

**THE**  
**FPHRC**  
**HAND-**  
**BOOK**

2018-2019



# 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 all of you!

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

**PROVERBS 22:6**

**PARENTS**

## 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, Facebook, 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 child care unless otherwise specified.**
- Remain on-site when their children **11 and under** are in class. We do not require you to stay on-site if your children are over 12 provided that they are in a class or parent supervised study hall.
- Promptly pick up their children (of all ages) **at the end** of their scheduled class.
- Provide supervision for their children at all FPHRC events where child care is not provided, such as movie nights, seasonal parties, and family dances.

## parent participation

Because we are volunteer driven, your participation is vital! While your children are in class, please take that time to help build our fantastic community! We have a coffee shop for you to fellowship with other parents, a book store for you to enhance your curriculum, and a volunteer team that would LOVE your help.

To get involved, please speak with a staff member or e-mail: [volunteer@fphrc.org](mailto:volunteer@fphrc.org). We run on volunteers and Jesus!

To give a monthly or one-time donation to the Center, please visit: [www.fphrc.org/give](http://www.fphrc.org/give).

## 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 the shoulder/collarbone height **at all times**. Name tags can 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, communicate with leadership, 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 12 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 study rooms and a Family Lounge for students waiting between classes. For the convenience of parents with babies and toddlers, we also have a nursing mothers room, play room and play park (parent supervision required), and changing stations located in the main floor restrooms.

## 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 quarter. Classes are filled on a first-come, first-served basis. Teachers and volunteers are given advanced access to student registration.

## payment

A family membership of \$100/year is required for participation at the Center. This is purchased at the time of registration and is good for 12 months.

Teachers are private contractors and therefore each teacher sets their own rate for their classes. Please pay individual teachers prior to the start of class based on their stated preference for receiving funds.

Administration fees for the Center are paid through our registration site at the time of registration. If you need financial assistance for classes, please contact [bookkeeper@fphrc.org](mailto:bookkeeper@fphrc.org) for more information.

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.

## refund/cancellation policy

All classes scheduled by the Center are subject to cancellation. Please be aware that a class may be cancelled at any time (for reasons including, but not limited to: insufficient registration, teacher emergencies, or other issues beyond the control of FPHRC). If a class is cancelled for the rest of the session, refunds will be issued according to how many days the class has left. If the class is cancelled before it begins, the refund will be 100%.

Written notification of intent to cancel registration on behalf of the parent **MUST** be received via email by both the class coordinator ([classes@fphrc.org](mailto:classes@fphrc.org)) and the teacher prior to the class start date in order to be eligible for a tuition refund.

- 100% refund if notice is received 5 days or more prior to class start date
- 50% refund if notice is received less than 3 days prior to class start date
- No refund if notice is received on or after class start date

**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**

**STUDENTS**

## 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 by students 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.

## 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.

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.
- Shorts, skirts, and dresses must come no higher than the 4" above the crease of the back of the knee.
- Tears, rips, or holes must be no higher than 4" above the knee. No skin is to be exposed above 4" from the knee.

## 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 from both growing our faith-based community and establishing academic excellence. For this reason the Center is now a cell phone and electronics free zone. Electronics should be left in your vehicle or family mailbox.

**No student should carry a cell phone or handheld electronic device (ipad, tablet, gaming device, etc.) in the Center. If found, they will be confiscated and returned to the student at the end of their scheduled day.**

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.

## code of conduct

As a Christian resource center, 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:**

- leave cell phones in your vehicle or family mailboxes (see cell phones and electronics pg. 15)
- 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 (see dress code pg. 14)
- no PDA—no contact without a contract

**Respect the Center:**

- walk—no running
- wear your name tag at shoulder or collar bone height at all times
- do not use cell phones or handheld electronics (see cell phones and electronics pg. 15)
- 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 Corinthinans 10:31-33

## discipline policy

We are a Christian ministry and 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 may be held accountable for their actions and behaviors at the Center.

If a student is disruptive, the following process will take place:

1. **First offense:** A teacher or staff member will address the student's misbehavior by conversing with the student regarding his/her expectations and/or the Center's policies on the matter at hand.
2. **Second offense:** A teacher or staff member will address the student's misbehavior by conversing with the student regarding his/her expectations and/or the Center's policies on the matter at hand AND his/her parent(s) will be notified. The teacher or staff member may choose any of the following courses of action:
  - a parent-teacher and/or staff conference
  - implementing an appropriate cleaning schedule to maintain the Center

- any other appropriate consequence at the discretion of the teacher or staff member.
3. **Third offense:** A teacher or staff member will refer the misbehavior to the FPHRC directors after notifying the student and parent(s) of the referral. Following a meeting with the student and the parents, the following courses of action may occur:
- a parent-teacher conference with the directors
  - the parent(s) must agree to be present at the Center whenever the student is on campus
  - suspension from classes
  - behavioral contract between student, parent(s) and the FPHRC directors
  - any other appropriate consequences at the discretion of the FPHRC administration.

\*\*\*If discipline issues continue, the parent(s) will be asked to remove the student for the remainder of the term without a refund of fees.

**IN EVERYTHING, SET THEM AN  
EXAMPLE BY DOING WHAT IS  
GOOD. IN YOUR TEACHING,  
SHOW INTEGRITY, SERIOUS-  
NESS AND SOUNDNESS OF  
SPEECH THAT CANNOT BE  
CONDEMNED...**

**TITUS 2:7-8**

**TEACHERS**

## statement of faith

Because we are a Christian ministry, our teachers are Christian. All teachers must sign this statement of faith:

- The Bible is the inspired, infallible and authoritative Word of God. (2 Timothy 3:16-17, 2 Peter 1:21)
- 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 13:14)
- Jesus was God and came in human flesh, being fully God and fully man, except without sin. (John 1:1-2:14)
- All men are in violation of God's righteous requirements and His holy character both by nature and act. (Romans 3:23 and 5:12, Ephesians 2:1-2)
- 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)
- 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, volunteer, and tutor and must be paid for by the individual. Background check forms can be found at the front desk.

## student teaching

Occasionally, we allow students to teach a class they feel they have an expertise in. The Class Coordinator will consider an application from a student if he/she meets the following requirements:

- The student is at least 16 years old
- The parent is willing to actively supervise the student teacher and the class
- The student submits two letters of recommendation from adults other than their parents
- The class is approved by the department head for that subject

## meetings

Teachers are also required to complete Ministry Safe training and to attend mandatory teacher meetings (once per term) as well as Fall Preview Night.

## pay-back

Teachers set their own teacher fees and materials fees. The Resource Center requires that all teachers pay back 10% of what they make in teacher fees to the Center. This helps support the Center in continuing to provide a well-kept space for teachers' classes to thrive!

## teacher expectations

- Make your class descriptions/expectations clear and adhere to them in your teaching
- Maintain good communication with parents and department heads throughout the term
- 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

THAT PERSON IS LIKE A TREE  
PLANTED BY STREAMS OF WA-  
TER, WHICH YIELDS ITS FRUIT  
IN SEASON AND WHOSE LEAF  
DOES NOT WITHER—  
WHATEVER THEY DO PROS-  
PERS.

PSALM 1:3

**THE CENTER**



## safety & liability

For the safety of our members, we have:

- surveillance cameras throughout the Center
- PA 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 field trip or class participation. Anyone enrolled in a physical, gym-type class will be required to have a waiver on file before participation is allowed.

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.

## guests

We welcome guests at the Center! For everyone's safety, you must be a member 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 Log Book at the front desk and pick up a visitor badge. Please be sure to have your guest return their badge and log out at the end of the day.

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

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
- 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.

## restroom protocol

No adult can go into a restroom alone with a child that is not their own. If a child needs help in the restroom, the door must be propped open and another adult must be in eyesight. Students cannot be in the restroom together.

Teachers and helpers may only change diapers on the changing table in the nursery, not in the restroom. Parents must leave a diaper bag with diapers and wipes for their children in their class. If you do not want a teacher or helper to change your child then please speak with the teacher directly. Otherwise, it is assumed that they can change them in the nursery.

## 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.**

## family lounge

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 child care**.

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.

## play park

The play park is intended for children ages 7 and under with direct adult supervision. Food and drinks are not allowed in the play park and shoes must be removed prior to entering.

Due to the open nature of our warehouse, the play park is closed during choir, dance lessons, or any other classes where it may be a distraction. Children with a sibling in a dance class may use the play park during that time so long as they are closely supervised by an adult and do not cause a disturbance.

## 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 either at the bookstore desk or the front desk depending on staff availability.

Interested in donating, consigning, or shopping? Come by during business hours (10AM—4PM) or give us a call at 360-687-5433 (ext. 412). For more information, contact our bookstore director, Nancy Hill, at [nancy@fpfam.org](mailto:nancy@fpfam.org).

## 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 to both members and the general public during regular business hours and accept cash and card. For more information, including internship opportunities, contact Sierra St. John at [sierra@fphrc.org](mailto:sierra@fphrc.org) or 360-687-5433 (ext. 405).

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

**FIRMLY PLANTED  
FAMILY**

## staff

**Executive Directors:** Jay & Heidi St John

jay@fpfam.org; (360) 687-5433 ext. 404

heidi@fpfam.org; (360) 687-5433 ext. 403

**Assistant Director/Registrar:** Nancy Hill

nancy@fpfam.org; (360) 687-5433 ext. 410

**Seedlings Director:** Savannah Bates

savannahstarre@gmail.com; (360) 687-5433 ext. 409

## volunteer

The Center is volunteer run by parents with a passion to see FPHRC thrive! There are always opportunities to get more involved in our community. Please contact volunteer@fphrc.org 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](http://www.fphrc.org/give). We are a registered 501(C)3. All donations are tax deductible.

Firmly Planted Homeschool Resource Center

11100 Northeast 34th Circle  
Vancouver, WA, 98682  
United States

(360) 687-5433  
Mon-Thurs 10AM-5PM

[hrc@firmlyplantedfamily.org](mailto:hrc@firmlyplantedfamily.org)  
<http://www.fphrc.org>

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FAMILY