AND



WHOSE LEAF DOES NOT WITHER—WHATEVER THEY DO PROSPERS.”

PSALM 1:3

safety & liability

All members, teachers, and staff are prohibited from the use, possession, or being under the influence of tobacco, alcohol, or recreational drugs while in the facility, during a Center activity, or while working with students at FPHRC. Members, teachers, and staff are prohibited from providing any of these to students.

For the safety of our members, we have:

- surveillance cameras throughout the Center
- systems for alerts and emergencies
- clearly marked emergency exits
- individual class rosters
- name tags to ensure easy identification of students and guests
- background checks for all teachers and staff
- Ministry Safe training for all teachers and staff

While we try to keep risks to a minimum, accidents do happen. As the activity of a class increases, so does the risk. By registering your child in classes, you acknowledge and accept all risks involved. FPHRC is not responsible to pay for any medical treatment required as a result of a field trip or class participation.

On occasion, our teachers and staff may take pictures of classes and special events which may be used for publications and public relations. Written notification must be given to FPHRC if you do not want your children to appear in photographs or videos.

reporting abuse

In the state of Washington, any person who has cause to believe that a child has suffered abuse or neglect should report such incidents. **When in doubt, report!** The FPHRC Leadership Team will take appropriate action on behalf of the Center when a report of abuse occurs.

guests

We welcome guests at the Center! For everyone's safety, you must be registered to attend classes at the Center. However, occasional visitors are allowed. For security reasons, we require that you log your



guests in via the Guest Logbook at the front desk and pick up a visitor badge. Please be sure to have your guest return their badge and log out as they leave.

If your guests plan to participate in a class, please contact the teacher in advance for permission and to determine if there are enough materials available.

wellness policy

By registering for classes, you are agreeing to any increased risk of sickness associated with participation. Please DO NOT come to FPHRC with any of the following:

- temperature of 100° F or higher
- green or murky discharge from the nose or eyes
- contagious rash
- vomiting and/or diarrhea
- productive cough with fever or sore throat
- head lice

Teach your children to cough or sneeze into a tissue or their elbow and proper hand washing techniques in order to prevent the spread of germs at the Center.

inclement weather

In the event of inclement weather, classes may be cancelled for the day. We will follow cancellations based on the Vancouver School District. Make up day(s) may be offered by the center if the calendar allows.

pet policy

We are dedicated to ensuring the health and safety of our members. Some members of our community are highly allergic to certain animals and some animals could become unpredictable in ways that could result in an injury. Out of precaution and consideration of our members, we cannot allow pets inside the Firmly Planted Homeschool Resource Center. Teachers teaching animal-based classes will be allowed with special permission from Department Heads for special pet guests to make appearances during appropriate classroom purposes.

restroom protocol

The main door to our bathrooms is to remain propped open at all times. Volunteer hall monitors will do periodic bathroom checks as part of their duties. No adult can go into a restroom stall alone with a child that is not their own. If a child needs help in the restroom, their parent must be located to help them.



Students may not be in a restroom stall together. Any assistance with the straightening or fastening of garments should only be done in the presence of another staff or faculty.

Diapers: Only parents/guardians may change diapers. If you aren't sure where the parent is, come ask at the front desk.

internet policy

No computer at or related to FPHRC is to be used by staff members, faculty, or students to engage in computer chat room discussions or visit pornographic or sexually inappropriate websites. Violation of this policy can lead to discipline from the FPHRC Leadership Team. Any questions about inappropriate use of computers or the suitability of a particular website should be discussed with the FPHRC Leadership Team.

social media

FPHRC has established a social networking policy to safeguard the students, staff, teachers, and the reputation of the Center. Recognize that there is no such thing as complete privacy on a social networking site and take care in anything you post online. Keep your privacy settings at appropriate levels to protect yourself and be judicious in your postings.

Staff and teachers are prohibited from following and/or being friends with current students or posting anything on a social site of a current student unless they are a relative or guardian of that student.

Staff and teachers must use discretion when following and/or being friends with FPHRC alumnae and parents. FPHRC expects staff and teachers to maintain professional relationships and a positive representation of FPHRC at all times. Consider both uneven power dynamics and that anything posted by staff and teachers is a reflection upon the Center when social networking.

political advocacy

FPHRC is not a political entity, however we are on occasion involved with issues related to families, parental rights, religious freedom, and homeschool rights. We encourage you to get involved as well.

family lounge & public spaces

Members have access to the kitchen & fridge, wi-fi, games, study space, and more in the family lounge. All students **MUST** be supervised and/or monitored by a parent or guardian when using the family lounge as Firmly Planted **does not provide childcare**.

Please be good stewards of this wonderful facility God has given us by leaving it cleaner than you found it. Any food left in the family lounge will be disposed of at the end of the day. Any personal belongings without labels will be placed in the designated Lost & Found.



field trips

In the event of field trips, teachers may not drive any students to and from the field trip. Families can arrange carpooling on their own for their children and accompany their child on the field trip. FPHRC does not hold insurance for teachers off campus nor driving for the center.

In the event that an activity requires overnight sleeping arrangements, FPHRC will strictly observe the following rules; any exceptions to the below policies must be approved in advance by the FPHRC Leadership Team:

- Visual bed checks will be conducted periodically to ensure that sleeping students remain in designated sleeping areas.
- Only students of the same sex will be permitted to sleep in the same room.
- Adults are prohibited from sleeping in a 1:1 ratio with students for any reason, unless the adult is an immediate family member of the student.
- In the event that overnight arrangements do not include standard beds, each participant will use single sleeping bags or blankets with a “one person-to-one-bag or blanket” rule.
- All participants are required to wear both top and bottom clothing while sleeping.

play park

Parents must follow all posted signage regarding play park rules and opening hours. The play park is only open if we have a play park monitor. The playpark may be closed at any point if the park becomes a distraction to nearby classes.

headwaters bookstore

Headwaters is a new and used consignment bookstore right in the heart of FPHRC. We carry everything from fiction novels to curriculum and accept both cash and card. Items can be purchased at the bookstore desk.

Interested in donating, consigning, or shopping? Come by during business hours or give us a call at 360-687-5433 (ext. 412).

the raft coffeehouse

The Raft is a place to study, grow, connect, be in the Word, and become planted by streams of water. We seek to be a place of community and relationship for all of the students and parents at Firmly Planted.

We are open during regular business hours and accept cash and card.



lost & found

Inevitably there will be items that get left behind at the Center. If and when we find them, we will place them in the Lost & Found in the Family Lounge. **Unclaimed items are donated on the first of each month.**



FIRMLY PLANTED STAFF

“THEREFORE, AS WE HAVE OPPORTUNITY, LET US DO GOOD TO ALL PEOPLE, ESPECIALLY TO THOSE WHO BELONG TO THE FAMILY OF BELIEVERS.”

GALATIANS 6:10



Leadership Team

Board Director:

Heidi St John

Executive Director:

Jay St. John

Seedlings and Safety Director:

Savannah Bates

Finance Director:

Carlene McKinley

Staff and Front Office Director:

Haley Choate

Programs and Communications Director:

Jill Valenti

Faculty Director:

Anamaria Micu

Facilities Director:

Robert Crabtree

Staff

Membership Coordinator: Cathy Fant

Raft Manager and Bookstore Manager: Traci Madruga

Head of Cleaning Department: Rene Cooper

Events: Maija Haskins

Department Heads

Arts: Tracy Gregory

Math: Collette Connor

Social Studies: Heather Cates

Language Arts: Kaylah Alicea

Science: Heather Cates

Physical Fitness: Kristin Krasko

Theology: Doug Morgan

Technology: Teo Micu

Dance: Alexa Kehler

Music: Anamaria Micu

Early Education/Seedlings: Savannah Bates

Theater: Anamaria Micu (*interim*)

**The best way to contact a staff member is by direct message in Slack.*

Please sign up for monthly
giving at fphrc.org
Your gifts are tax deductible!



HANDBOOK AGREEMENT

As parents/guardians of _____, we understand that *(please initial)*:

_____ Electronic devices not allowed in class areas. The Center will confiscate any devices that students pull out in class areas. A \$5 fine will be collected before the device is returned.

_____ If inappropriate material is found on a device at the Center, the student will lose the privilege of having a device at the Center.

_____ Students are expected to dress modestly while on campus. Students who do not comply with the dress code will be asked to change into suitable attire before attending class.

_____ Disrespect towards other students or staff will not be tolerated and will fall under the “three strikes” clause of Center discipline.

_____ The Center is a “no drop-off” facility for children under 14. Parents agree to be on camps whenever their children are present.

_____ Name tags MUST BE WORN face-out anywhere outside of The Raft.

_____ If our student is in high school, we agree to:

- Pick our student up no later than 10 minutes after their last class
- Schedule classes with no more than 30 minutes between classes without a parent present
- Make sure our student is arriving at class consistently and on time
- Hold our student accountable to finish assigned classwork

_____ **Discipline Policy First Offense:** Student will be called into the office and sign the notice of a “first warning.” Parents will be notified

_____ **Discipline Policy Second Offense:** Student will be asked to pay a fine of \$150 before they can return to the Center. Parents will need to meet in person with a staff member or administrator.

_____ **Discipline Policy Third Offense:** Student will be expelled from the Center for the remainder of the semester without a refund of fees.

By signing below, we affirm that we have read and agree with the Firmly Planted Handbook, including all policies and requirements for students. We understand that it is our responsibility to make sure all students arrive on time to classes at the Center and that they complete their work.

Staff Member: _____ Date: _____

Parent: _____ Parent: _____

Student: _____ Student: _____ Student: _____