

**First Class
Clark County East
(FC3E)**



**2020-2021
Parent & Student
Handbook**

Chapel – 9 a.m.

Block A – 9:30 to 10:25 a.m.

Block B – 10:30 to 11:25 a.m.

Block C – 11:30 a.m. to 12:35 p.m.

(12:25 to 12:35 – classroom cleanup)

Index of Contents

Absenteeism	19
Chapel	17
Check-in.....	16
Clean Up Policy	21
Directory	18
Discipline Policy.....	7
Dress and Conduct	5
Family Folders	17
FC3E and Friday School Defined	4
Financial Responsibility.....	14
Guardianship.....	15
Guests	16
Inclement Weather	20
Leadership Contact Information	23
Parent Expectations	8
Parent Participation/“No Drop Off” Rule	15
Pick Up Policy	22
Refund Policy	14
Registration	13
Scholarships	14
Security	8
Snacks for Students.....	20
Special Needs	13
Statement of Faith	3
Student Expectations	5
Substitute Teachers	18
Teacher Assistants	18
Teacher Break Area.....	20
Teaching.....	17
Wellness Policy	19

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)
- 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)

Anyone who teaches at FC3E not only attests that they are in agreement with this statement, but also agrees not to teach doctrine in conflict with the above.

FC3E and Friday School Defined

FC3E (First Class Clark County East) has a ministry vision to walk alongside the homeschool family and partner with them not only in educating their children, but also in their daily transformation to be more and act more like Jesus. We accomplish this by providing opportunity to nourish, network, and nurture, as we all navigate the many passageways of the homeschool life.

We are partnered with Firmly Planted Homeschool Resource Center (FPHRC) in order to share the facility and resources that have been donated to benefit homeschooling in Clark County.

Membership in FC3E is for families, which we define as the parent(s) and their legal children, who are homeschooling. FC3E accepts families for membership primarily based on space availability. For this reason, all families must have at least one child in 1st grade or higher.

Friday School is the weekly homeschool cooperative that is at the heart of FC3E's program. Normally, we meet for two sessions each year, one in the fall and one in the spring. This format assists parents as a complement to their own homeschooling, and is not intended to replace it. Sessions run 8-9 weeks each, with a celebration event after the spring session – which we call Presentation Night.

We offer three blocks of classes for students. Friday School begins at 9 a.m. with Chapel and announcements. Classes are 55 minutes long, with the third block ending at 12:35 pm. The third block includes an extra 10 minutes of classroom clean-up.

Student Expectations

Respect others and the facility we meet in.

Use time wisely. Come to class prepared to learn and participate, having completed assigned work.

Listen and follow directions.

Enjoy learning.

Set a good example. *(See Dress and Conduct guidelines below)*

Dress and Conduct

The Christian homeschool support group is a unique and distinctive social setting. We believe that a Christian's appearance and conduct is a demonstrative part of his or her testimony, should reflect Biblical standards, and should always be pleasing to God and uncompromising of our Christian values. How an individual behaves and dresses also reflects the philosophy and standards of the group he/she represents. We wish to convey through our membership a message of obedience to God's Word. I Corinthians 10:31-33 states:

"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 everybody in every way. For I am not seeking my own good but the good of many, so that they may be saved."

Therefore, it is in this spirit that we ask all members and their guests at Friday School or an FC3E sponsored event to abide by the following guidelines:

- Modesty is extremely important. Tops should cover the midriff. Sheer, low cut or strapless dresses and tops are not acceptable, nor are spaghetti straps or backless tops. We do not permit short skirts, dresses or shorts. Undergarments should always be covered.
- Shirts should not have inappropriate slogans, words or pictures.
- Students should not use any electronic devices (including phones, tablets, etc.) except as requested by a teacher or responsible adult.
- Students should not use pocketknives, lighters or weapons of any kind unless authorized by a teacher or responsible adult.
- There should not be public displays of affection.
- Alcohol and/or drug use will not be tolerated. There will be no warnings issued, instead immediate suspension from group activities will occur.
- We should strive to build up and encourage one another in our conversations. Name calling, mocking, or making fun of another's opinion does not edify others. While teasing may begin in fun, it can turn quickly or unintentionally into an offense.
- We need to respect the facilities we are allowed to use and leave them in better condition than when we arrived. Please ASK what you can to do to help clean up after an event is finished.
- Please honor and respect those in authority at events. This includes parents/chaperones and employees at businesses or organizations.

For any of the above offending behavior or actions the following consequences are set forth:

- For the first offense, a verbal reminder will be issued.
- The second time an offense is committed, the person or persons will be asked to leave. A parent will be notified and, if necessary, asked to return to the event to pick up the child.

Discipline Policy

We are a Christian co-op and believe it honors God when our students are obedient to adults and respectful of their fellow students. If a student is disruptive, we want to make every effort to use preventative discipline first. When preventative discipline is not adequate, corrective measures will take place.

Examples of each are listed below:

Preventive Discipline

- Creating a loving, caring and fun environment
- Focusing on positive actions
- Being fair and consistent with children
- Maintaining a close watch on actions to help redirect behaviors before an issue arises. (Assistants can make a huge difference in the classroom here!)

Corrective Discipline

- Handling any issues individually by pulling the child aside and not correcting in front of the entire class, when possible.
- Explaining to children why the behavior is unacceptable and telling them what is acceptable.

- Explaining the consequences of unacceptable behavior. (“If you do that again, you will have a time-out and will sit in that chair for 2 minutes.”)
- At no time do we want to demean or berate a child, use language that is not edifying, or use corporal punishment to discipline a child.
- A volunteer may, at any point they deem necessary, text a parent or guardian to come back and talk with his or her child.

If a child has displayed intentional, aggressive behavior, we will immediately contact a parent or guardian to come and talk with their child, and if necessary, remove him or her from the classroom. If a 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.

Parent Expectations

In order to function as a cooperative, FC3E expects parents to:

- Read all material given them. E-mail is the primary form of communication in our co-op. Be sure to check and read all e-mails carefully.
- Adhere to the policies and plans of action in place, so that our co-op may flow smoothly and with harmony between its members.
- Come prepared to help where needed. “Many hands make a task lighter.”

Security

The safety and well-being of all our participants is of utmost importance to us. We require that all regular adult participants in

Friday School have a background check processed every 2 years and kept on file. Friday School will cover the cost of these background checks for one participating parent of each family (or any adult member who is teaching a class). If you would like the other parent or a grandparent to receive a background check in order to be cleared to assist on a regular basis, we ask that your family cover the cost of a background check.

As a precaution, and to ensure strict accountability, please follow these rules:

Two Volunteer Policy

There should always be TWO volunteers with children. If one teacher/assistant needs to leave a group of children, the hall monitor or a member of the leadership team needs to be notified so a replacement can be found and the two volunteer policy can be upheld. Rule exceptions: 1) Classes with teens. 2) Quick trips to the bathroom or drinking fountain, both of which the class door must remain open so hall monitor and/or leadership can assist where needed. 3) At pick-up time, teachers and assistants can take turns leaving the class to pick up their own children. The main idea is to **NEVER** find yourself alone with any child that is not your own.

Open Door Policy

It is important that all interaction between children and volunteers happen in a location where others can observe what is going on for safety and accountability purposes. Classrooms without windows must keep the doors open for visibility and safety.

Bathroom Policy

Only adult female volunteers should provide assistance with bathroom needs – including diapering. In the babies and toddlers' rooms, diapers are changed as needed in the room. Gloves are provided. In the preschool through kindergarten class, ALL children should be potty-trained and do not require assistance going to the bathroom. On occasion, they may ask for help. Again, female teachers only may provide minimal, verbal assistance in the restroom. The bathroom door is to remain open and the assisting teacher is to remain in view of the remaining teacher or assistant. Children are to clean their bodies independently. If they need additional help, please have the parent notified for assistance.

Grade school children may use the bathroom in groups of at least two students. (For the younger grades, it's preferable to take the whole class for a bathroom break if needed.) Before a child is allowed to enter the bathroom, the FEMALE adult must first check the bathroom to ensure no one is in the bathroom. Then the adult remains outside the door to ensure no one goes in while the children is there. If a child needs assistance in the restroom, again, the parent must be notified. Teens may be excused to use the bathroom alone.

Facility Safety

The location where we are meeting is going through changes/remodels/upgrades on an ongoing basis. It is also a shared space used for many purposes with unique pieces of fragile equipment. For these reasons, it is imperative that your children are not permitted to wander freely around the warehouse or participate in horse play AT ALL. Students should

not explore the warehouse space on their own, but only be in the area set aside for chapel or for their classes. It is also important that students walk between classes, not run.

For the safety of the staff and students, we have:

- Surveillance cameras throughout the facility
- A PA system for alerts and emergencies
- Clearly marked emergency exit doors
- Rosters for each teacher to ensure class participants are accounted for
- Name tags to ensure easy identification of participants and guests

Physical Contact

In our commitment to protect our children and those who care for them, we recognize that appropriate touch is part of a positive, nurturing environment. Using good judgment, the following are appropriate ways to touch kids:

- An arm around the shoulder
- Walking hand in hand
- Carrying small children piggy-back
- Short, congratulatory or greeting hugs
- A brief, assuring pat on the back or shoulder
- Handshakes, high fives, or knuckles
- Please no lap sitting in grade school and above

Physical contact in any form should be above reproach. Do not force physical contact, touch or affection on a reluctant child.

Accidents

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(ren) in classes you acknowledge and accept all risks involved. FC3E and FPHRC are not responsible to pay for any medical treatment required as a result of class participation or activity at any event sponsored by these organizations.

Anyone enrolled in Friday School will be required to have a signed release and waiver on file before participation is allowed.

Emergency Procedures

Medical Concerns/Accidents

- Bumps, bruises, bites, scrapes and cuts are all injuries that can be handled in the room. There are first aid kits located throughout the building and at the check-in table.
- Immediately report any medical needs or concerns to leadership.
- Leadership will decide if 911 should be called and will make the call.
- Remain calm and divert the attention of the other children.
- The victim should be kept quiet and still.
- Do not attempt to move a severely injured person unless in imminent danger.

Fire/Evacuation

- If fire alarm sounds and evacuation is required, be sure to take your class roster with you.
- Evacuation instructions are posted on each floor. Lead your students in an orderly fashion to the nearest exit and meet in

the parking lot on the south side of the building (near the gates).

- All kids are to stay with their class and will not be released to their parents until the all clear has been given by the fire department and everyone has returned to the classroom. Students may also be released via normal check out procedure outside once the evacuation is complete, following leadership and/or fire department instructions.
- Do not attempt to put out a fire yourself unless judgment to do so is unquestionable and presents no possible danger to anyone present.

Registration

Class registration takes place online and instructions will be available on our website shortly before registration opens. The classes are filled on a first-come, first-serve basis, and teachers are given the opportunity to register before the rest of the co-op. When a class is full, it will be closed. Waitlists are available for some classes, but even if your child's name is on a waitlist, he/she must still be registered in a class for each block. In addition, if a class minimum is not met, the class may be cancelled, and you will be contacted with another option. Please note the registration dates and times of each term, as registration deadlines are firm.

Special Needs

If you have a child with a special need, whether it's a handicap, a learning disability, or any issue that requires special attention, please fill out a special needs interactive form online, found on our website www.fc3e.org. These forms go to our class

coordinator and will be forwarded to your child's teachers for reference.

Financial Responsibility

Membership in FC3E is \$100 per year. If you've paid a registration fee of \$100 per semester to our parent organization, Firmly Planted Homeschool Resource Center in the current school year, we will waive your FC3E membership fee. Notify the FC3E bookkeeper if this is the case.

In addition, Friday School tuition is \$5 per child per class block (for a total of \$15 per child per semester) plus class material fees. Total tuition depends upon the number of children you have enrolled and the classes they are enrolled in. All fees are due at registration and can be paid online via PayPal.

Scholarships

It is our desire that finances never keep a family from participating in FC3E. Because of this, scholarships are available. You may obtain a scholarship application by downloading the form from our website, www.fc3e.org. Please return the completed application to the Director at fc3edirector@gmail.com. All scholarship forms need to be approved by the Director before completing registration.

Refund Policy

If for some reason a family or student needs to drop out of Friday School, instructor and material fees may be forfeited. Only the \$5 per child per class tuition fee will be refunded, until the first week of classes whereupon the entire registration fee is

forfeited. In case of unforeseen hardships, some exceptions may be made. The Leadership Team will evaluate each case individually.

Parent Participation/“No Drop Off” Rule

Because Friday School is organized as a cooperative effort by the parents, it is necessary to enforce the “no drop off” rule. Friday School is not a drop off situation— meaning that every child enrolled must have a participating parent who is at Friday School the entire time that the child is there. Each participating parent will be assigned a position at the school. If the parent is not a teacher, then he/she will be assigned to be a helper either in a classroom, as hall monitor, as a substitute, etc. Parents may select positions they wish to assist with at the time of their child’s Friday School registration. Generally, parents are asked to work as a teacher or assistant for two blocks and have one block off for fellowship in the teacher break area.

Guardianship

In limited situations, FC3E does allow a transfer of guardianship to another registered parent. There must be extenuating family circumstances to qualify for this service. Guardianships must be pre-approved by the Leadership Team and acceptance is on a case-by-case basis. A *Request for Guardianship* form can be downloaded from the form section of the FC3E website. Due to staffing needs, only children 1st grade or higher can be considered for guardianship.

Check-in

When you arrive on Friday mornings, first stop at our check-in table and check your family folder. In the folder:

- You'll find your name tags for each member of the family to wear.

NAME TAGS MUST BE WORN IN A CLEARLY VISIBLE PLACE BY ALL FRIDAY SCHOOL PARTICIPANTS (PARENTS AND STUDENTS) AT ALL TIMES.

- You can also see if there are substitution notices and/or mail.

Once you enter the auditorium, you and your children can enter the on-time drawing, if you choose. Please write your first and last name on the ticket and drop into the parent or child bucket. Only one entry per person. "On time" means you are in your seats, ready for chapel to begin by 9 a.m., so buckets are pulled at 8:55 a.m.

Guests

No unregistered children may attend Friday School classes. However, occasional visitors are allowed. For security reasons, guests must be entered under your family name and a name badge must also be worn by each guest. You are responsible for your guests and their behavior at all times. They may not wander the halls or visit classes on their own. If your guests are students and plan to participate in a class, please contact that class' teacher in advance for permission and to determine if there are enough materials available.

Family Folders

Our family folders act as our “inter-office mail.” Feel free to use these boxes to drop notes to friends, communicate with teachers or leadership, and for end-of-semester teacher thank you cards.

Chapel

All Friday School participants are required to attend morning Chapel. Chapel is in the auditorium section of the warehouse. Important announcements, a devotion time, prayer, and worship will occur during this time.

Teaching

If you are currently homeschooling, then you have discovered something wonderful about your calling: You are a teacher! Friday School is a great opportunity for you to bless your children and other children by doing just that. At Friday School you have the chance to share with the students an area of study that you enjoy. While parents who enroll their children are not required to teach, we are dependent on their willingness to do so in order to offer a variety of classes for students. We ask all teachers or prospective teachers to sign a Christian, non-denominational Statement of Faith when they submit their class idea for review.

All teachers in our co-op are current members of the co-op who have attended for at least one semester. On some occasions, we have allowed students to teach a class they feel they have an expertise in. The Friday School 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 teacher and the class.
- The student has been a member in good standing for a minimum of two semesters.

Teacher Assistants

If you are assigned to assist in a classroom, it is essential that you get involved, whether you know the material or not. The teacher will need you to help maintain discipline, encourage student participation, assist in dispersing materials, and monitor the clock. If you are helping with the younger children, please get on the floor and interact with them whenever possible.

Substitute Teachers

During times of illness, it may become necessary to pull parents from their “off” block to cover for missing teachers. We make every effort to limit this sacrifice to once per semester.

If you are a teacher and find yourself too ill to teach your class, please contact your assistant teacher and arrange with them to lead the class that day. All teachers should have a back-up lesson plan available that is easily followed just for such a time. When you contact the Staffing Coordinator, let her know of your arrangements.

Directory

If you need to get a hold of another member, you can locate their contact information on the website. This information is available to the co-op only and we ask that you respect people’s

privacy by not passing out their information to others outside the co-op.

Absenteeism

Please do not miss Friday School unless you or one of your children is ill. If your spouse has a background check on file and is willing to fill your assistant role, he/she could bring your "well" children if you need to stay home because of sickness. If there is a highly contagious illness in your family, however, please keep everyone home. As soon as you are aware that you will not be able to attend, please call our Staffing Coordinator.

Wellness Policy

Please do not bring your child to Friday School if he/she has any of the following:

- Temperature of 100 degrees F or higher
- Green or murky discharge from the nose or eyes
- Rash
- Vomiting and/or diarrhea within the past 24 hours
- Productive cough with fever or sore throat
- Head lice

Out of respect for this community that we share, please teach your children to cough or sneeze into a tissue or other appropriate place instead of their hands. Proper hand washing with warm water, soap and scrubbing will be our best prevention against spreading germs to any of our families.

Inclement Weather

In the event of inclement weather, classes may be canceled for the day. Cancellations will be posted at www.fc3e.org, and e-mailed before 7:30 a.m. the morning of classes.

Snacks for Students

Please pack a small snack for your child to eat during the second block, and be sure to mark all containers with your child's name.

We ask our members to be considerate and NOT bring any nut (including peanut butter) products to Friday School, as some of our membership have severe allergies. Although we ask everyone to bring no nuts, we are NOT a completely nut-free zone. If your child has an allergy to nuts, please take the necessary precautions and notify each of their teachers of the allergy.

Teacher Break Area

The teacher break area is in the lobby. This area is designed for parent refreshment and networking. On your block off come eat, chat, double check the lost & found, and maybe help yourself to something off the free table. Everyone is asked to bring snacks at least once each semester. Contact the Web/Tech Coordinator if you do not receive an invitation to signup. **Please be sure that you do not bring snacks that contain nuts.** The teacher snacks are for parents only and are not meant for students.

If you are off in block C, please assist in cleaning the snack area in the last 10 minutes of the block.

Clean Up Policy

As guests of the facility that we meet in, we want to be good stewards by leaving the building cleaner than we found it.

Classroom Cleaning

Every week, each class will spend 5-10 minutes cleaning their Block C classroom. Clean up is the responsibility of the students under the supervision of the teacher. Each room should have paper towels, cleaning spray and (if needed) white board cleaner. Points to keep in mind:

- ALL the chairs, tables and counters need to be wiped down, whether it looks to you like it has been dirtied or not.
- Erase any writing on the white board. At the request of the resource center, we ask that only teachers or assistants use the white board cleaner to clean the board when necessary.
- Emptying trash cans, sweeping and vacuuming will be done by the cleanup crew after Block C.
- Please keep in mind that if you leave one thing undone, it really slows down the clean-up and lock-up effort. We really need everyone to make cleanup a priority. Please encourage your own kids not to wait to be asked to take part in the clean-up effort.

Building Set-up and Clean-up

Separate from the 10 minutes of classroom cleaning, we ask that every family stay after to clean-up and/or come early to set-up **two** times per semester. We appreciate if the attending parent(s) participates with their older children. The younger children that are not helping with the cleaning will be supervised in room 208.

Contact the Web/Tech Coordinator if you do not receive an invitation to signup.

Pick Up Policy

In order to prevent chaos, we ask that all students 3rd grade and under wait in their Block C classroom until they are picked up by their parent. Older siblings may pick up younger siblings if the parent desires, but **ONLY** if the parent has introduced the older sibling to the younger child's teacher beforehand. Please pick up the youngest children first. The nursery wing teachers cannot finish cleaning their rooms until these children have been picked up.

Teachers, do NOT release students until the bell has rung AND the room has been cleaned. Once the bell has rung, work with the other adult helpers to stagger picking up your own children without leaving the children in your class unattended.

Remember, we all have to wait for each other to pick up students, so please postpone your visiting until after you've picked up your children.

Leadership Contact Information

Name	Leadership Role(s)	Email	Phone
Jeff Carr	Director	fc3edirector@gmail.com	360-214-1944
Todd Egger	Class Coordinator	fc3ecoordinator@gmail.com	360-335-1978
Toni Egger	Staffing Coordinator	fc3estaffing@gmail.com	360-513-9088
Trisha Fyfe	Membership Coordinator	fc3eregister@gmail.com	503-320-8989
Heather Root	Assistant Class Coordinator	luv2smle83@gmail.com	330-506-9878
Ronda Glasgow	Web/Tech Coordinator	fc3etech@gmail.com	503-482-2145
Carlene McKinley	Treasurer	carlene.mckinley@gmail.com	360-624-2347