



Firmly Planted Family
11100 NE 34th Circle Vancouver, WA 98607
360-687-5411

Safety Application Form for Volunteers, Employees and Faculty

Confidential

This application should be completed by all applicants for any position (volunteer or employment) involving the supervision of minor children. This is not an employment application. The purpose of this form is to assist in the creation of a safe environment for children, and students who participate in the programs of FPHRC or use FPHRC facilities.

Date: _____

Name: _____

Address: _____

Phone: _____

Drivers License # _____ Social Security # _____ - _____ - _____

Sex: _____ M _____ F Date of Birth: _____

Marital Status: _____ (*single, married, separated, divorced, widowed, etc.*)

Are you affiliated with FPHRC? _____ If so, for how long? _____

How long have you lived at your current address? _____

Previous address: _____

List all other cities and states where you have lived as an adult:

Please list the name, address, city and state of other churches you have attended regularly during the past 10 years:

Please list *all previous school or church work* involving children, and students. (List each institution's name and address, type of work carried out, dates, and a **contact person** familiar with your work there. **Use back of this page for more space, if necessary.**)

Please list *all previous non-church work* involving children, students or vulnerable populations. (List each organization's name and address, type of work carried out, dates and a **contact person** familiar with your work there.)

List any talents, vocations, preparation, training or other experiences which have equipped you to work with children, students:

Please complete a separate reference form providing one professional reference (if applicable), one personal reference, and one family member. References must include one non-family member and one member of the opposite sex. Please contact these references and inform them an authorized FPHRC staff person will be contacting them. **(See Reference Form for Volunteers attached.)**

Because our school cares for our members and our children, and desires to protect them, please answer the following questions. We understand that the answers to these questions may be private and deeply personal, and we will protect your privacy.

Why do you want to work with children at FPHRC?

Do you have a preference concerning the age group or sex of children or students with whom you would like to work? Why?

What is your philosophy concerning re-direction or discipline of children?

When you are unhappy, angry or emotional about a person or circumstance, what do you do?

Have you experienced any significant physical or emotional stresses within the past year, such as the loss of a parent, spouse, or child, extreme ill health, or any emotional or physical crisis? If so, please briefly explain. (Use back of page if necessary.)

Do you consider yourself to have been physically or sexually abused as a child?
(This information will be kept entirely confidential.)

If you were physically or sexually abused as a child, would you consider utilizing church resources to seek healing in this area of your life?

Have you ever physically or sexually abused a child?

Has someone ever accused you of abusing a child?

Important

Which safety training will you be attending? Circle one.

August 3

August 17

RELEASE

I authorize Firmly Planted Family to contact all individuals, organizations and references listed on this **Safety Application Form** in order to verify the information I have provided to the school. I agree to release from liability any person or organization that provides information concerning me, including those persons I have listed as references, as well as contact persons from my previous school and non-school work, listed on this application.

I specifically authorize the school to undertake a criminal background check concerning my past.

I understand and agree that any information received from the background check and application verification will not be disclosed to me, and I hereby waive any right I may have to inspect any information provided about me by any person or organization identified by me on this form.

By signing this form, I certify and affirm that the information I have given on this form is true, complete and correct in all respects.

Signature: _____ Date: _____



Volunteer's Name: _____

REFERENCE FORM FOR VOLUNTEERS

Name	Address	City and State	Zip Code	Telephone
Personal: <i>Email:</i>				
Professional: <i>Email:</i>				
Family Member: <i>Email:</i>				

References Required: Each applicant must submit the names and phone numbers of at least one professional reference, one personal reference and one family member. Additional professional references may be submitted if deemed helpful by applicant in allowing FPHRC to determine applicant's fitness for volunteer position and qualifications. The professional references should be familiar with the quality of the individual's work. One of these references should be a person of the opposite sex.



FPHRC

Student Safety Policies

Dear Staff Member, Volunteer or Faculty,

Welcome to the Firmly Planted Homeschool Resource Center!

At FPHRC, we take our responsibility to educate and care for children very seriously. These guidelines are intended to facilitate a safe and nurturing environment in which children can learn and grow in a strong educational environment.

The pages of this handbook provide a general overview of procedures and guidelines for FPHRC volunteers, staff members and faculty. Our policies are intended to create a safe environment for children, protecting children, you, and the mission of FPHRC. The following procedures have been adopted and will be strictly enforced.

After you have carefully read this policy manual, please sign and return the agreement form located on the last page.

Sincerely,

Firmly Planted Homeschool Resource Center

Firmly Planted Homeschool Resource Center

Safety Policies & Procedures

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Overview of the FPHRC Safety System

Because we care for children and desire to protect them, FPHRC requires all faculty and staff members to complete **4 SAFETY STEPS** *before employment begins*.

STEP ONE: Sexual Abuse Awareness Training

FPHRC policies and procedures require that faculty and staff members avoid abusive behavior of any kind. Faculty and staff members are required to report any policy violations to a supervisor or a member of the FPHRC Leadership Team.

Faculty and staff members should have a basic understanding of the characteristics of sexual abusers and their behaviors in 'grooming' a child for sexual abuse. Grooming is the process used by an abuser to select a child, win the child's trust (and the trust of the child's parent or 'gatekeeper'), manipulate the child into sexual activity and keep the child from disclosing the abuse.

To equip FPHRC faculty and staff members with information necessary to protect a child from sexual abuse, FPHRC requires all faculty and staff members to complete Sexual Abuse Awareness Training provided live or online through Abuse Prevention Systems (www.AbusePreventionSystems.com) or MinistrySafe (www.MinistrySafe.com).

This training will be renewed every 3 years.

STEP TWO: Screening Process

Faculty and staff members are required to complete the FPHRC Screening Process, which requires faculty and staff members to:

- complete an Employment Application
- complete the Safety Application
- complete interview
- provide references to be checked.

STEP THREE: Policies & Procedures

Faculty and staff members are required to review the policies contained in this manual and sign the last page indicating he or she has read and understood the material, and agrees to comply with policy requirements.

STEP FOUR: Criminal Background Check

FPHRC requires that all faculty and staff members undergo a criminal background check. Depending upon position, differing levels or intensity of background check may be required.

Child Safety Policy

ABUSE TOLERANCE

FPHRC has a **zero tolerance for abuse** in Center programs and activities. It is the responsibility of every faculty and staff member at FPHRC to act in the best interest of each child in every Center program.

In the event that faculty or staff members observe any inappropriate behaviors (i.e. policy violations, neglectful supervision, poor role-modeling, etc.) or suspected abuse (physical, emotional, or sexual) it is their responsibility to immediately report the information to a member of the FPHRC Leadership Team.

REPORTING SUSPICIOUS OR INAPPROPRIATE BEHAVIORS

FPHRC is committed to providing a safe, secure environment for children and their families. To this end, any report of inappropriate behaviors or suspicions of abuse will be taken seriously and will be reported, in accordance with this policy and state law, to the FPHRC Leadership Team and the Police Department, Child Protective Services, or other appropriate agency.

FPHRC supports and encourages a culture of communication related to abuse or suspected abuse of children. If you see or suspect inappropriate interaction with or between children, it is your responsibility to report the inappropriate interaction to a supervisor or a member of the FPHRC Leadership Team. This includes partial or inconclusive information concerning behavior, which may or may not be blameless.

Because sexual abusers ‘groom’ children for abuse, it is possible a staff member or volunteer may witness behavior intended to ‘groom’ a child for sexual abuse. Staff members and volunteers are asked to report ‘grooming’ behavior, any policy violations, or any suspicious behaviors to a supervisor or a member of the FPHRC Leadership Team.

ENFORCEMENT OF POLICIES

FPHRC staff members and volunteers who supervise other staff members or volunteers are charged with the diligent enforcement of all FPHRC policies. Violations of these policies are grounds for immediate dismissal, disciplinary action, or reassignment from positions for both volunteers and staff members. Final decisions related to policy violations will be the responsibility of the FPHRC Leadership Team.

Reporting Abuse or Suspicions of Abuse

CONSEQUENCES OF PROHIBITED/HARMFUL ACT

Any person accused of committing a prohibited act or any act considered by the Center to be harmful to a child will be immediately suspended from all child interaction and FPHRC related activities. This suspension will continue during any investigation by law enforcement or child protective agencies.

Any person found to have committed a prohibited act may be prohibited from future participation as a staff member or volunteer in all activities and programming that involves children, students or vulnerable populations at FPHRC. If the person is a staff member or employee, such conduct may also result in termination of employment from FPHRC.

REPORTING SUSPICIONS OF ABUSE TO LAW ENFORCEMENT AGENCIES

In the state of Washington, any person who has cause to believe that a child has suffered abuse or neglect should report such incidents.

Those people legally required to report child abuse or neglect are:

- Medical practitioners
- Social service counselors/therapists
- Medical examiners
- School personnel
- Child care providers
- Law enforcement officers
- Juvenile probation officers
- Corrections employees
- DSHS employees
- Placement and liaison specialists
- Responsible living skills program staff
- HOPE center staff
- State family and children's ombudsman
- Any volunteer in the ombuds' office
- Adults residing with child suspected to have been severely abused

WHEN IN DOUBT, REPORT!

RESPONSE TO REPORT OF ABUSE

The FPHRC Leadership Team will take appropriate action on behalf of the Center when a report of abuse occurs.

WHEN A CHILD HAS BEEN VICTIMIZED

If a staff member or volunteer has knowledge or a suspicion that a child is a victim of sexual abuse or other maltreatment, the information will be reported to supervisory staff and the appropriate authorities as outlined above.

BATHROOM SUPERVISION AND ASSISTANCE GUIDELINE

Staff members and faculty should avoid taking children to the restroom. Elementary students may be accompanied to the restroom for supervision and assistance when needed. (However, the student should receive the minimum amount of assistance needed based upon their individual capabilities.) If a staff member or faculty must go to the restroom to check up on an individual child they should:

- 1) Seek out another person to accompany them.
- 2) If another person is not available to accompany them they should go to the exterior bathroom door, knock, and ask if the child needs assistance.
- 3) If the child requires assistance, the worker should locate the child's parents to assist them.
- 4) If the child's parents are not present, they should locate a second person to accompany them as they verbally assist the child from outside the restroom with the door open.
- 5) Any assistance with the straightening or fastening of garments should only be done in the presence of another staff or faculty.

GIFT GIVING

Staff members and faculty 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.

INTOXICANTS

Staff members and faculty are prohibited from the use, possession, or being under the influence of alcohol or any recreational drugs while in the facility, during a Center activity, or while working with students at FPHRC. Staff members and faculty are prohibited from providing alcohol or illegal/recreational drugs to students.

Please remember that as staff, faculty and administrators at FPHRC, you represent the Lord Jesus Christ as well as the Center in many ways. Impressionable students are likely watching what you do as well as parents. For this reason, Firmly Planted asks that recreational drugs not be used in any capacity while you function as a representative of Firmly Planted. Drunkenness and use of drugs recreationally, whether it happens at the Center or elsewhere, *will not be tolerated*.

TOBACCO

FPHRC is a tobacco-free facility. FPHRC requires staff members and faculty to refrain from the use or possession of tobacco products in the facility, and while in the presence of children and students or their parents. FPHRC staff members and faculty are prohibited from providing tobacco products to students.

NUDITY

Staff members, volunteers and faculty at FPHRC should never be nude in the presence of students in their care.

ONE-TO-ONE INTERACTIONS WITH CHILDREN AND STUDENTS

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

Individual Meetings

Staff members and faculty 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 meetings between a staff member or a faculty and a student behind closed doors. If a circumstance arises where a private one-to-one meeting does occur, the staff member or faculty will notify the appropriate a member of the FPHRC Leadership Team immediately before or after the meeting.

Transportation

Staff members and faculty at no time should provide transportation for students outside of their own family members.

PARENTAL CONTACT

Parents are generally not permitted to leave while their children are on site. However, in the case that they should leave their students in the care of FPHRC staff members and faculty for services and activities, they will be contacted at the earliest opportunity if their child/student becomes ill, injured, or has a severe disciplinary problem while participating in Center activities.

PARENTAL INVOLVEMENT

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

PHYSICAL CONTACT

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 even the appearance of wrongdoing. The personal behavior of FPHRC staff or faculty must foster trust at all times – personal conduct must be above reproach. The following guidelines are to be carefully followed by anyone working in Center programs:

1. Hugging, pats on the back and other forms of appropriate physical affection between staff or faculty and students are important for student's development, and are generally suitable in the Center setting.
2. Physical affection should be appropriate to the student's age. Inappropriate touching and inappropriate displays of affection are forbidden. Any inappropriate touching and inappropriate displays of affection should be immediately reported to the FPHRC Leadership Team.
3. Physical contact and affection should only be given when in the presence of other children or Center staff and faculty. It is much less likely that touches will be inappropriate or misinterpreted as such when more than two individuals are present and the touch is open to observation.
4. Do not force any physical contact, touch or affection upon a reluctant child. A child's preference not to be touched must be respected.

RELEASE OF CHILDREN

At the end of the Resource Center day or Center activity, FPHRC faculty and/or staff members are responsible for releasing children in their care only to parents, legal guardians, or other persons designated in writing by parents or legal guardians.

In the event that staff members or faculty are uncertain of the propriety of releasing a student, they should immediately locate or contact the FPHRC Leadership Team before releasing the student.

SEXUALLY ORIENTED CONVERSATIONS

Staff members and faculty 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 faculty are not permitted to discuss any inappropriate or explicit information about their own personal relationships, dating, or sexual activities with any student in the Center. This provision includes the use of cellular phones, text messages, e-mail, instant messaging and online chat rooms.

POSSESSION OF SEXUALLY ORIENTED MATERIALS

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 instruction, they must be approved in advance by the FPHRC Leadership Team.

INTERNET/ELECTRONIC MEDIA

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/NETWORKING

FPHRC establishes a social networking policy to safeguard the students, employees, and the reputation of FPHRC and to provide guidelines to assist employees in using this communication vehicle. The absence of, or lack of explicit reference to a specific site does not limit the extent of the application of this policy.

Students

Staff and Faculty are prohibited from ‘friending’ and/or accepting friend requests from current students. Employees are prohibited from posting anything on a social site of a current student unless the employee is a relative or guardian of that student. Please immediately unfriend any students who are your friends on Facebook or any other social network.

Parents

Use caution when ‘friending’ current FPHRC parents. FPHRC expects each employee to maintain a professional relationship with parents. Should you choose to participate in social networking with parents *please be aware that at all times you are a representative of FPHRC. Anything you post, including pictures, is a reflection upon FPHRC.*

Alumnae

It is acceptable to accept social network ‘friend requests’ with alumnae over the age of 18. However, it is best not to initiate friend contacts with alumnae. Understand that uneven power dynamics of the Center environment, in which adults have authority over former students, might continue to shape those relationships. Consider that recent alumnae are in some ways similar to current students because of proximity and age, and because they likely perceive faculty and staff member as authority figures.

Other Friends

Remind other members of your network of your position at FPHRC and that your profile may be accessed by current or former students, and to monitor their posts to your network accordingly. Conversely, be judicious in your postings to all friends’ sites, and act immediately to remove any material that may be inappropriate from your site whether posted by you or someone else.

Privacy

Recognize that there is no such thing as complete privacy on a social networking site. Take care in anything you post online. Keep your privacy settings at appropriate levels to protect yourself. Any violation in this policy may lead to disciplinary action, up to and including termination of employment.

SLEEPING ARRANGEMENTS

It is anticipated that certain FPHRC activities may occasionally require that overnight sleeping arrangements be made for students and staff members or faculty. In the event that an activity requires sleeping arrangements, staff members and faculty will strictly observe the following rules; any exceptions to the below policies must be approved in advance by the FPHRC Leadership Team:

1. Staff members and faculty will monitor sleeping students periodically conducting visual bed checks to ensure that sleeping students remain in designated sleeping areas.
2. Only students of the same sex will be permitted to sleep in the same room.

3. At times, a staff member or faculty will sleep in the same room as students or in an adjoining room. However, staff members or faculty are prohibited from sleeping in a 1:1 ratio setting with students for any reason, unless the staff member or faculty is an immediate family member of the student.
4. In the event that overnight arrangements do not include standard beds, each staff member, faculty, and/or student will use single sleeping bags or blankets. In these instances a “one-person-to-one-bag or blanket” rule will be observed.
5. Staff members, faculty, and students will be required to wear both top and bottom clothing while sleeping.

SUPERVISION

FPHRC staff members and faculty are expected to provide adequate supervision for children in their care while working at the Center. Some group activities away from the Center may permit youth to function in small, unsupervised groups for brief time periods. When group activities allow for this type of unsupervised functioning, staff members and faculty should set clear expectations for students concerning times to meet and “check-in” with staff members or workers in charge of the activity.

VERBAL INTERACTIONS

Verbal interactions between staff members or faculty and students should be positive and uplifting. FPHRC staff members and faculty should strive to keep verbal interactions encouraging, constructive, and be ever mindful of their mission of aiding parents in the educating children. Staff members and faculty are expected to refrain from swearing in the presence of students.

Policies and Procedures
Statement of Acknowledgment and Agreement

I have received and read a copy of FPHRC's Safety Policies and Procedures Manual and understand the importance of the matters set forth within the manual. I agree to follow and abide by these guidelines during my service at FPHRC.

Further, I understand that the manual may be modified at any time, and that any guideline may be amended, revised, or eliminated at any time by FPHRC.

For Volunteers:

I acknowledge that I have reviewed and agree to fulfill the duties listed in my position description. While, ideally, I will serve in this position for the full term specified in the position description, I understand that I am serving as a volunteer and that I may choose to end this service at any time. (If possible, I agree to provide two weeks' notice to my supervisor).

I further acknowledge and understand that the materials and guidelines contained in this policy statement in no way express or imply a contractual employment relationship between FPHRC and me. If I am applying as a volunteer, I acknowledge and agree that I will receive no compensation for hours that I have worked.

Finally, I understand that it is my responsibility to review new guidelines that are created and distributed as well as manual guidelines that are changed or deleted.

I hereby acknowledge receipt of the policies and procedures manual.

Staff Member, Faculty or Volunteer's name (please print)

Staff Member, Faculty, or Volunteer's signature

Date: _____

[This page to remain attached to the FPHRC Safety Policies]

Policies and Procedures
Statement of Acknowledgment and Agreement

I have received and read a copy of FPHRC's Safety Policies and Procedures Manual and understand the importance of the matters set forth within the manual. I agree to follow and abide by these guidelines during my service at FPHRC.

Further, I understand that the manual may be modified at any time, and that any guidelines may be amended, revised, or eliminated at any time by FPHRC.

For Volunteers:

I also acknowledge that I have reviewed and agree to fulfill the duties listed in my position description. While, ideally, I will serve in this position for the full term specified in the position description, I understand that I am serving as a volunteer and that I can choose to end this service at any time. (If possible, I agree to provide two weeks' notice to my supervisor).

I further acknowledge and understand that the materials and guidelines contained in this policy statement in no way express or imply a contractual employment relationship between FPHRC and me. If I am applying as a volunteer, I acknowledge and agree that I will receive no compensation for hours that I have worked.

Finally, I understand that it is my responsibility to review new guidelines that are created and distributed as well as manual guidelines that are changed or deleted.

I hereby acknowledge receipt of the policies and procedures manual.

Staff Member, Faculty or Volunteers name (please print)

Staff Member, Faculty or Volunteer's signature

Date: _____

[This page to be signed, detached and delivered to the FPHRC Front Desk]



**FIRMLY PLANTED HOMESCHOOL RESOURCE CENTER
11100 NE 34TH CIRCLE, VANCOUVER WA 98682
360-687-5411**

Applicant Statements and Agreed Code of Conduct

Please initial each of the following statements:

- _____ I declare that all statements contained in my Child Safety Application Form are true. I understand that any misrepresentation or omission is cause for dismissal.
- _____ I understand that **my references and contacts** from work with children, students, or disabled adults may be contacted and that an appropriate **criminal background check** will be conducted. I authorize investigations of all statements contained in this application. I specifically authorize FPHRC to undertake a criminal background check of my past.
- _____ I understand that I can withdraw from the application process at any time.
- _____ I understand that FPHRC has a policy of **ZERO TOLERANCE FOR ABUSE** and takes all allegations of abuse seriously. I further understand that FPHRC cooperates fully with the authorities to investigate all cases of alleged abuse. Abuse of any kind is grounds for immediate dismissal from my employment and possible criminal charges.
- _____ I declare that I am not a pedophile or child molester. I have not perpetrated physical abuse, sexual abuse, emotional abuse or neglect against a child, a student or a disabled adult, and I have never been accused of these acts.
- _____ I understand and agree that false statements and/or omissions regarding past conduct and/or present situations may be grounds for denial of this application for employment, and that refusal to inform FPHRC of the contents of a sealed criminal record will result in the automatic denial of the application.
- _____ If employed, I agree to read and abide by all Policies and Procedures provided to me by the FPHRC.

Signature: _____ Date: _____

For Office Use Only

I have reviewed this application and have noted any missing information.

Screening Committee Member Signature: _____ Date: _____

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 13:14)
- 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 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)
- We believe 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)
- We believe in the sanctity of human life from the moment of conception to the time of death. All human life is precious and equal in the sight of God—every race, sex, age. (Luke 1:15 Galatians 1:15; Psalm 22:10; 71:6; 139: 13-14. Mark 8:36; Psalm 72:14; Isaiah 43:4.)

_____ I have read the statements above and believe all of them to be true.

_____ I declare that I am a born again Christian.

Name of Church You Are Attending _____

Please share a brief testimony of your faith:

Printed Name _____

Date: _____

Signature _____

FPHRC TEACHER CONTRACT

Name: _____

Here are the requirements and responsibilities of a teacher at FPHRC:

- All teachers are subject to the direction of the Executive Directors and Leadership Team of FPHRC.
- Teachers must abide by all FPHRC policies and procedures as outlined in this application and the Handbook. In addition, all teachers are expected to understand and support the educational philosophy and policies of FPHRC and to work conscientiously and professionally to carry out the mission, goals, and objectives of FPHRC.
- Teachers must NOT teach anything that would be in direct conflict with the FPHRC Statement of Faith.
- Teachers must notify the appropriate staff person two weeks prior to the start of classes if unforeseen circumstances arise to prevent them from teaching their class.
- Teachers must commit to teaching the entire session or duration of their class, as per their application.
- Teachers will work professionally and to the best of their abilities to teach their students as efficiently as possible, being prepared and adhering to the responsibilities included in the class tier their class falls in (core, specialty, elective, or private teacher).
- Teachers will communicate consistently with their department director and stay informed about meetings and center events.
- Teachers will come to all mandatory teacher meetings (one before every session) and preview nights.
- Teachers agree to pay 10% of their earnings back to the center each session.
- Teachers agree to do a background check prior to teaching, paid for at their expense.
- Teachers agree not to discriminate against any child on the basis of race, gender, or age.

I have read the statements above and I agree to adhere to and follow them:

Signature: _____ Date: _____

** Please attach a brief biography of your teaching and/or homeschooling experience. The bio will be posted on the teacher page on our website and will allow prospective students and their parents an opportunity to get to know you.