

First Class Clackamas Teens
Student & Family Handbook



www.firstclassclackamasteens.org

13520 SE Pheasant Ct
Milwaukie, OR 97222

Table of Contents

Program Overview	1
Purpose	1
Eligibility & Age Requirements	1
CCSE/FCCT Relationship	1
Academic Calendar & Daily Schedule	1
FCCT Academic Year	1
Monday Class Schedule	2
Class Registration, Tuition, & Fees	2
Registration Schedule	2
Registration Process	3
Financial Policies & Payment Structures	3
Charter School Funds & Approved Vendors	4
Code of Conduct & Teen Expectations	4
Student Behavioral Commitments	4
Cell Phone & Technology Policy	4
Dress Code	4
Personal Hygiene	5
Open Class Periods and Student Arrival	5
Supervision & Study Halls	5
Drop-off & Pick-up Rules	5
Inclement Weather Closures	5
Parent & Tutor Partnership	6
Homework & Grading	6
Communication Portals	6
Volunteer Expectations	6
Discipline & Dismissal Policy	7
Events & Field Trips	7
Annual Required Signatures & Agreement Page	8
Section A: General Handbook Agreement	8
Section B: Media & Photo Release Consent	8
Section C: Hold Harmless Liability Clause	8
Student Expectations Agreement	9

Program Overview

Purpose

First Class Clackamas Teens (FCCT) branched off of the First Class Happy Valley Co-Op in 2011 to serve homeschool teens ages 12–18 in a more educational setting. FCCT is a private, Christian academic community designed for junior high and senior high school homeschool students.

We provide a space for teens to gain academic instruction and social interaction with their peers, while still under the primary oversight of their homeschooling parents. While rooted in homeschooling, we welcome students utilizing online charter schools and early college programs.

Eligibility & Age Requirements

- Age Range: 12 to 18 years old.
- Cut-off Dates: Participating students must turn 12 years old by the end of the term, and must be 18 or under at the beginning of the term.

CCSE/FCCT Relationship

FCCT is a ministry of Calvary Chapel Southeast (CCSE). Students are expected to treat the church facilities with respect. All coursework and instruction must align with the beliefs of CCSE.

Academic Calendar & Daily Schedule

FCCT Academic Year

FCCT offers two terms per school year that total 32 weeks:

- Fall Term: September through January (starts the Monday after Labor Day - typically 14-16 weeks.)
- Spring Term: January through May (finishes the Monday before Memorial Day - typically 16-18 weeks.)

Monday Class Schedule

Classes meet weekly on Mondays for 4 class periods, plus a mandatory student-led chapel:

Period	Time Frame	Types & Focus
First Period	9:00 AM – 10:30 AM	Core Academics (90 mins) e.g., Science, Math, English, Social Studies
Second Period	10:40 AM – 12:10 PM	Core Academics (90 mins) e.g., Science, Math, English, Social Studies
Chapel	12:15 PM – 12:40 PM	Student-Led Chapel (Mandatory for all students)
Lunch	12:40 PM - 1:05 PM	Lunch
Third Period	1:05 PM – 2:05 PM	Electives (60 mins) e.g., Art, Finance, Music, Drama, PE
Fourth Period	2:15 PM – 3:15 PM	Electives (60 mins) e.g., Art, Finance, Music, Drama, PE
After School	3:20 PM – 4:00 PM	Worship Team and Sound Booth practice

Note: Core classes generally run continuously through both terms to complete a full year of curriculum. Electives may vary by term.

Class Registration, Tuition, & Fees

Registration Schedule

Classes are filled on a first-come, first-served basis.

- Fall Term Registration: Begins mid-August and closes the first week of September.
- Spring Term Registration: Begin the first week of December and close mid-to-late December.

Registration Process

1. Verify your family registration is up to date.
2. Review the class catalog on the FCCT website.
3. Register for chosen classes via the "Class Registration" online link.
4. Pay the non-refundable \$50 family registration term fee to FCCT.
5. Arrange tuition payments directly with your student's tutors.

Financial Policies & Payment Structures

- **FCCT Family Registration Fee:** \$50 per family, per term, due immediately upon registration. Class registrations will not be processed without this fee. This can be paid via PayPal or check made out to Calvary Chapel Southeast (CCSE) with FCCT in memo line and mailed to church at 13520 SE Pheasant Ct, Portland, OR 97222.
- **Tuition & Supply Fees:** Paid directly to the tutor. Tutors list tuition in two formats within the catalog (e.g., \$120 for the full term, or divided into 4 monthly payments of \$30). Supply fees are paid in full at the beginning of term. Tutors accept a variety of payments: cash, check, or digital. Check each tutor's bio for details.
- **Payment Due Dates:** Tutors must be paid either in full on the first Monday of the term, or in 4 monthly installments on the first Monday of each month.
- **Overdue Balance Consequences:** If no payment is received after the first 3 weeks of the term, the student will be suspended from attending that class until the account is brought up to date.
- **Commitment and Cancellations:** Once you register for a class, you are financially committed to the entire term. You are responsible for all supply fees and tuition. If an emergency occurs preventing completion, notify both leadership and the tutor immediately; a tuition reduction is only given at the tutor's discretion.
- **Class Change Fee:** Changing a class after the registration deadline results in a \$25 administrative fee applied to your family account. The family is also responsible for all supply fees for the original class and must pay them to tutor before switching classes.
- **Refunds:** There are no refunds issued for missed individual classes.

Charter School Funds & Approved Vendors

Some families utilize charter school funding. Tutors operate as independent entities; becoming an approved vendor for a charter school is up to the individual tutor's discretion. Parents are responsible for ensuring tuition is paid on time, even if charter funds face processing delays.

Code of Conduct & Teen Expectations

Student Behavioral Commitments

By participating in FCCT, students agree to the following expectations:

- **Academic Engagement:** Arrive on time, actively participate in class, listen to instruction, and complete all homework assignments.
- **Respectful Interaction:** Treat all tutors, leadership, adult volunteers, and fellow students with kindness, courtesy, and respect. Cussing, swearing, or coarse language is strictly prohibited.
- **Service Mindset:** Help maintain the building when requested (e.g., cleaning up after lunch, moving chairs/tables, vacuuming, throwing away trash).

Cell Phone & Technology Policy

- Cell phone usage, texting, and the use of earbuds are strictly prohibited during all academic class periods and during Chapel.
- Phones and earbuds must remain in backpacks unless a tutor explicitly authorizes usage for a specific classroom activity.
- Enforcement: If a cell phone/ear buds are used after a student is asked to stop, leadership or tutors will confiscate it for the day, or the student may be asked to leave the classroom. Emergency contact numbers are available on the website if parents need to reach their child during program hours.

Dress Code

All students must dress appropriately and modestly.

- Skirts and shorts must be no shorter than mid-thigh.
- Strappy tank tops or skimpy tops are not permitted.
- Clothing must not display logos, text, or advertisements that could be deemed offensive.

Personal Hygiene

Recognizing this can be a sensitive subject, proper personal hygiene is required out of respect for the close classroom environment. Students must bathe within 24 hours of attending any FCCT class or event, use deodorant, and brush their teeth before arriving.

Open Class Periods and Student Arrival

Supervision & Study Halls

- **Constant Supervision:** Every student on church property must be supervised. Students must be registered for a class or study hall each period they are at FCCT.
- **Safety Restrictions:** For physical safety, students are strictly prohibited from climbing or jumping off any structures or fixtures on the Calvary Chapel Southeast property.

Drop-off & Pick-up Rules

- Parents can drop off their teen 15 minutes before their class begins.
- Parents must pick up their teens within 5 minutes of the end of their final scheduled class period.
- If a parent is late, the teen will automatically be checked into a paid Study Hall period, and the parent will be billed for the session tuition.
- For facility safety, parents or designated pick-up drivers are asked to remain in the front main lobby when waiting for their children.

Inclement Weather Closures

FCCT aligns its winter closures with the North Clackamas County School District. If North Clackamas schools are closed or delayed due to weather, FCCT is canceled. Families should check their email or the FCCT website for status updates when inclement weather is expected.

Parent & Tutor Partnership

Homework & Grading

FCCT acts as an academic resource to support home education. Tutors provide instruction, assign work, and provide evaluation metrics, but the parent remains the primary educational overseer.

- **Grading:** Tutors track and provide percentages for completed coursework, tests, quizzes, and participation. The parent holds final authority on how those metrics translate to a final report card grade or high school transcript credit.
- **Course Outlines:** Tutors supply a syllabus by the first day of class outlining expectations, grading, and class plan.

Communication Portals

- **Website Dashboard:** Parents and students should regularly log into the FCCT website to track assignments and access the Class Forums.
- **Forum and Email:** Ensure FCCT has accurate email addresses for both parents and teens.

Volunteer Expectations

FCCT is volunteer run and cooperative in nature. Parents are invited and expected to engage by serving in some way during the year; the expectation is at least 2 hours over the school year. They can help as chaperones for field trips, assisting with lunch safety monitoring, helping with the annual Christmas Party, or coordinating community service projects.

Discipline & Dismissal Policy

To preserve an optimal learning environment, disruptive or disrespectful behavior (including non-stop talking, cell phone infractions, property damage, skipping homework, or leaving class constantly) will be met with immediate action.

If a student violates classroom or facility rules, FCCT enforces a strict Four-Strike Discipline Policy:

- **First offense** - the student receives a clear warning from the tutor. Name written on the dry erase board and/or the student moved to a different seat. Make sure the student clearly understands the issue and expectation.
- **Second offense** - the student is removed from the class and sent to study hall. The study hall monitor will show student where to wait (student should not be allowed to sit with other students and visit if removed from class.) The student's parents will be located and will be informed of the nature of the disruptive behavior. An apology for disrespectful behavior must be given to the tutor by the student before being allowed to return to class.
- **Third offense** – On the day a student is removed a second time from class, parents will be called and the student will be asked to leave FCCT for the remainder of the day. If a student has to be removed from class twice during the term, the student and parent will meet with FCCT leadership to see if the student desires to remain a part of FCCT.
- **Final Resolution** - If the student continues to have discipline issues, the parent will be asked to remove the student for the remainder of the term, without a refund of fees.

Zero Tolerance Policy: Bullying, harassment, use of alcohol/drugs/vaping, property destruction, or engaging in physical altercations will result in immediate removal and leadership intervention.

Events & Field Trips

- Field trips and monthly social activities are open to all registered FCCT students whose families have paid the family registration fee.
- **Non-Member Policy:** Non-member teens are usually not allowed to participate in events. However there are occasionally a few events open to other teens.
- **Communicate:** Many events require firm RSVPs and separate costs. Families must respect deadlines and communicate promptly with event coordinators.
- Students are reminded that they represent their families, the homeschooling community, and FCCT/CCSE when out on field trips.

Annual Required Signatures & Agreement Page

By printing, signing, and returning this page (or checking the digital Terms of Agreement box upon online registration), all participating parents and students confirm they have read, understood, and agreed to adhere to the policies outlined in the FCCT Handbook.

Section A: General Handbook Agreement

We certify that we have read the student/parent handbook and agree to abide by all registration, payment, attendance, behavioral, and discipline policies.

Section B: Media & Photo Release Consent

As a participant in FCCT programs, we understand that family members and minor children may be photographed or recorded. We grant consent to FCCT to utilize these captured media elements for group promotional materials, press releases, and secure website photo albums without compensation or ownership claims.

Section C: Hold Harmless Liability Clause

By executing this agreement, the participant(s), including spouses, minor children, and legal heirs, do hereby fully release, discharge, and hold harmless First Class Clackamas Teens (FCCT) and Calvary Chapel Southeast (CCSE), along with their successors, volunteers, tutors, and leadership teams, from any and all manners of legal actions, claims, suits, damages, or demands arising out of participation in any activity, class, field trip, or event affiliated with the group.

Print Parent Name: _____ Signature: _____

Print Parent Name: _____ Signature: _____

Print Student Name: _____ Signature: _____

Print Student Name: _____ Signature: _____

Date Signed: _____

First Class Clackamas Teens

Student Expectations Agreement

By signing below I state that I understand the following expectations and will do them to the best of my ability so that I may continue attending FCCT.

Attendance Expectations:

- I agree to behave in class, do my homework, and communicate with my tutors if I have questions about class expectations.
- I agree to communicate with my tutors regarding homework, payments, and absences.
- I agree to not use my cell phone or wear earbuds during class times and to limit their use during breaks and study halls.

Behavior Expectations:

- I agree to attend chapel and not use my phone except as requested by the speaker. This includes no earbuds.
- I agree to dress modestly; no short shorts, skimpy tops, offensive logos.
- I agree to be kind and friendly to other students.
- I agree to be aware of personal hygiene (bathing within 24 hours and using deodorant.)

Church Expectations:

- I agree to help out as needed during events, activities, and Monday classes. This includes, but is not limited to, moving chairs and tables, vacuuming, and taking out trash.
- I agree to respect the facility and property of Calvary Chapel SE by cleaning up after myself and others.
- I agree to respect the leaders, tutors, and adult volunteers.

Printed name (first and last) _____

Signature: _____ Date: _____