



**Foundations
First Christian**

Community Handbook Appendix

2024-2025 Academic Year

August, 2024

Contents

Activity and Technology Permission Form Revised August 2024	5
Medical and Emergency Information	5
Acceptable Use Policy: Technology Agreement	5
Activity Participation Agreement	6
Signatures	6
Child and Adult Abuse, Bullying and Harassment Prevention.....	7
Introduction.....	7
Purpose.....	7
Definitions	7
Protection and Prevention	8
Member, Volunteer and Employee Screening Procedures	8
Confidentiality	9
Supervision Procedures.....	10
Behavioral Guidelines for Paid Staff and Volunteers.....	10
Disqualification	11
Sexual Offender at FFC	11
Behavioral Guidelines	11
Response to Sexual Abuse	12
Youth and Adult Abuse Prevention Program Acknowledgment.....	13
Before and Aftercare Program Guide.....	14
Process for Identifying and Selecting Members of the Board of Directors	17
Bylaws Revised March, 2022	21
Preamble	21
Language	21
Article I Name	21
Article II Purpose	21
Article III Foundation Principles	21
Section 1 FFC Purpose	21
Section 2 Educational Philosophy	21
Section 3 Organizational Philosophy	22
Section 4 Statement of Faith.....	22
Article IV Membership.....	23
Article V Government.....	23

Section 1 Board of Directors.....	23
Section 2 Official Board and Voting Power	24
Section 3 Removal from the Board of Directors	24
Section 4 Vacancies	25
Section 5 Resignation.....	25
Article VI Official Functions.....	25
Section 1 President.....	25
Section 2 President Successor	26
Section 3 Vice President	26
Section 4 Secretary.....	27
Section 5 Treasurer.....	27
Section 6 Directors	27
Section 7 Executive Director	28
Article VII Staff.....	29
Article VIII Students.....	29
Article IX Meetings	29
Section 1 Corporation Meetings	29
Article X Order	30
Article XI Quorum	30
Article XII Ecclesiastical Tribunal.....	30
Article XIII Mutual Interest.....	31
Article XIV Prohibited Activities.....	31
Article XV Vision	31
Article XVI Privacy	31
Article XVII Finances	31
Section 1 Audit	31
Section 2 Checks, Payments and Withdrawals.....	31
Section 3 Salaries	32
Article XVIII Property Rights	32
Article XVIX Learning Community Discipline	32
Article XX Dissolution.....	33
Article XXI Indemnification.....	33
Article XXII Other Considerations	33
Article XXIII Amendments	33
Charter for Success.....	35
Foundations First Christian Emergency & Safety Protocol	36

Emergency Evacuation (Reference Maps Posted in Each Room)	36
Threat outside Facility: (LOCKOUT)	36
Threat inside Facility: (LOCKDOWN)	36
General First Aid, Sudden Illness or Medical Emergency:.....	36
Expectations and Standards for Adults Serving on Campus	38
Facility Guidelines for Teachers and Staff.....	40
Financial Hardship Assistance Program Family Information Sheet	41
Application for Financial Hardship Assistance.....	42
Incident Report Form Information Sheet.....	45
Incident Report Form	46
Information Security Policy	48
Class and Subject Lead Teacher Job Description	49
Teacher Associate Job Description.....	51
Membership Summary for FFC Learning Year 2024-2025.....	53
Payment of Dues Policy.....	54
Service Application	57
5. HIGHEST LEVEL OF EDUCATION	58
Sick Policy Agreement	64
Statement of Faith	65

Activity and Technology Permission Form Revised August 2024

It is the policy of Foundations First Christian to honor God by safeguarding our students', families', and staff's safety, health and personal information with a level of privacy and confidentiality.

This document, along with other Policies and Procedures intended to protect students and adults associated with FFC, are included in the Community Handbook Appendix, available online at <https://foundationsfirstchristian.org/community-handbook>.

This form includes general permissions for student participation in use of technology, other equipment and onsite and offsite activities associated with or sponsored by Foundations First Christian, Inc.

Field Trips and other extra-curricular activities may require completion of permission forms specific to the event.

Medical and Emergency Information

As part of the enrollment/re-enrollment process, parents and guardians are required to submit information in the Gradelink Student Information System such as emergency contacts, medical, and other information that may be needed for the safety and security of students at FFC. It is the responsibility of the parents/guardians to ensure that this information is kept up to date, as FFC staff rely on this information, especially in the event of an incident or emergency. If any changes occur after completing the enrollment / re-enrollment form, contact the Admissions Administrator as soon as possible to ensure student records are updated. Students with missing information may be prevented from participating in FFC activities until required information is provided.

Acceptable Use Policy: Technology Agreement

To use any technology in our instructional environment and while on campus, students must have an "Acceptable Use Policy: Technology Agreement" on file (this document). All parents/guardians must sign and/or electronically acknowledge this document.

Foundations First Christian recognizes that technology tools, resources, and services are an important part of student education when they are used in an appropriate, courteous, God-honoring and legal manner. FFC's goal in providing these services is to enhance educational development and includes educating students about appropriate online behavior and closely monitoring its use. The FFC network and systems are equipped with safeguards intended to block access to inappropriate content, monitor safety and security, prevent unauthorized access and prevent unauthorized disclosure, use and dissemination of students' personal information. FFC is not responsible for potential damages caused by misuse, avoidance or temporary failure of the third-party protective measures.

Acceptable uses of technology are limited to activities that support and enhance teaching and learning. Use of "technology tools" refers to all digital tools and equipment that are used in Foundations First classrooms and the campus— whether district-owned or privately-owned. This includes the authorization to collect and examine any device if the device is suspected of a violation of student standards of conduct. If the device is locked or password protected, the student will be required to

unlock the device at the request of the administration. For further information and description of FFC's Information Security and Confidentiality Policies and Procedures, see the document by that name in the Community Handbook Appendix. Questions should be directed to an administrator for clarification.

By signing below I acknowledge that I have read the above information and understand that the occasional appropriate use of technology is an expected part of the learning day. My child(ren) have permission to use FFC-approved technology equipment according to the rules outlined above and in the Community Handbook and Appendix.

Activity Participation Agreement

I acknowledge that participation in FFC-sponsored activities involves risk to the participant and may result in various types of injury including, but not limited to sickness, exposure to infectious/communicable disease, bodily injury, death, emotional injury, personal injury, property damage, and financial damage.

In consideration for the opportunity to participate in FFC-sponsored activities, I acknowledge and accept the risks of injury, loss and costs associated with participation in and (where applicable) transportation to and from activities that are authorized by the sponsor or its agents, employees, volunteers, or any other representative (collectively referred to as the "activity sponsor"). Further, I release and promise to indemnify, defend, and hold harmless the activity sponsor for any injury, loss and costs arising directly or indirectly out of activities or transportation to and from activities, whether such injury arises out of the negligence of the activity sponsor, the participant, or otherwise.

If a dispute over this agreement or any claim for damages arises, I agree to resolve the matter through a mutually acceptable alternative dispute resolution process. If the parent/guardian and the activity sponsor cannot agree upon such a process, the dispute will be submitted to a three-member arbitration panel for resolution in accordance with the rules of the American Arbitration Association.

Signatures

I have read the above descriptions and my signature below represents my agreement to the terms and conditions contained therein:

Parent / Guardian Name
Parent / Guardian Signature
Date:
Student Name(s):

Child and Adult Abuse, Bullying and Harassment Prevention

CHILD AND ADULT ABUSE, BULLYING AND HARASSMENT PREVENTION FOR FOUNDATIONS FIRST CHRISTIAN

Revised August 6, 2023

Introduction

To help protect children, volunteers and staff, **FOUNDATIONS FIRST CHRISTIAN (FFC)** has adopted the following Youth and Adult Abuse Prevention Program. It is important that all **FFC** paid staff and volunteers understand and implement these guidelines to help prevent abuse of all types against children and adults. The following includes the Purpose and Definitions for these guidelines, the outlines of Protection and Prevention, and an Acknowledgement to be signed by those people working with children.

Purpose

These procedures are designed to reduce the risk of all kinds of child abuse as well as harassment or abuse of adults, in order to:

1. Provide a safe and secure environment for children, youth, adults, members, volunteers, visitors, and paid staff.
2. Assist **FFC** in evaluating a person's suitability to supervise, oversee, and/or exert control and guidance over the activities of children and youth.
3. Satisfy the concerns of parents and staff members with a screening process for paid staff and volunteers.
4. Provide a system to respond to alleged victims of abuse including but not limited to sexual abuse and their families, as well as the alleged perpetrator.
5. Reduce the possibility of false accusations of abuse including but not limited to sexual abuse made against volunteers and paid staff.

Definitions

The following terms used herein and are defined as follows:

1. *Paid Staff*: Any teacher, faculty member or employee of any type who is paid.
2. *Children/Youth/Minor*: Any person who has not reached his/her 18th birthday or the age of majority as defined by state law.
3. *Adult*: Any person who has reached his/her 18th birthday or as defined by state law.

4. *Volunteer*: Means an unpaid person who is not a member of FFC but is engaged in or involved in activities and who is entrusted with the care and supervision of minors or a person who directly oversees and/or exerts control or oversight over minors or adults.
5. Member: Members of Foundations First Christian Inc., include Board members, compensated staff, families of enrolled students and enrolled students. A and B members have committed to serving the FFC community at least 20 and 10 hours respectively (or the equivalent) per week. *Sexual Abuse*: The employment, use, persuasion, inducement, enticement, or coercion of any minor or adult to engage in, or assist any other person to engage in, any sexually explicit conduct or any simulation of such conduct for the purpose of producing any visual depiction of such conduct or rape, and in cases of caretaker or inter-familial relationships, statutory rape, molestation, prostitution, or other form of sexual exploitation of minor or adult, or incest with a minor or adult, or as defined by federal and state law. This includes and is not limited to unwelcome sexual remarks, jokes, advances, leering, whistling, or sexual gestures; sexual touching, fondling, molestation, assault, or other intimate physical contact; compelling another person to engage in a sexual act by threats or fear or undue influence; and providing or displaying pornographic materials to another person.
6. *Emotional Abuse*: Verbal or nonverbal conduct including mental exploitation, degrading communication, or humiliating or threatening conduct that may or may not include bullying or as defined by state law.

Protection and Prevention

Member, Volunteer and Employee Screening Procedures

The following screening procedures are to be used with FFC adult members, (including paid staff and Board members) and non-member volunteers who are entrusted with the care and supervision of minors or a person who directly oversees and/or exerts control or oversight over minors. All information collected should be maintained in confidence.

1. *Employment Application and Member/Volunteer Application*: Any adult member, including paid staff and Board members, and non-member volunteers who will work with a minor must complete the Employment Application and/or the Member/ Volunteer Application. The release statement attached to the Application must be signed by the individual completing the Application to apply for and qualify for service. A completed and clear background check will also be part of this application process. FFC reserves the right to terminate any member, employee or volunteer for issues that may be disclosed through this process or become known after the hiring process.

Our Employment Application includes questions regarding:

- Current and previous residence addresses.

- Current and previous employment, including addresses, dates, duties, titles, and reasons for leaving.
- Names and addresses of schools attended and degree(s) earned.
- References from previous employers and organizations that serve children.
- Pending criminal charges (where not prohibited by state law).
- Criminal history information.

Our Member/Volunteer Application includes questions regarding:

- Current address.
- Volunteer experience.
- Criminal history information.
- Personal references.

Applications include a statement, which the applicant should acknowledge in writing, certifying that statements provided in the application are true and complete, and any misrepresentation or omission may be grounds for rejection of the applicant or for dismissal if he or she is employed. This statement authorizes **FFC** to contact any individual or organization listed in the application.

2. Review all statements made in the application, paying specific attention to any gaps in time and irregular employment patterns or unexplained absence. Pursue these gaps with employers listed and in a subsequent interview.
3. Conduct interviews with qualified applicants.

If detrimental information is uncovered but the applicant remains desirable, discuss this information with the applicant. In the event the applicant is ultimately hired or accepted as a member or non-member volunteer, document the reasons for overriding the prior information.

Whenever possible, **FFC** will have an associate participate in the interview.

4. Contact listed references for volunteers. Contact volunteer applicant's references and ask for any information that might help determine the applicant's suitability for the position. If a response is not received within a reasonable period of time, follow up and keep notes if possible.
5. Contact all listed references and employers for paid staff. Inquire as to the reason the applicant left and ask for any information that might help determine the applicant's suitability for the position. If a response is not received within a reasonable period of time, follow up and keep notes if possible.
6. *Criminal Background Check:* **FFC** will conduct a criminal background check on all members, including paid staff Board members and non-member volunteers who are entrusted with the care and supervision of minors or a person who directly oversees and/or exerts control or oversight over minors. All criminal background checks will be updated periodically, typically annually.

Confidentiality

Information obtained through the screening, application, reference check, interview, and criminal background check will be kept in confidence and shared with only those needing to be made aware of the findings, unless otherwise required by law. All information discovered or obtained through the above-referenced means will be kept in a secure location and access to it will be restricted if possible. These materials will be archived.

Supervision Procedures

Unless an extenuating situation exists, **FFC**:

1. Will have adequate number of screened and trained paid staff, members or non-member volunteers present at events involving minors. Supervision will increase in proportion to the risk of the activity.
2. Will monitor facilities during activities involving children.
3. Will release minors only to a parent or guardian utilizing sign-in and sign-out sheets found in the office if outside of the "normal" daily schedule. Otherwise, a minor will be released only to a parent, guardian or authorized person at the end of the day.
4. Will obtain written parental permission, including a signed medical treatment form and emergency contacts, before taking minors on trips and should provide information regarding the trip.
5. Will use two paid staff, members or non-member volunteers when transporting minors in vehicles.
6. Will require that young children be accompanied to the restroom and the adult member (including paid staff or Board member), or non-member volunteer wait outside the facility to escort the child back to the activity. Whenever possible, the escort will be the same sex as the minor.
7. Will encourage minors to use a "buddy system" whenever minors go on trips off of **FFC** property.
8. Will screen all adult members (including paid staff and Board members) and non-member volunteers and approve those individuals in advance for any overnight activities.

Behavioral Guidelines for Paid Staff and Volunteers

All Members and non-member volunteers a f will observe the following guidelines:

1. Do not provide alcoholic beverages, tobacco, drugs, contraband, or anything that is prohibited by law to minors.
2. To the extent possible, **FFC** events that are co-educational will have both male and female chaperones.
3. Whenever possible, at least two unrelated adult members or non-member volunteers will be in the room when minors are present. Doors will be left fully open if one adult needs to leave the room temporarily and during arrival to the class or event before both adults are present. Speaking to a minor or minors one-on-one should be done in public settings where adult members or non-member volunteers are in sight of other people.

4. Avoid all inappropriate touching with minors. All touching shall be based on the needs of the individual being touched, not on the needs of the member or non-member volunteer . In the event a minor initiates physical contact and/or inappropriate touching, it is appropriate to inform the minor that such touching is inappropriate.
5. Never engage in physical discipline of a minor. Members and non-member Vvolunteers shall not abuse minors in any way, including but not limited to physical abuse, verbal/mental abuse, emotional abuse, and sexual abuse of any kind.
6. If you recognize an inappropriate relationship developing between a minor and adult, maintain clear professional boundaries and refer the minor to another individual with supervisory authority.
7. Anyone who observes abuse of a minor will take appropriate steps to immediately intervene and provide assistance. Report any inappropriate conduct to the proper authorities and officials of **FFC** for handling.

Disqualification

No person may be entrusted with the care and supervision of minors or may directly oversee and/or exert control or oversight over minors who has been convicted of the offenses outlined below, been on a probated sentence or received deferred adjudication for any offense outlined below, or has presently pending any criminal charges for any offense outlined below until a determination of guilt or innocence has been made, including any person who is presently on deferred adjudication. The following offenses disqualify a person from care, supervision, control, or oversight of minors:

1. Any offense against minors as defined by state law.
2. A misdemeanor or felony offense as defined by state law that is classified as sexual assault, indecency with a minor or adult, assault of a minor or adult, injury to a minor or adult, abandoning or endangering a minor, sexual performance with a minor or adult, possession or promoting child pornography, enticing a minor, bigamy, incest, drug-related offenses (certain offenses will be taken under advisement), or family violence.
3. A prior criminal history of an offense against minors.

Sexual Offender at FFC

FFC will not allow a person known to be a sexual offender to remain or become involved in FFC as a staff member or volunteer.

Behavioral Guidelines

Students are important contributors to the culture of the Christian community FFC seeks to build and maintain on their behalf. In a thriving, supportive community, members of all ages treat others as they would want to be treated - fairly and with kindness - recognizing that all people are made in God's Image and Likeness and are precious to Him. There are many ways this kindness is demonstrated, such as:

- Supporting, encouraging and defending one another by taking care to include others in games, teams, and social relationships with a goal to build friendships without excluding or hurting others. Students should report harmful behavior to a teacher, whether it is directed at themselves or someone else.
- Showing respect for others while on campus, while being mindful that, even while off campus, Members of FFC represent our learning community and our Lord, Jesus Christ.
- Recognizing that the classroom belongs to all students and disruptive behavior is damaging to the learning environment and the well-being of fellow students. Examples of disruptive behavior include: speaking out instead of raising a hand, making unnecessary noises, getting out of his/her seat without permission, bothering a neighbor, name calling and teasing or invading the privacy or property of others.
- Honoring God and each other by avoiding profane language or “trash talk.” Verbal abuse of any adult or student is unacceptable. Verbal abuse is defined as derogatory language used while speaking to or when referring to a student or staff member.
- Showing respect for the learning community and the church by being quiet in the hallways, respecting and caring for the property of others.
- Honoring God’s design for holy sexuality by abstaining from all inappropriate conduct, including suggestive language, offensive gestures, intimate physical contact and other behavior of a sexual nature.
- Students and adults are to use the bathroom consistent with their biological sex, with the exception of preschool children under direct adult supervision. Adults are encouraged to use the bathrooms on the upper floor, leaving the downstairs bathrooms for students.

Response to Sexual Abuse

FFC will respond promptly to investigate any accusation of sexual abuse. All accusations of sexual abuse will be taken seriously. It is important to be appropriately respectful to the needs and feelings of those who allege sexual abuse and those who have been accused of sexual abuse.

Note: *If an accusation is made, the Executive Director and a Member of the FFC Board should be notified.*

When an allegation is made involving sexual abuse, the person reporting the complaint is to be told about the guidelines and the procedures to be followed. The Executive Director and Member of the FFC Board will begin investigating the allegations and may use the assistance of legal counsel or other consultants. If the Executive Director or FFC Board Member is the individual accused of sexual abuse, then a Second person from the FFC Board will fill in the role of the individual being accused, and they will conduct the investigation. The investigation will be conducted as follows:

1. Report the incident to appropriate authorities in accordance with the state mandatory reporting laws.
2. Report the matter to **FFC** insurance carrier.
3. Cooperate with authorities and the insurance carrier.
4. **FFC** may suspend (with pay for paid staff) the alleged offender while a confidential investigation is being conducted.

5. An official of FFC (and legal counsel or other consultants) will then meet with the governing body of **FFC** and present a report on their investigation, which will include findings and recommendations of actions.
6. An official of **FFC** will meet with the alleged perpetrator and notify him/her of the results of the investigation and recommendations for actions.
7. An official of FFC will meet with the alleged victim, along with his/her parents or guardians, and notify them of the results of the investigation and recommendations for actions.
8. During the investigation, an official of **FFC** shall maintain contact with the alleged victim and his/her parents or legal guardian and inform them of the actions taken and assist them in their process of healing.
9. An official of **FFC** (and legal counsel or other consultants) may meet with the alleged perpetrator, the alleged victim, and any others with knowledge of relevant facts.
10. Communicate with criminal and civil legal counsel of **FFC**.
11. Communicate with those affected by the ministry of the alleged perpetrator.
12. Hire a consultant or assign a spokesperson to respond to media or prepare a statement for the media if the need shall arise, subject to the approval of **FFC'S** attorney.

Youth and Adult Abuse Prevention Program Acknowledgment

These guidelines have been designed to guide and assist you when working with minors. The information establishes general practices and guidelines and should not be construed in any way as a contract of employment or continued employment. **FFC** reserves the right to make changes in the content or application of this program and to implement those changes with or without notice.

I have received a copy of the **FFC'S** Child and Youth Abuse Prevention Program. I understand it is my responsibility to become familiar with and adhere to the information contained herein. I understand that these policies are the property of the **Foundations First Christian**.

Print Name

Signature

Date

Before and Aftercare Program Guide

Foundations First Christian Before and After Care Program Guide October, 2023

FFC is pleased to announce, effective immediately, the launch of FFC's Before- and Aftercare Program, a service that has often been requested by our Members. The program will be overseen by Dawn Mihalik with care provided by Rain Fenlon and Karil Kirchner. See the guidelines below for more information. These guidelines may be adjusted as necessary.

Availability: Mondays, Tuesdays and Thursdays.

- a. Morning Time: 7:45-8:15 AM
- b. Afternoon Time: 3:10-5:10 PM
2. **Location:** Room 009 (Preschool room adjacent to stairway)
3. **Registration Process:**
To pre-register, **send an email** to Dawn Mihalik using the new, dedicated email: BA_Care@foundationsfirstchristian.org. (Note the _ symbol between "BA" and "Care" in the email address like this: BA_Care. **Pre-registration emails must be received by 3 PM the Thursday before care is needed** to avoid "drop off" charges.
Please be aware that, in order to ensure your registration is received, **only notification by email is considered a pre-registration**. Verbal notification is not considered registration.
If your child(ren) will be using the Before- and/or Aftercare service on a regular basis, it is not necessary to re-register every week. Simply make it clear in your email that you are registering on an ongoing basis.

4. **Authorizations:**

It is extremely important that emergency contact and health information for your child is provided to the caregivers. If the information previously provided in Gradelink and the Activity Permission Form has changed, please notify the FFC office with the updated information.

Students absolutely cannot be released to unauthorized people. If someone other than you will be picking up your child, indicate this in your written registration. Phone authorization will only be accepted if the person picking up the student(s) is already in their authorized contact list or is the parent of another FFC student.

In the event that an unauthorized person arrives to pick up your child(ren), **they will not be released** until a parent or other emergency contact person has been contacted and provided verbal authorization. **In such cases a surcharge of \$20 will be added to the fee or, if the student has to remain in aftercare after 5:10 PM the \$1 a minute charges will be incurred, whichever financial penalty is greater.**

5. **Cancelation Process:** Cancelations must be made by email to BA_Care@foundationsfirstchristian.org no later than noon of the day before Before-care or noon on the day of After-care to avoid being charged. "No-shows" (registered but not canceled) will be charged a \$5 "no show" fee.
6. **Cost:**

- a. Pre-registered: \$5.00/half-hour for each child (if arranged by 3 PM the Thursday prior to the week child will attend). Fees will be rounded to the nearest half-hour, with a minimum of \$5.00
- b. Drop-in: \$7.00/half-hour for each child (if not arranged by 3 PM the Thursday prior to the day(s) child will attend). Fees will be rounded to the nearest half-hour, with a minimum of \$7.00
- c. Late after-class pickup: Please note that students who are not picked up by 3:10 PM or by the time the organized car pick up is completed (whichever is later), will be placed in After Class Care and treated as drop-ins (see above)
- d. Sibling Discount: The first child in a family will be charged full price with half price for any additional children from the same family.
- e. **Late Fees: Pick-ups after 5:10 PM cause extreme inconvenience to our caregivers**. Therefore, charges will be incurred for late pick up after 5:10 PM at the rate of **\$1.00/minute late/child** (No Sibling Discount)

7. Drop-off and Pick-up:

To drop-off or pick-up children, use the “office” entrance under the overhang on the left side of the building. Ring the **lower** bell (marked Foundations First) to be buzzed into the building. If no one answers, call the caregiver number (to be provided). Do not ring the church bell!

- a. Before care drop-off: bring child(ren) to Room 009 (the room immediately to the right of the lower door) and sign them in on the sign-in/out sheet. This records the start of the time for which you will be billed.
- b. Aftercare pick-up: Pick up child(ren) in Room 009 (the room immediately to the right of the lower door) and sign them out on the sign-in/out sheet. This records the end of the time for which you will be billed.

Children are to be released to authorized individuals. If you arrange a carpool, play date or other arrangement, please notify the office ahead of time!

8. Billing and Payment:

- a. Before and aftercare fees will be billed along with monthly dues and will appear in the family Gradelink account generally the month after the date of the care.
- b. Monthly billing will cover care up to approximately the 25th of the month to allow for time to calculate and process billing, which will be posted on the 1st of the new month along with regular Dues billing.
- c. Payment is expected along with Dues payments, with the same due dates (i.e. the first of the month) and late dates (10th of the month)
- d. FFC reserves the right to discontinue this service for families whose payments are delinquent

9. Guidelines for activities and behavior

- a. Before & After Care is precisely that, “care” not class. While there may be some planned activities depending on the number and ages of the students, most of the time will be unstructured, free play.

- b. The same standards of behavior are expected of students as during the regular class day. FFC reserves the right to discontinue the service for any students whose behavior is disruptive or inappropriate.

Process for Identifying and Selecting Members of the Board of Directors

The following is intended to serve as a guide for identifying, selecting and engaging new members of the FFC Board of Directors

1. The existing Board should discuss at least on an annual basis the current make-up of the Board, and decide if the make-up of the Board should be changed, and if so, what changes should be made.

Elements to consider during the annual discussion:

1. Based on the current needs and future direction of FFC, how can the Board best fulfill its roles of safeguarding the mission, guiding strategic planning and supporting current needs?

2. What additional expertise, experience, skillset or connections would be needed to meet #a?

3. What is an appropriate balance between parents of FFC students vs non-parents, members of SRCC vs members from other churches, etc.?

4. What are some sources for finding potential Board members who can bring these attributes onto the Board?

2. The Executive Director shall be a regular voting member of the Board, except in matters pertaining directly to his or her employment

3. The Board shall have a minimum number of five members, with a maximum of 9 members, including the Executive Director. Exceptions to this policy may include situations where temporary Board membership may be extended to persons who are planning to launch an affiliate learning community and serve on the Board there.

4. The normal term for Board membership is three years. Board members may serve no more than two consecutive terms without stepping down for at least a year, except if deemed necessary by a vote of the Board because a suitable replacement cannot be found and the resulting number of Board members would fall below the minimum number.

5. A Board member intending to leave service before the end of his/her term should, if at all possible, provide a minimum of two month notice to the Board to enable a suitable replacement to be found.

6. The Board President should lead the process of identifying and selecting new members. If deemed appropriate, the President may ask for a nominating committee to be formed for the purpose of recommending names to the Board for consideration.

7. Potential Board members may be recommended by current Board members through personal knowledge of the candidate, recommendation by a third party, or a potential candidate expressing interest.

8. Individuals being considered as a Board member should be persons of good character and reputation, who have acknowledged Jesus Christ as Lord and Savior, and who regularly attend a Christian Bible teaching church and who meet the Qualifications listed in the FFC Board Qualifications and Questionnaire.

9. Interested candidates should be provided a copy of the FFC Community Handbook, including the Statement of Faith, ByLaws, FFC Board Member Selection Process (this document) and Application.

10. Names and information on potential new Board members should be presented to the entire Board, and the Board should interview individuals unanimously recommended by the Board members for consideration.
11. Once an individual has been interviewed by the Board, the Board shall vote on whether or not the individual should be approved to join the Board. The vote to approve shall be unanimous.
12. New Board members should be given an orientation on FFC and the responsibilities and workings of the Board (some or all of which may have been done before steps 6 and 7 above). See proposed New FFC Board Member Orientation outline attached.
13. Any Board of Directors member may be removed from office with or without cause by a simple majority vote of the Board of Directors, as described in the By-Laws. The President may be removed by a unanimous vote of the Board of Directors.

Attachment 1

Qualifications for FFC Board Members

1. Wholeheartedly embrace and seek to faithfully live the FFC Statement of Faith
2. Passionate about and dedicated to safeguarding the mission and values of FFC
3. Active involvement in a local church whose beliefs are in agreement with FFC's Statement of Faith
4. Actively demonstrate fruit of the spirit
5. Mature in the faith, with a good understanding of Biblical teachings
6. Able to provide spiritual counsel and/or lead others to a saving knowledge of Jesus Christ
7. Demonstrate sensitivity to the needs of students and families
8. Able to responsibly safeguard confidential information and help others avoid gossip
9. Willing to pray regularly for leadership, staff, teachers, families and students of FFC
10. Available for monthly meetings, generally held the second Thursday evening of each month as well as occasional community events
11. Available for emergency consultation by phone, zoom, email or text as needed
12. Be familiar with and support policies and procedures contained in the Community Handbook
13. Serve on regular and ad-hoc committees as needed
14. Willing to face disapproval, negative publicity and other potential personal attacks from those opposed to FFC's mission
15. Willing to undergo a background check
16. Leadership experience recommended, particularly in a faith-based or nonprofit environment
17. Connections with churches, businesses, educational, homeschool, government and community groups helpful

Attachment 2

Application for Board Membership (see separate document for distribution to candidate)

Thank you for your interest in being considered for service on the Foundations First Christian Board of Directors. Please review the Board Selection Process, Board Qualifications, Statement of Faith and Bylaws (contained in the Community Handbook) before submitting this application.

Name

Address

Phone

Email

I have completed the Volunteer Application and Background Check Authorizations:

Additional Information:

1. In your own words, briefly, what do you believe about:
 1. The nature of God: His attributes and relationship to the world
 2. Jesus Christ
 3. Holy Spirit
 4. Scriptures
 5. Sin
 6. Salvation

2. Describe your personal habits of Bible study and prayer.

3. Relevant Education and training (since high school)

4. Relevant Professional experience

5. Ministry Service including service in FFC.

6. Why do you want to serve on the FFC Board?

Signed

Date

Attachment 3

Foundations First Christian New Board Member Orientation

1. General FFC information

- History and structure of FFC
- Organizational Language: Mission, Vision, and Core Values
- Statement of Faith

2. FFC By-laws

3. FFC Policies & Procedures

- 1 Admissions
- 2 Community Handbook

4. General Board

- Function and Responsibilities
- Schedule of Meetings (dates, time, place, agenda, and minutes)
- Committees
- Code of Ethics
- Ten Commandments for Board Members
- Ten Things A Board Member Should Do
- Trustee (Board Member) Report Card

5. Budget and Finances

- Current Budget, Financial Reports
- Finance Committee, Budgeting Process, Financial Hardship Assistance

Foundations First Christian, Inc.

Bylaws Revised March, 2022

Preamble

We recognize that God has called parents to train their children in both the content and application of His Word in every aspect of life and that He is actively involved in equipping parents to fulfill this responsibility. In support of this, parents may choose a Christian learning cooperative as a means to assist in training their children in whole-person learning, not just academically and spiritually, but creating an environment for children to grow socially, emotionally and physically. Our goal is to partner with parents to help individuals develop a Biblical worldview through a personal relationship with Jesus Christ. The Christian homeschool learning cooperative can offer families a whole-life setting with high academic standards for their children in an orderly environment. We do this by providing Christ-like examples in word and deed, pointing them to God who is the source of all wisdom, knowledge and understanding. (Eph. 6:4; Deut. 6:1-9; Prov. 9:10)

Language

The masculine gender stated within this document shall refer to both men and women.

Article I Name

The name of this corporation shall be Foundations First Christian, Inc. (FFC)

Article II Purpose

The specific purpose for which the corporation is initially organized is to establish and operate a Christian homeschool learning community offering classes and learning experiences for children and young people from ages 3 to 19 years old and to also engage in activities which are necessary, suitable or convenient for the accomplishment of that purpose, or which are incidental thereto or connected therewith which are consistent with Section 501(c)(3) of the Internal Revenue Code. This corporation is organized and operated exclusively for charitable, religious, educational, and scientific purposes within the meaning of Section 501(c)(3), Internal Revenue Code.

Article III Foundation Principles

Section 1 FFC Purpose

Foundations First Christian, Inc. shall establish and operate a Christian learning community providing students with a whole-person learning experience, including but not limited to rigorous academic instruction designed to develop the skills for a lifetime of continued learning, in an orderly atmosphere structured to support the moral, social, physical, intellectual and spiritual development occurring simultaneously in the home.

All instruction will be based upon a decidedly biblical world and life view and designed to equip all students spiritually, mentally, and physically for every good work to which the Lord calls them. (Eph. 2:10; Rom. 12:2)

Section 2 Educational Philosophy

The educational approach of Foundations First Christian, Inc. as defined below is fundamentally different from government operated education and traditional private schooling, both in philosophy and content. Foundations First Christian, Inc. recognizes that an excellent education is founded upon discipline, eager attention to learning; that this discipline rests upon the student's moral character; and that this moral character can only be developed through a personal relationship with God through Jesus Christ. In support of parents' God-given responsibility to be the primary educators of their children, Foundations First Christian, Inc., in partnership with homeschooling parents, seeks to:

- A. provide a clear model of Christian life through its staff and board members; (Matt. 22:37-40)
- B. encourage every student to begin and to continue to develop a relationship with God the Father through Jesus Christ; (Matt. 28:18-20)
- C. teach all subjects from a biblical worldview as parts of an integrated whole with the Scripture at the center; (II Tim. 3:6-17)
- D. Children will be taught how to learn for themselves and how to express what they have learned; how to think rather than simply what to think;
- E. Provide an orderly and safe atmosphere conducive to attaining these goals.

Section 3 Organizational Philosophy

The Mission of Foundations First Christian is to partner with parents to provide comprehensive and balanced whole-person learning that leads students to know God and His One and Only Son, Jesus Christ, the only Foundation of all sound knowledge and learning. , Foundations First Christian, Inc. adheres to the following organizational principles:

- A. Commits to operating with efficiency and excellence;
- B. Maintains respect for the individual and insists upon graciousness in all interactions at every level of the organization;
- C. Regards parents as cooperative partners of Foundations First Christian, Inc. and teachers as having authority in the classroom subject to oversight by the Executive Director;
- D. Encourages parents to be active partners in the whole-person learning education process;
- F. Commits to resolve disputes that arise out of or relate to its organizational documents by biblically based mediation. (Matt. 18:15-20; I Corinth. 6:1-8) If necessary, legally binding arbitration shall be in accordance with the Rule of Procedure or Christian Conciliation of The Institute for Christian Conciliation. These biblical methods of dispute resolution shall be the sole remedy for any controversy or claim arising out of the articles of incorporation or the By-Laws of Foundations First Christian, Inc.

Section 4 Statement of Faith

We believe the Scriptures, both Old and New Testaments, to be the inspired Word of God, without error in the original writings, the complete revelation of His will for the salvation of man and the divine and final authority for all Christian faith, life and conduct.

We believe in one God, Creator of all things, infinitely perfect and eternally existing in three persons, Father, Son and Holy Spirit.

We believe Jesus Christ, without any change in His eternal deity, became man through conception by the Holy Spirit and virgin birth and that He died on the cross, a perfect and complete sacrifice, in our stead and for our sins according to the Scriptures. He rose bodily from the dead and ascended into heaven, where, at the right hand of the Majesty on High, He is now our High Priest and Advocate.

We believe that the ministry of the Holy Spirit is to glorify the Lord Jesus Christ and, during this age, to convict of sin and regenerate the sinner upon believing in Christ, at the time of regeneration

baptizing the believer into the one body, of which Christ is the head, and to indwell, guide, instruct, fill and empower the believer for godly living and service.

We believe that man was directly created by God in His own image, but fell into sin. The entire human race is, therefore, lost and only through repentance and faith in Jesus Christ, and regeneration of the Holy Spirit, can salvation and spiritual life be obtained.

We believe that the atoning death of Jesus Christ and His resurrection provide the only ground of justification and salvation for all who believe, and that only such as receive Jesus Christ by personal faith are born of the Holy Spirit and by Him are sealed to the day of redemption.

We believe in the personal, imminent return of our Lord Jesus Christ and that the hope of His appearing has a vital bearing on the personal life and service of the believer.

We believe in the bodily resurrection of all the dead, of the believer to everlasting blessedness and joy with the Lord, and of the unbeliever to judgment and everlasting and conscious punishment.

We believe that the Church is composed of all such persons who through saving faith in Jesus Christ have been regenerated by the Holy Spirit and are united together in the body of Christ, of which He is the head.

We believe that water baptism and the Lord's Supper are ordinances to be observed by the Church during this present age. They are, however, not to be regarded as means of salvation.

We believe that all the saved should live in such manner as will honor and glorify and not bring reproach upon their Savior and Lord, and that it is commanded by God to remain separate from false doctrines and sinful pleasures, practices and associations.

We believe every human being is created in the image of God and therefore has intrinsic value. We affirm the inherent value of the unborn child, persons with disabilities, the elderly and those who are incapacitated.

We believe God has ordained and created marriage to exist between one man and one woman, with absolute marital fidelity. We define marriage as the legal, permanent, exclusive, comprehensive and conjugal "one flesh" union of one man and one woman. We believe that sexual acts outside marriage are prohibited as sinful.

We believe that God created mankind in His image: male (man) and female (woman), sexually different, but with equal personal dignity. We believe individuals should affirm their biological gender as given from God and should refrain from denying or disagreeing with their biological gender attempting to physically or cosmetically change their gender, or become the opposite gender.

Article IV Membership

This organization shall have non-voting members, in agreement with Guidelines for Membership

Article V Government

Section 1 Board of Directors

1. There shall be a President.

2. There may be a Vice President.
3. There shall be a Secretary.
4. There shall be a Treasurer.
5. Other individuals shall be added as needed.

Section 2 Official Board and Voting Power

1. The Board of Directors is that group of persons vested with the management of the business and affairs of the corporation.
2. The official Board of Directors shall consist of between five and nine individuals listed above and those added by unanimous vote of the Board of Directors.
3. The majority of the Board of Directors shall serve without remuneration. The majority shall also not be comprised of one group whose members are related by blood, business or marriage.
4. President shall be chairman of the Board of Directors.
5. Each member of the board shall have equal voting power among all of the other members.
6. A decision by the Board of Directors is considered valid with a simple majority vote, unless otherwise specified in the Bylaws.
7. The Board of Directors shall adopt a Conflict of Interest Policy to prevent voting by disqualified individuals, as defined in IRC Section 4958(f)(1). All members who are disqualified with respect to a decision shall recuse themselves from the vote.
8. The President shall be an ex officio member of every committee and can at his discretion be the chair of such committee at the time of its creation.

Section 3 Removal from the Board of Directors

Any Board of Directors member may be removed from office with or without cause by a simple majority vote of the Board of Directors. The President may be removed by a unanimous vote of the Board of Directors.

The following reasons are considered just cause for Board of Directors member removal:

1. In absentia at three consecutive Board of Directors meetings;
2. Violation of the mutual interest clause of Article XI;
3. Not acting in the best interests of the organization;
4. Willful nondisclosure of a conflict of interest as interpreted by a majority vote of the Board of Directors.
5. Conduct contrary to Christian Biblical standards or where his personal life (or lifestyle) conflicts with the basis and purpose of the Corporation, as further stated in Article XIII, below.

Section 4 Vacancies

In the event of a Director vacancy, whether due to resignation or removal, the Board of Directors shall be given a reasonable amount of time to nominate an individual deemed qualified in accordance with these Bylaws. The nomination must be approved by a unanimous vote of the Board of Directors.

Section 5 Resignation

Any Director may resign at any time by giving written notice to the Board of Directors. Such resignation shall take effect on the date specified in the written notice or, if no date is included in the notice, on the date of the receipt of such notice and, acceptance of such resignation shall not be necessary to make it effective.

Article VI Official Functions

Section 1 President

Qualifications

The President shall have wisdom in handling the corporation's affairs. He shall be a spiritually minded person of sound doctrine and good judgment.

Duties

The President shall be chairman of the official Board of Directors and preside over all corporation meetings.

Term of Office

The term of office of the President shall be reviewed every two years. The number of consecutive terms that he may serve is unlimited.

Removal

The Board of Directors is responsible for providing spiritual covering by prayerfully giving necessary aid, instruction, guidance, protection and correction as well as counsel, wisdom and fellowship to the President (Galatians 6:1).

The Board of Directors may call a meeting into session without the presence of the President to conduct an investigation of accusations against him and make a determination as to whether the President has committed any of the following accusations which are grounds for dismissal:

- A. Adultery
- B. Embezzlement
- C. Compulsive Lying
- D. Sexual Impurity
- E. Conviction of a felony (or criminal conviction) that is a violation of Scripture
- F. The President not acting in the best interest of the learning community.
- G. Conduct contrary to Christian Biblical standards or where his personal life (or lifestyle) conflicts with the basis and purpose of the Corporation, as further stated in Article XIII, below.

H. The Board of Directors will determine if the President is guilty or innocent and whether to discipline or dismiss him from office.

Any action taken by the Board of Directors concerning the removal of the President is valid by a unanimous vote.

Section 2 President Successor

The President may nominate a successor at any time. The nominee shall be confirmed by unanimous vote of the Board of Directors, after the nomination is made. This person will assume the role of the President if the President retires, passes away unexpectedly or is otherwise incapacitated.

No successor appointed

Should the President fail to appoint a successor, the following shall serve as an order of succession:

- I. Vice President
- J. Secretary
- K. Treasurer

If the retirement, passing, removal or incapacity of the President leaves the Board of Directors unbalanced or without a quorum, then the first motion of the person who assumes the role of the President through this section, shall be to nominate prospective Board of Director members. The nominee(s) shall be confirmed by a unanimous vote of the remaining Board of Director members.

The successor will automatically and immediately become the President. In the event the successor is not prepared to assume the role of the President, the Board of Directors may select an interim President until a permanent replacement is found.

Section 3 Vice President

Qualifications

The Vice President shall have wisdom in handling the corporation's affairs. He shall be a spiritually minded person of sound doctrine and good judgment.

Duties

He will serve as chief advisor to the President.

He shall carry out the responsibilities that the President delegates to him.

Manner of Appointment

The Vice President shall be nominated by any member of the Board of Directors and appointed by a unanimous vote of the Board of Directors.

Term of Office

The term of office of the Vice President shall be reviewed every two years. The number of consecutive terms that he may serve is unlimited. He is subject to removal at any time in accordance with Article V and Article XIII.

Section 4 Secretary

Qualifications

The Secretary shall be a spiritually minded person of sound doctrine and good judgment. He must be administratively minded with the ability to multi-task.

Duties

By virtue of his office, the Secretary shall keep a true and accurate record of all meetings, including business meetings of the corporation. He shall perform clerical duties, and shall be the custodian of all legal documents.

Manner of Appointment

The Secretary shall be nominated by any member of the Board of Directors and appointed by a unanimous vote of the Board of Directors.

Term of Office

The term of office of the Secretary shall be reviewed every two years. The number of consecutive terms that he may serve is unlimited. He is subject to removal at any time in accordance with Article V and Article XIII.

Section 5 Treasurer

Qualifications

The Treasurer He shall be a spiritually minded person of sound doctrine and good judgment. He shall be capable of understanding and providing oversight of the annual Budget.

Duties

The Treasurer shall help the Executive Director and business management personnel in the development and management of the Annual Budget and shall make reports to be presented during the official Board of Directors meetings. He shall oversee the Board's Finance Committee/Team and ensure that any annual audits of the FFC finances are properly conducted in a timely manner.

Manner of Appointment

The Treasurer shall be nominated by any member of the Board of Directors and appointed by a unanimous vote of the Board of Directors.

Term of Office

The term of office of the Treasurer shall be reviewed every two years. The number of consecutive terms that he may serve is unlimited. He is subject to removal at any time in accordance with Article V and Article XIII.

Section 6 Directors

Qualifications

Directors He shall be a spiritually minded persons of sound doctrine and good judgment.

Duties

By virtue of their office, Directors shall carry out the responsibilities that the President or Board of Directors delegate to them.

Manner of Appointment

The Directors shall be nominated by any member of the Board of Directors and appointed by a unanimous vote of the Board of Directors.

Term of Office

The term of office of the Directors shall be reviewed every two years. The number of consecutive terms that a Director may serve is unlimited. Directors are subject to removal at any time in accordance with Article V and Article XIII.

Section 7 Executive Director

Qualifications

The Executive Director shall be a spiritually minded person of sound doctrine and good judgment and, ideally, have prior experience in administration in an educational setting.

Duties

Such duties of the Executive Director shall include, but are not limited to, pre-qualifying all staff, hiring staff, maintaining the spiritual morale of staff members within the learning community, developing informational and accrediting services of the learning community, dismissing staff, and overseeing all day-to-day administrative duties. No permanent learning staff hiring or dismissal decisions shall become final without a formal interview and the full concurrence of the Board President. Staff members shall include faculty and all salaried support employees. The Executive Director shall have such other powers and duties as the Board of Directors and these Bylaws may prescribe from time to time.

The Executive Director shall review appointments of Tier 2 and Tier 3 Members from time to time with the President of the Board.

Manner of Appointment

The Executive Director shall be hired by the Board of Directors and shall be a designated member of the Board of Directors and shall act as the Administrative Educational Manager of the learning community.

Term of Office

The term of office of the Executive Director shall be unlimited. He is subject to removal at any time by a unanimous vote of the Board of Directors and otherwise in accordance with Article V and Article XIII.

Article VII Staff

The substance of this Article shall be made a part of all contracts entered into with members of the staff.

Foundations First Christian, Inc. is committed to providing a work environment that is free from discrimination. FFC prohibits discrimination in employment against any employee or job applicant because of that person's race, color, national or ethnic origin.

The staff must subscribe to the foundational principles set forth in Article III of these bylaws, including affirmation of the Statement of Faith; they must be members or regular attendees of a Christian Bible-believing church; they must be Scripturally sound in their teaching; and they must lead exemplary lives.

Each member of the staff as well as the Corporation shall abide by the terms of the contract entered into by both parties. The Executive Director in consultation with the President of the Board has the authority to dismiss a member of the staff if such person's instruction, administration, or personal life (or lifestyle) conflicts with the basis and purpose of the Corporation. Any dismissals shall be consistent with the procedures and policies included in the contract and in accordance with Article XIII.

The Executive Director, as the expert in all learning community matters, shall serve as an advisor to the Board and its standing committees, excluding the Board Nominating committee.

Article VIII Students

Foundations First Christian, Inc. admits students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities, generally accorded or made available to students at the Learning community. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its admissions policies, scholarship and loan programs, athletic or other administrated programs.

Article IX Meetings

Section 1 Corporation Meetings

The corporation year shall coincide with the benefit year, beginning on July 1 and running through June 30.

The President will call the official Board of Directors meeting to discuss the direction of the corporation. The President shall set dates and times for the Board of Directors meetings. The President may call a special meeting of the Board of Directors by way of text, email or similar form of communication with a minimum of three days' notice, unless an emergent situation requires more immediate action, in which case a quorum of the Board of Directors must agree to the emergency meeting. The Board of Directors may have invited guests present at any meeting so long as the President has approved it.

The Secretary shall keep an accurate account of the minutes that were discussed at any Board of Directors meeting. He then has to submit them at the next Board of Directors meeting for discussion by the official Board of Directors and approval by the President. Upon approval by the majority of the Board

of Directors, the minutes shall be adopted and all policy and procedure in them will continue to be enforced.

Section 2 Waiver of Notice

Attendance of a Director at any meeting of the Board of Directors will constitute a waiver of notice of such meeting except where such Director attends a meeting for the express purpose of objecting, at the beginning of the meeting, to the transaction of any business because the meeting is not lawfully called or convened.

Section 3 Meetings by Remote Communications Technology

Subject to the notice provision aforementioned in this Article, the Directors may also hold meetings by means of a remote electronic communications system, including video or telephone conferencing technology or the Internet, or any combination, only if each person entitled to participate in the meeting consents to the meeting being held by means of that system, and the system provides access to the meeting in a manner or using a method by which each person participating in the meeting can communicate concurrently with each other participant. Participation in such a meeting shall constitute presence in person at such meeting, except participation for the express purpose of objecting to the transaction of any business on the ground that the meeting is not lawfully called or convened. Only Board members should be in the room during remote meetings, unless they are guests invited by the Board as a whole.

Section 4 Action by Unanimous Written Consent Without Meeting

Any action required or permitted to be taken by the Board of Directors under any provision of law may be taken without a meeting, if all members of the Board of Directors shall individually or collectively consent in writing to such action. Such written consent or consents shall be filed with the minutes of the proceedings of the Board of Directors. Such action by written consent shall have the same force and effect as the unanimous vote of the Directors. Any certificate or other document filed under any provision of law which relates to action so taken shall state that the action was taken by unanimous written consent of the Board of Directors without a meeting and that the Bylaws of this corporation authorize the Directors to so act and such statement shall be *prima facie* evidence of such authority.

Article X Order

For the purpose of conducting business, the President shall, in an orderly manner, preside over all of the affairs of the corporation.

Article XI Quorum

A simple majority of the Board of Directors members (including the President) at an official Board of Directors meeting constitutes a quorum.

Article XII Ecclesiastical Tribunal

The highest ecclesiastical tribunal within this Learning cooperative shall be the Board of Directors of the corporation. The Board of Directors shall be the express and final arbiter of ecclesiastical polity, doctrine, learning community discipline, and questions of learning community property, and shall make the final decision with respect to any other matter which shall arise concerning the learning community, its internal workings, and its governance in every respect. The Board in its acts under this Section, and in deciding any dispute or issue hereunder, shall use the standards of:

1. The best Financial and operating interests of the corporation in light of the Holy Bible and the tenets of faith of this learning community; and
2. The furtherance of the religious purposes of the Corporation as they shall be apparent to the Directors according to the teachings of the Holy Bible.

Article XIII Mutual Interest

The behavior of anyone in fellowship with this learning community is of common interest to the Board of Directors. (Gal. 6:1) This learning community requires every Board of Directors member to adhere to a life style that is consistent with the doctrines of this learning community as taught in the Christian Holy Scriptures. Therefore, this learning community reserves the right to refuse service to any individual, that is not submitting their life style to this Scriptural mode of conduct. This refusal would include services, benefits and any use of learning community assets.

Article XIV Prohibited Activities

This learning community is prohibited from engaging in activities which violate its written doctrines. This learning community is also prohibited from condoning, promoting or allowing any of its assets to be used for activities that violate its written doctrines.

Article XV Vision

To establish an efficient leadership infrastructure, the Directors shall be responsible to articulate in clear, concise and simple language the vision of the learning community. The purpose of this is to create a consistent and logical framework which empowers staff and volunteers to participate in the decision-making processes that reflect the Directors' hearts and vision for the learning community.

Article XVI Privacy

This learning community shall diligently watch to keep private all records concerning private information on individuals in connection with this learning community. This learning community must not disclose any records that may compromise information about an individual's financial and or counseling records, except by consent of the individual or by court order.

Article XVII Finances

Section 1 Audit

The Treasurer and or other person appointed by the Board of Directors shall complete an internal audit. This audit of all financial records shall be made after the close of the benefit year.

Section 2 Checks, Payments and Withdrawals

The Board of Directors of Foundations First Christian, Inc. shall adopt a Corporate Expenditures Policy detailing the procedure for properly executing checks, payments and withdrawals.

Section 3 Salaries

All salaries except for the Executive Director and any compensated Director shall be determined in the following manner:

The Executive Director shall consider each candidate, create a compensation package and recommend approval of the package by the Board President.

The Board of Directors shall vote on any compensation package for the Executive Director. Only uncompensated Board of Directors shall vote on any compensation package for compensated Directors.

All salaries shall be reviewed each year by the Executive Director and submitted to the Board of Directors for approval no later than the last meeting prior to the issuing of new contracts.

Article XVIII Property Rights

All property, real or chattel, shall be taken, held, sold, transferred or conveyed in the corporation's name.

No real or chattel property of the corporation shall be sold, leased, mortgaged, or otherwise alienated without authorization of the Board of Directors. The President of the corporation shall certify in such conveyances, leases, or mortgages.

Article XVIX Learning Community Discipline

In any case where a dispute or question regarding ecclesiastical polity, religious doctrine, governance of the learning community or learning community property arises concerning any student, parent, employee, volunteer, visitor and/or other person who is associated with or associates himself with the operation and function of the learning community, said dispute shall be referred to the Executive Director for review and action. Any dispute may be referred directly to the Board by the Executive Director. Decisions may be appealed to the Board of Directors upon written request, in which event, the Board of Directors shall decide any such dispute or question by majority vote, whether such dispute shall be between two or more persons attending any functions and/or events held by the Corporation, between any number of such persons and any Officer or Director of the Corporation, or between any number of such persons and the Corporation.

Any person deemed by the Board of Directors of the Corporation to:

1. Pose a physical or psychological threat to any person or to the Corporation;
2. Be in substantial disagreement with the doctrine and interpretation of the Holy Bible espoused by the Learning cooperative; or

3. Be causing, about to cause, or capable of causing disruption to the religious teachings, operations, function or other activities of the learning community; shall be considered a trespasser on learning community property and may be ejected summarily. No Directors shall incur any personal liability for acting in the interests of the Corporation pursuant to this Section.

The Board of Directors may take any action it shall deem necessary according to the teachings of the Holy Bible with respect to any student, parent, employee, volunteer and/or visitor, or other person who may associate himself and/or is associated with the functions and operations of the learning community or who may seek to avail himself or herself of the services, ministry or outreaches of the learning community. Such action may include, but is not limited to, suspension of the right, temporarily or permanently, to attend the events and/or activities of the Learning cooperative. Reasons for such action may include, but are not

limited to, strife, rebellion, gossip, backbiting, and in general, other displays of pride and intractability with regard to learning community teaching and authority or any other conduct not in accord with the teachings of the Holy Bible. The learning community provides instruction in the teachings of the Holy Bible to those who wish to follow the particular doctrines espoused by this learning community.

Article XX Dissolution

In the event that the corporation ceases to exist, all assets of this learning community shall, at the discretion of the Board of Directors be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by a court of competent jurisdiction in the county in which the principal office of the corporation is then located, exclusively for such purposes or to such learning community, as said Court shall determine, which are organized and operated exclusively for such purposes.

Article XXI Indemnification

This learning community shall, to the extent legally permissible, indemnify each person who may serve or who has served at any time as an officer, director, or employee of the learning community against all expenses and liabilities, including, without limitation, counsel fees, judgments, fines, excise taxes, penalties and settlement payments, reasonably incurred by or imposed upon such person in connection with any threatened, pending or completed action, suit or proceeding in which he or she may become involved by reason of his or her service in such capacity; provided that no indemnification shall be provided for any such person with respect to any matter as to which he or she shall have been finally adjudicated in any proceeding not to have acted in good faith in the reasonable belief that such action was in the best interests of the corporation or be found in breach of his or her fiduciary duty; and further provided that any compromise or settlement payment shall be approved by a majority vote of a quorum of directors who are not at that time parties to the proceeding.

Article XXII Other Considerations

Anything that has not been discussed in this constitution and bylaws shall be discussed and decided upon at an official Board of Directors meeting.

Article XXIII Amendments

Amendments to the Bylaws may be made by a simple majority vote of the official Board of Directors, including the President.

These Bylaws adopted on this the 24th day of February 2022 make null and void all prior addenda, and these Bylaws supersede and replace all previous Bylaws voted on prior to this day.

Signatures:

Signed and certified, to be effective immediately.

President of Foundations First Christian, Inc.

Vice President of Foundations First Christian, Inc.

Secretary of Foundations First Christian, Inc.

Treasurer of Foundations First Christian, Inc.

Charter for Success

Foundations First values a close and growing partnership with our families. We want all students to succeed in all areas of their lives, grow spiritually, mentally, socially and physically, and reach their full potential. Achieving this goal requires all parties to fulfill their responsibilities and commitments. If you agree, please sign below.

Foundation's Responsibilities and Commitments

We will:

- facilitate a safe, loving and disciplined Christian environment
- nurture your child to be a successful learner
- encourage our teachers to get to know your child's needs
- provide your child with the opportunities to develop as a whole-person
- report to you regularly regarding your child's progress
- support and create accountability for successful Satellite day learning
- be ready to meet with you whenever it is mutually convenient
- contact you whenever we feel it is necessary

Parental / Guardian Responsibilities and Commitments

We will:

- be a good role model in all areas of speech, behavior and character
- make sure our child arrives punctually for on-campus classes or activities
- provide a suitable study environment and supervise or facilitate Satellite day work
- review student assignments, check and sign the Student Diary on Satellite days
- communicate with our child about his/her overall progress regularly
- communicate with my child's teacher or the Executive Director whenever we are concerned about our child's progress or are encountering any problem
- come to all Parent-Teacher conferences
- teach my child to respect others and their property

Student Responsibilities and Commitments

I will:

- attend classes punctually and come prepared with my notebooks, pencils or pens and textbooks
- adopt a positive attitude and show respect to my parents, teachers and fellow students
- be a good steward and take good care of the facilities, furniture and equipment we are using
- dress neatly and modestly, demonstrating respect for God and others
- do my best at all times in my classes, on my assignments and on Satellite day work
- turn in all projects and assignments on time, do all required reading and class preparation
- seek help from my parents and teachers when having difficulty with assignments or other problems
- follow all the FFC rules and teacher instructions including not using a cell phone for any reason between 8:30-3:00 without specific permission from a teacher
- accept sanctions if I should break FFC rules or disobey teacher instructions
- accompany my parents/guardian to FFC meetings when required
- make sure my parents receive all notices and communications sent from the FFC

FFC Rep. _____ Date _____

Parent _____ Date _____

Student _____ Date _____

Foundations First Christian

Foundations First Christian Emergency & Safety Protocol:

IN A TRUE EMERGENCY ALWAYS CALL 911 FIRST

Emergency Evacuation (Reference Maps Posted in Each Room)

- Exit maps are posted in each room. Review the primary and secondary exits routes for the room that you are in.
- Keep attendance
- Whenever possible, all evacuations should be to the lawn area to the right of the driveway entrance.
- Make sure everyone is accounted for as we would never want to leave someone behind or go back for someone not at Foundations that day.
- (Check bathrooms)

Threat outside Facility: (LOCKOUT)

- If there is a threat outside of the facility, call 911 immediately.
- All exterior doors should always be locked and secured.
- Put building on “Lockdown” using proper FOB
- Lock and secure your room/locations as much as possible.
- This is at your discretion – depending why Foundations is being placed on LOCKOUT
- Do not leave the secured area - stay put until you have been given the all clear.

Threat inside Facility: (LOCKDOWN)

If there is a threat inside facility, if possible call 911.

Protocol – Run, Hide, Fight

- If you know where the threat is and there is a way to get out of the facility and away from the building safely staying as a group, this would be the first option. - **RUN**
- If you are not sure where the threat is, or you do not have the “manpower” to mobilize your kids, lock all doors, cover windows if possible and disperse throughout your room. (Do not unlock or leave room for any reason. When it is “all clear” and safe to leave, the proper authorities will be able to get you out.) – **HIDE**
- If the threat enters your room, throw anything and everything at threat. The purpose is to take the intruder off-guard or obstruct, disarm, or disable. Use whatever is within your means: books, chairs, etc. - **FIGHT**

General First Aid, Sudden Illness or Medical Emergency:

In the case of a medical emergency, call 911 immediately.

- If the nurse is on campus, she should be notified – supplies are kept in the nurse's office.
- The address and specific location in the building should be given and be as specific as possible. When calling use the **Church's Name and address** and also make sure someone in the church office has been notified of the emergency

South Ridge Community Church
7 Pittstown Road
Clinton, NJ 08809

- Stay on the phone with 911
- There is a defibrillator in the main foyer and in the AC mounted on the walls.
- Provide the patient with privacy and allow for a clear path to be established so medical help can get through.
- Relocate other classmates.
- In any case, an Incident Report should be made and put on file in the office.
- Forms are available in the office.

Expectations and Standards for Adults Serving on Campus

Dear Staff, Parent Helper or Volunteer

Thank you for serving children and youth in FFC. Following Christ and being an exemplary role model is the most important aspect of our service. Below are the standards of behavior to which we hold ourselves accountable and seek to model for the students. Please review, sign and return a copy to the FFC office. Should you have questions or concerns about anything regarding your service at FFC, please contact the Executive Director or Assistant Executive Director.

Below are Basic Qualifications for all Employees, Parent Helpers and Volunteers who Represent FFC and/or work with children. Additional qualifications may apply to specific roles.

1. Have skills that meet an FFC need
2. Must agree with and seek to live by FFC's Statement of Faith
3. Must have a personal and growing faith in Jesus Christ as Savior and Lord as evidenced by personal prayer, study of the scriptures and application to daily living
4. Active involvement with a local church whose beliefs and teachings are in agreement with FFC's Statement of Faith and Practice is strongly encouraged
5. Must be committed to furthering FFC's mission and faith-based philosophy of education
6. Must pass a security screening and reference check

Standards and Expectations.

1. Make student safety your number one priority, including but not limited to:
 - a. Never leave students unsupervised.
 - b. Be aware of special circumstances such as allergies, medical issues and restrictions on the children in your care.
 - c. Emergency "go bag" and attendance list should accompany students when they move out of the building. Use special care when moving about the campus to ensure that all students are accounted for.
 - d. Familiarize yourself with emergency policies and procedures and participate in drills
2. Be a Christ-like role model in speech, conduct, love, faith and purity (I Timothy 4:12)
3. Strive to live under the power of the Holy Spirit and demonstrate the fruits of the Spirit: love, joy, peace, patience, kindness, goodness, gentleness, faithfulness and self-control (Galatians 5:22-23)
4. Use the principles described in Matthew 18 to resolve differences, by going first to one another in a spirit of love and reconciliation and avoiding discussing issues with others not directly involved, which can lead to gossip and misunderstandings.
5. Stay informed and follow FFC practices and procedures by reading the Community Handbook, relevant Policies and Procedures, emails and other informational notices.
6. Maintain strict confidentiality of anything you learn in Foundations about a student's learning, behavior, family situation, finances, etc. Refrain from sharing or discussing others' personal information without their express consent. Do not publish pictures of students on social media without permission from their parents.
7. Make every effort to participate in the annual orientation and scheduled staff meetings

8. Arrive and leave on time; inform appropriate personnel if you must arrive late, need to leave early or will miss a day of service.
9. It is important to know who is on our campus at all times. Log in and out upon arrival and departure. If you are on campus but unable to do this in person, call or text the office to ask to have it done for you.
10. Wear FFC-provided identification tag while on campus.
11. Be where you are scheduled to be and do not enter classes without permission of the teacher or enter spaces you are not scheduled to be in, including spaces not previously requested by FFC and approved by South Ridge Community Church.
12. Do not bring or use illegal substances, drugs, alcohol, or tobacco on campus or to any FFC-sponsored event.
13. Refrain from using your cell phone while on duty except for emergencies or purposes related to your duties, such as contacting the office for help or taking photos of a class activity or student project.
14. Dress modestly and in clean clothes.
15. Don't promote or solicit outside business, ministry or interests without permission from FFC leadership.
16. Let your speech reflect respect for the Lord and others. Examples of inappropriate language include but are not limited to profanity including soft swear words, vulgar language, sexually explicit speech, dirty jokes, language that abuses, insults or denigrates another person whether they are present or not, disrespectful teasing, name calling, flirting, gossiping, etc.
17. Do not initiate or have physical contact with students with the exception of administering first aid or controlling a violent individual with reasonable force.
18. Avoid being alone with a student. If necessary, choose a place that is open to observation by others.
19. Use the upstairs bathroom while students are in the building
20. Do not loiter in the building if you are not there for an FFC learning community purpose.
21. Do not bring weapons on campus unless you are a fully licensed law enforcement professional.
22. Alert our learning community leadership whenever you see violations of the above standards of behavior.

Please sign below to indicate you agree to follow the above standards of behavior on the FFC campus and at FFC off-campus events (during the event as well as the set-up & clean up). **Infractions may lead to consequences up to and including severance of employment and/or cancellation of Membership.**

Name: _____

Date: _____

FFC Leader: _____

Date: _____

Facility Guidelines for Teachers and Staff

Financial Hardship Assistance Program Family Information Sheet

The Foundations First Christian Financial Hardship Assistance program is designed to help parents or guardians who genuinely desire a Christian education for their child(ren), but are unable to meet the dues / service tiers because of financial or other challenges. Each family should contribute toward the cost of their children's education to the level that they are able, and by prayerfully seeking God's help in meeting this obligation through their contributions as well as their efforts to receive support from others – such as family, friends, church, etc.

FFC strives to not have finances become a roadblock to a child enrolling, and FFC is intentionally structured to keep membership dues as low as possible. The FFC Financial Hardship Assistance Program is designed to help parents or guardians who have made appropriate efforts to obtain help as mentioned in the first paragraph above. These parents or guardians must meet the guidelines and requirements of the program, and must be approved for a specific amount of assistance by the FFC Financial Aid Committee (FAC).

1. Parents or guardians who request financial assistance must do the following:

A. Complete the Financial Hardship Assistance Application form, including the Family (monthly) Budget form and Family Assets form.

(The forms mentioned above can be obtained from the FFC office)

B. Submit a copy of their most recent IRS 1040 Tax Form and other documents (as requested by the FAC) to the FFC office.

NOTE: THE DOCUMENTS ABOVE SHOULD BE SUBMITTED TO THE OFFICE IN AN ENVELOPE MARKED "CONFIDENTIAL" AND ADDRESSED – "ATTENTION: THE FFC FINANCIAL AID COMMITTEE" All records will be kept confidential

C. If the parents or guardians are approved for financial assistance, they must agree to pay all remaining dues as well as required FFC fees such as registration fees, activity fees, etc.

2. All new applicants will be interviewed by at least one member of the FAC. Additional interviews may be requested by any member of the Committee. The Committee and FFC Finance Director will determine the amount of financial assistance to be provided.

3. Financial assistance is provided on a one year basis. All returning applicants must submit a new Application for Financial Hardship Assistance each year, and provide an updated Family (monthly) Budget and Family Assets and latest IRS 1040 Tax Form. The FAC will decide whether or not a new interview is needed.

4. The FAC or the Finance Director will advise each applicant in writing of the amount of assistance to be provided as well as the amount of the annual and monthly dues payment.

Application for Financial Hardship Assistance

(Please Print)

Family name _____ Phone # _____

Email _____

Student's name _____ Grade _____

Grade _____

Grade _____

Grade _____

Grade _____

Parent or Guardian: _____

Parent/Guardian:

Parent/Guardian:

First name _____

Occupation _____

Recent Income -Form 1040 _____ Yes _____ Yes
(Attach copy of original)

Anticipated Annual Income _____

FFC Tier Level _____ FFC Dues (annual total) _____

Family Budget Worksheet Attached _____ YES _____ NO
Assets Sheet Attached _____ YES _____ NO

Notes & Comments:

Family (monthly) Budget (please print)

Family Name _____

Phone _____

Email _____

GROSS INCOME PER MONTH _____

Salary _____

Alimony/child support _____ (received)

Interest _____

Dividends _____

Other _____

Monthly EXPENSES:1. **Tithe** _____2. **Tax (Incl. Fed., State, FICA)** _____**NET SPENDABLE INCOME** _____3. **Housing** _____

Mortgage (rent) _____

Hsg Assn (HOA) fees _____

Insurance _____

Taxes _____

Electricity _____

Gas _____

Water _____

Sanitation _____

Telephone _____

Internet/Cable _____

Maintenance _____

Other _____

4. **Food** _____5. **Automobile(s)** _____

Payments _____

Gas & Oil _____

Insurance _____

License/Taxes _____

Maint./Repair/Replace _____

6. **Insurance** _____

Life _____

Medical _____

Other _____

7. **Debts** _____

Credit Card _____

Loans & Notes _____

Other _____

8. Enter. & Recreation _____

Eating out _____

Baby Sitters _____

Activities/Trips _____

Vacation _____

Other _____

9. Clothing _____**10. Savings** _____**11. Medical Expenses** _____

Doctor _____

Dentist _____

Drugs _____

Other _____

12. Miscellaneous Expenses _____

Alimony (paid out) _____

Toiletry, cosmetics _____

Beauty, barber _____

Laundry, cleaning _____

Allowances, lunches _____

Subscriptions _____

Gifts (incl. Christmas) _____

Cash _____

Other _____

13. Education/Child Care _____

FFC Dues _____

Materials _____

Transportation _____

Day Care _____

Child Support -paid out _____

Other _____

(explain) _____

14. Investments _____**TOTAL EXPENSES** _____**INCOME VS. EXPENSES**A. **Net Spendable Income** _____B. **Total Expenses** _____

Subtract B from A _____

Surplus or (Shortfall) _____

Family Assets (Please Print)

Family Name _____ **Phone #** _____

Please list all family assets and provide information that will help us in evaluating your application for financial assistance.

Real Estate: List all homes and properties that you own in full or in part, and indicate the current market value as best you able.

Motor Vehicle(s): List all of your motor vehicles, and include year, make and model, and current estimated value. Show the amount of debt if any owed on each vehicle. This list should include motor vehicles used for both business and non-business use.

Recreational vehicles and equipment: List and provide estimated current value of all recreational items such as cars, motorcycles, boats, skiing equipment, etc.

Bank Accounts, Stocks & Bonds, Trusts, Retirement Savings, Business and Other Assets:
Show the current value for the items listed below;

Savings Account(s) –

Checking Account(s) –

CDs –

Stocks, Bonds, Securities –

Trusts and Inheritances –

Retirement Savings –

Business Assets –

Other Assets (please list) –

Continue on a separate sheet of paper if necessary.

Incident Report Form Information Sheet

What is an incident report form?

A form for documenting incidents of misconduct, injury, bullying, vandalism, illness, accidents, dangerous situations, etc., that occur on in FFC on-campus and off-campus classes and activities.

Why is it important for an incident report form to be completed?

The purpose of an incident report form is to document the exact details of a harmful, damaging, adverse or undesirable event or happening while the details are fresh in the minds of the people involved and those who witnessed or were affected by the incident. The information reported may be useful to medical professionals in their treatment of injuries or illness, or to FFC leadership in sourcing culpability, resolving conflicts, dealing with liability issues, mitigating risks, correcting safety hazards.

What information needs to be included in an incident report?

Who, What, Where, When, Why, and How?

Who should complete the incident report?

The teacher or other supervising adult responsible who witnessed the incident or to whom the incident was first reported.

When should the incident report form be completed and submitted to the FFC Office?

The incident report form should be completed immediately after the incident, or as soon as possible after the incident, while it is fresh in the mind of the person reporting it and those who witnessed or were part of it.

What happens after the incident report form is submitted?

The Executive Director or his designate will investigate the incident. The incident report form will then be filed.

Incident Report Form

Injury/Illness/Sickness **Misconduct**

Staff's Name Reporting Incident: _____ Date: _____

1. Who was involved in the incident?

2. Please describe the incident (if a misconduct, include whether this is a repeat offense):

3. Did any injuries, illnesses occur as a result of the incident? YES NO

If **YES**, please describe: _____

Injury requires physician/hospital visit: _____

4. Location of incident:

5. When did the incident occur?

Date: _____ Time: _____

6. Did anyone witness the incident? _____ YES _____ NO

If YES, please list names/position: _____

7. Did you report the incident? _____ YES _____ NO

If YES, to whom did you report the incident? (FFC Office, Parent, SSRC, 911, first responders, etc.)

8. Documented in Student's Gradelink record? _____ YES _____ NO

9. Follow up Actions Taken (if necessary) - include dates and people/organizations involved:

10. Final resolution:

Date of Final Resolution:

Staff's Signature: _____

Supervisor's Signature: _____

Information Security Policy

Class and Subject Lead Teacher Job Description

Foundations First Christian is a hybrid learning community that partners with parents to provide children and young people with a comprehensive and balanced education that leads them to know God and His one and only Son, Jesus Christ, the only Foundation of all sound knowledge and learning. The education we provide is distinctly and unwaveringly Christian. We strive for it to be whole-person, all-truth, transformational, experiential and relational education.

In this task, the Class or Subject Lead Teacher is the primary instructor, role model and spiritual guide for students in our on-campus classes. Therefore, we seek Class and Subject Lead Teachers who are excited about Christ-centered education and passionate about working with children and young people.

Title: Class Lead Teacher or Subject Lead Teacher

Basic Qualifications

1. Spiritual
 - a. Must have personal faith in Jesus Christ as Savior and Lord
 - b. Must whole-heartedly accept and agree to uphold FFC's Statement of Faith
 - c. Must have active involvement in a local church whose beliefs are in agreement with FFC's Statement of Faith
 - d. Must have a growing faith in Christ as evidenced by personal prayer and study of the scriptures
 - e. Must be committed to furthering FFC's mission and faith-based philosophy of education
2. Education
 - a. Must have a Bachelor's degree in a relevant course of study from a 4-year college or university

Responsibilities

1. Personal
 - b. Seeks to be a Christ-like role model in speech, conduct, love, faith and purity (I Timothy 4:12; Luke 6:40)
 - c. Seeks to live under the power of the Holy Spirit and manifest the fruits of the Spirit in his or her life: love, joy, peace, patience, kindness, goodness, gentleness, faithfulness and self-control (Galatians 5:22-23)
 - d. Maintains integrity in all situations, handles confidential information appropriately
 - e. Maintains a dignified personal appearance of cleanliness and modesty
 - f. Seeks and seizes opportunities to improve self personally and professionally
2. Instructional
 - g. Integrates a Christian worldview and biblical principles into their subject teaching
 - h. Leads students to a realization of greatness of God and of their infinite worth to Him
 - i. Is ready to offer spiritual advice to students and pray with them
 - j. Regularly and systematically prays for their students
 - k. Develops a syllabus/course outline that completes the curriculum in the allotted time
 - l. Carefully prepares in advance lesson plans for all on-campus classes and satellite day lessons
 - m. Integrates creative teaching methods and technology to engage students and motivate them to deep learning

- n. Plans instructional strategies and differentiates learning activities and instruction to meet the learning needs and styles of different kinds of learners
- o. Designs learner-driven activities, projects and problem-based assignments that inspire students to deeper learning, promote meaningful student-parent discussions and acquisition of values-based knowledge
- p. Comes to class fully prepared with needed books, resources and materials
- q. Monitors student learning and provides learners with ongoing, constructive feedback
- r. Assesses student learning on a regular basis and provides progress reports, as required
- s. Grades assignments and tests promptly
- t. Maintains accurate records of student performance
- u. Keeps students, parents and FFC administration informed of progress, non-progress or persistent problems
- v. Maintains proper student discipline in the classroom and on campus
- w. Maintains high expectations for all students and works with them to set achievable goals
- x. Maintains a safe, clean, attractive and well-ordered classroom
- y. Develops positive working relationships with students, parents, Tier 2 & 3 parent assistants and fellow staff members built on mutual respect and trust

3. Non-Instructional

- z. Cooperates with the Board and Administration in implementing all policies, procedures and directives governing the operation of FFC
- aa. Informs the administration if unable to fulfill any responsibility they have been given
- bb. Knows the procedures for dealing with emergencies
- cc. Provides input and constructive recommendations to improve FFC's instruction and administration
- dd. Attends and participates in faculty and curriculum meetings, in-service training including 1 Wednesday morning per month, etc.
- ee. Performs other duties as assigned

Reports to: Executive Director or his Designate

Teacher Associate Job Description

Foundations First Christian is a hybrid learning community that partners with parents to provide children and young people with a comprehensive and balanced education that leads them to know God and His one and only Son, Jesus Christ, the only Foundation of all sound knowledge and learning. The education we provide is distinctly and unwaveringly Christian. We strive for it to be whole-person, all-truth, transformational, experiential and relational education.

In this task, the Teacher Associate (TA) is an important teaching assistant, role model and spiritual guide for students in our on-campus classes. Therefore, we seek Teacher Associates who are excited about Christ-centered education and passionate about working with children and young people.

Title: Teacher Associate

Basic Qualifications

3. Spiritual

- a. Must have personal faith in Jesus Christ as Savior and Lord
- b. Must whole-heartedly accept and agree to uphold FFC's Statement of Faith
- c. Must have active involvement in a local church whose beliefs are in agreement with FFC's Statement of Faith
- d. Must have a growing faith in Christ as evidenced by personal prayer and study of the scriptures
- e. Must be committed to furthering FFC's mission and faith-based philosophy of education

4. Education

- a. Some college or university study in relevant field is preferred

Responsibilities

4. Personal

- a. Seeks to be a Christ-like role model in speech, conduct, love, faith and purity (I Timothy 4:12; Luke 6:40)
- b. Seeks to live under the power of the Holy Spirit and manifest the fruits of the Spirit in his or her life: love, joy, peace, patience, kindness, goodness, gentleness, faithfulness and self-control (Galatians 5:22-23)
- c. Maintains integrity in all situations, handles confidential information appropriately
- d. Maintains a dignified personal appearance of cleanliness and modesty
- e. Seeks and seizes opportunities to improve self personally and professionally

5. Instructional

- a. Assists the Classroom or Subject Lead Teacher with integrating a Christian worldview and biblical principles into the class environment and teaching
- b. Assists the Lead Teacher in helping students realize the greatness of God and of their infinite worth to Him
- c. As directed by the Lead Teacher, is ready to offer spiritual advice to students and pray with them
- d. Regularly and systematically prays for their students
- e. Assists the Lead Teacher with classroom, lesson and materials preparation

- f. Assists the Lead Teacher with Integrating creative teaching methods and technology to engage students and motivate them to deep learning
- g. Assists the Lead Teacher with implementing instructional strategies and differentiating learning activities and instruction by leading small groups of students
- h. Assists the Lead Teacher with assessing student progress, correcting assignments and tests
- i. Comes to class fully prepared before the start of class
- j. Assists the Lead Teacher with keeping students, parents and FFC administration informed of progress, non-progress or persistent problems, may participate in parent-teacher conferences
- k. Assists the Lead Teacher with maintaining proper student discipline in the classroom and on campus
- l. Maintains high expectations for all students and works with them to set achievable goals
- m. Assists the Lead Teacher in maintaining a safe, clean, attractive and well-ordered classroom
- n. Develops positive working relationships with the Lead Teacher, students, parents, Tier 2 & 3 parent assistants and fellow staff members built on mutual respect and trust
- o. May serve as substitute teacher when the Lead Teacher is absent

6. Non-Instructional

- a. Cooperates with the Board and Administration in implementing all policies, procedures and directives governing the operation of FFC
- b. Informs the Lead Teacher if unable to fulfill any responsibility they have been given
- c. Knows the procedures for dealing with emergencies
- d. Provides input and constructive recommendations to improve FFC's instruction and administration
- e. Attends and participates in faculty and curriculum meetings, in-service training, etc. including 1 half-day per month on a Wednesday.
- f. Performs other duties as assigned

Reports to: Class or Subject Lead Teacher and the Executive Director or his Designate

Membership Summary for FFC Learning Year 2024-2025

Family Name		Number of Students	
Membership Tier	C	Staff? Y/N	

Service Placement (subject to change) Not applicable for Membership C

Financial Assistance (if applicable):

I have received, read and approve or completed the following forms, which are found here

<https://foundationsfirstchristian.org/community-handbook>

Complete	Form or Document
	Activity and Technology Permission Form (signed and returned)
	Abuse Prevention Protocol (check mark indicates agreement)
	Charter for Success (check mark indicates agreement)
	Community Handbook (check mark indicates receipt)
	Sick Policy (check mark indicates agreement)
	Statement of Faith (check mark indicates support)

Check One	Days on Campus	Annual Dues per child	Monthly Dues per child
	3	\$6570	\$730
	3.5	\$7650	\$850
	4	\$8190	\$910

Check One	First Payment Due	Last Payment Due
	August 1	April 1
	September 1	May 1

Non-refundable Registration Fee per child	\$200
Books and Materials Fee per child	\$100

By this signature, I signify agreement that what is written above is correct to the best of my knowledge.

Member Name:

Member Signature: _____

Date:

Payment of Dues Policy

Policy and Procedure: Payment of Dues

A compassionate yet sound financial policy for accounts receivable is essential for the continued existence of FFC. When a family joins FFC, they are making a commitment to other FFC families, FFC educators and the FFC Board to pay all dues and fees on time to ensure the financial health and smooth running of our learning community.

Basic Principles

1. Families are expected to pay dues and fees according to the schedule. Dues are to be paid on or before the 1st of each month. Seriously or chronically past due accounts may be assessed late fees.
2. If a family fails to pay dues on time as a result of family financial difficulties, it is the responsibility of the family to contact the FFC office to arrange a meeting with the Executive Director or Finance Director.
3. FFC is committed to working with families to develop payment plans that help families meet their FFC financial obligations. Families are strongly encouraged to use the Auto-pay feature of Gradelink to ensure payments are made on time.
4. In the unfortunate situation where a family is severely negligent in meeting FFC financial obligations and is not cooperative with FFC administration to work out a solution, FFC reserves the right to suspend membership and/or refer a family's account to a collection agency and prohibit the student from attending classes or participating in FFC's education program.
5. The following Process Steps and reminders will be implemented as long as they are deemed necessary for the smooth administration and financial well-being of FFC.

Three Stages of Non-Payment & Process Steps

Due date reminder emails

1. On the 25th of each month, beginning on July 25, the FFC Office Administrator will send a standard email to all families with a copy to the Executive Director and the Finance Director, reminding families that dues are to be paid on or before the first of the month and are considered to be overdue if payment is not received by the 10th of the month. The emails for July and August will include instructions about how to access account information, make payments through Gradelink and encourage parents to set up an auto-pay process in Gradelink.
2. On the 5th of each month, beginning August 5th, the FFC Office Administrator will send a standard email to all families with a copy to the Executive Director and the Finance Director, reminding parents that dues should be paid by the first of the month and that they are considered late if payment is not received by the 10th of the month. The email will remind families of the vital role their dues payments play in the smooth operating of FFC and contain a phrase thanking families for paying on time and asking those who have already paid to disregard the message.

Past Due (An account is due on the 1st of the month, and is considered "Past Due" if payment is not received by the 10th of the month)

On the 11th of the month:

3. The FFC Office Administrator will send an individual email to each family with a past due account, including a copy of their invoice, reminding them to log into Gradelink to make a payment or to pay by check and encouraging them to sign up for an auto-payment plan. They will be reminded that delinquent or chronically past due accounts will be assessed a late fee. A copy of this email will be sent to the Executive Director and the Finance Director.

On the 20th of the month:

4. If no payment has been received by the 20th of the month, the FFC Office Administrator will notify the Finance Director who will make a follow up call to parents indicating that FFC has not received payment and asking if they will be able to make the payment as well as the upcoming payment that will be due on the first of the next month. If the family says they are experiencing financial difficulties, the Finance Director will discuss with them a plan for payment. The Finance Director will make note of the conversation in the Notes section of the family's Gradelink Ledger sheet.

Delinquent (An account is considered “Delinquent” if 2 monthly payments have been missed with no attempt by the family to make payments)

5. The FFC Office Administrator will notify the Executive Director and the Finance Director, and enter a late fee of \$15 per child to the family ledger after two monthly payments have been missed (i.e., the first day in the office after the first of the month).
6. The Finance Director will contact the parent(s) by phone to let them know they have missed 2 monthly payments and that a late fee has been added to their account. The Finance Director will discuss a plan for payment and for staying on track with future payments. The plan might involve requiring an auto-payment plan and/or applying for financial hardship assistance. The Finance Director will make note of the conversation in the Notes section of the family's Gradelink Ledger sheet.

Unresolved (An account is considered “Unresolved” if 3 monthly payments have been missed)

7. The FFC Office Administrator will enter an additional late fee of \$15 per child to the family ledger and notify the Executive Director and Finance Director.
8. Parent(s) will be contacted by the Executive Director or Finance Director and advised that unless full payment is made within the month, or they have met with the Executive Director or Finance Director to establish and comply with a payment plan that is satisfactory to the FFC Financial Committee, their student will not be allowed to continue in FFC classes and the education program. A follow-up letter will be sent to the parents by the Office Administrator and signed by the Executive Director affirming this conversation. The Office Administrator will keep a copy of the letter in the student file and make note of the correspondence in the Notes section of the family's Gradelink Ledger sheet.
9. The FFC Board shall be notified by the Executive Director when a family is so delinquent in paying their dues that they are nearing the point at which their child/children would be restricted from participating in FFC classes and the education program.
10. At the end of the month, if no payment has been made and the parents have not worked out a satisfactory payment plan with the Executive Director or Finance Director, the parent(s) will be notified by phone (by the Executive Director or Finance Director) and by letter from the FFC Office Administrator, signed by the Executive Director, that their student will no longer be allowed to

Foundations First Christian Community Handbook Appendix – August, 2024
continue in FFC classes and the education program until payment is made or a payment plan
approved by the FFC Finance committee has commenced.

11. The FFC Office Administrator will notify teachers of the suspension and suspend access to Gradelink.
12. Suspension may be ended and the student reinstated if the account is brought current or a
satisfactory arrangement is made with written documentation signed by the Executive Director or
Finance Director.

Chronic late payments may result in mandated enrollment in an auto-payment plan and/or additional fees.

Re-enrollment restrictions when an account is overdue.

13. Discounted early enrollment is open only to families with accounts having no outstanding balances
due.
14. In order to secure enrollment for the upcoming or any subsequent academic year, all dues and fees
must be paid in full by June 30, the end of the current FFC fiscal year.

Service Application

FOUNDATIONS FIRST CHRISTIAN APPLICATION TO SERVE IN THE FFC COMMUNITY

Name: _____

We appreciate and value your interest in serving in the Foundations First Christian learning community. Thank you for taking the time to fully complete this application. As you can imagine, safeguarding our children, students and our team is our top priority! We recognize this takes extra effort and time in completing this paperwork; however, we hope you understand the necessity of it being done thoroughly and completely. Thank you for your prompt and complete attention.

APPLYING FOR SERVICE IN THE FFC COMMUNITY

- A. Complete this application and return it to the Admissions Administrator.
- B. Participate in an interview with the Executive Director and a member of the Board of Directors to determine qualifications and potential placement. Notes will be captured on a Service Agreement.
- C. If agreement is reached about potential placement, you will receive by email a request to authorize a confidential background check.
- D. Once the background check clears, you will be contacted by the Admissions Administrator, Executive Director or delegate to confirm the Service Agreement and discuss placement opportunities.

General Information:

Today's Date:

Name:

Nickname:

Address:

City: _____

State: _____

Zip: _____

Home Phone:

Work

Cell :

Email Address:

1. DO YOU HAVE A PARTICULAR SKILL, TRAINING OR INTEREST YOU'D LIKE TO SHARE?

2. I AM APPLYING FOR:

A Membership (20 hours/week service)

I am interested in

B Membership (10 hours/week service)

volunteering

C Membership (no service requirement)

I am seeking employment

3. DAYS YOU WISH TO SERVE:

Mondays

Tuesdays

Wednesdays (Satellite
Day)

Thursdays

Fridays (Satellite Day)

Not sure/no preference

4. AGE LEVEL WITH WHOM YOU WOULD LIKE TO WORK (Please indicate age in blank if
preference):

Preschool

Kindergarte

1st Grade

2nd Grade

n
3rd-4th
Grade

5th-6th
Grade

7th-10th Grade

No
preference

5. HIGHEST LEVEL OF EDUCATION

RELEVANT WORK HISTORY

Spiritual Journey:

Whether you are a follower of Christ, uncertain about God or somewhere in between, we are all on a Spiritual Journey. Please take a few minutes to describe how and when you decided to trust only Christ for your salvation OR where you are with your belief in God today.

Church Affiliation (if any)

Name of Church

Location:

How long attended?

Pastor's name:

Previous Work with Children

List previous work (whether paid or unpaid) involving children/students during the past ten years. Include dates of work, name and location of work, and a brief description of work performed

Highest Level of Education:

High School / Technical School

High School Graduate or equivalent

College Degree; (include name of school, major)

Post graduate courses (include name of school, subject)

Graduate degree (include name of school, degree)

Other relevant education:

Explanation:

This application will be asking some very personal and private questions. It is our intention to find out more about the people that we are entrusting with minors. The information contained in this application will be treated with the utmost of confidentiality and respect. No one will have access without proper authorization.

The questions contained herein are not designed to offend or to pass judgment, but rather to create an environment where a person's past will not hinder their ability to participate in FFC's mission in a safe, fun and productive way. If you answer "yes" to any of the questions in the following section, we will need to contact you to discuss those questions with you personally. Please be assured, that this does not necessarily preclude you from serving in FFC. We also have this policy in place to ensure the safety of our adult members as well as our students.

This application is to be completed by all applicants for any position involving interaction with minors.

6. Personal Situations;

If you answer “yes” to any of these questions, please explain. If you prefer to have a confidential meeting to provide any explanations, please indicate that.

a) Have you ever been concerned that you may have an addiction to drugs, alcohol, pornography or any other addiction, or has anyone ever suggested that you have a problem with any of the above?

Yes

No

If yes, please explain

b) Have you ever been arrested, convicted or pleaded guilty to a crime?

Yes

No

If yes, please explain

c) Have you ever been accused, charged, committed or alleged to have committed any act of neglecting, abusing, molesting or battering any child or adult?

Yes

No

If yes, please explain

d) Are there any circumstances or pattern in your life, which would make it inappropriate for you to serve with minors?

Yes

No

If yes, please explain

Marital Status

Single

Married

Widowed

Divorced

Other (explain)

7. Theology:

Please review Foundations First Christian's Statement of Faith and select the answer or answers that best describe your position:

I cannot support some or all of the Statement of Faith

I have questions about some or all of the Statement of Faith

I will support FFC's commitment to teaching from FFC's Statement of Faith

I agree with and seek to live by FFC's Statement of Faith

I am comfortable with teaching FFC's Statement of Faith and helping others live by them

Comments:

8. References:

List three people that you know, who meet the following criteria:

- a) Are over 18 years old
- b) Are not related to you
- c) Have seen you around minors
- d) Have known you for more than one year

FIRST REFERENCE::

Name:

Occupation:

Nature of Relationship:

Length of Relationship:

City and State of Residence:

Email (Preferred):

Phone:

SECOND REFERENCE:

Name:

Occupation:

Nature of Relationship:

Length of Relationship:

Foundations First Christian Community Handbook Appendix – August, 2024
City and State of Residence:

Email (Preferred) Phone:

THIRD REFERENCE

Name: Occupation:

Nature of Relationship: Length of Relationship

City and State of Residence:

Email (Preferred) Phone:

Previous Addresses:

If you have lived at your current address for less than seven years, provide information on all addresses during that period.

Most Recent Address (prior to your current address)

Address: Dates:

City: State: Zip:

Previous Address:

Address: Dates:

City: State: Zip:

Applicant's Statement:

The information contained in this application is correct to the best of my knowledge. I authorize any references listed in this application to give you any information (including opinion) that they may have regarding my character and fitness for children or youth work.

I authorize the release of the information contained in this application, on a confidential, need to know basis, to any Foundations First Christian Board Member.

In consideration of the receipt and evaluation of this application by Foundations First Christian, I hereby release any individual, faculty, board member, volunteer, reference or any other person or organization, including record custodian, both collectively and individually, from any and all liability for damages of

whatever kind or nature, which may at any time result to me, my heirs, or family, on account of compliance or any attempts to comply, with this authorization.

Foundations First Christian Community Handbook Appendix – August, 2024

To uphold the confidentiality of the references, I waive any right that I may have to inspect any information provided about me by any person or organization, but I may contact Foundations First to inquire about information people provided about me.

Applicant Name:

Applicant Signature:

Date:

Sick Policy Agreement

Health and Sick Policy

In keeping with the commitment made between parents, guardians, faculty, volunteers and all those affiliated with Foundations First Christian, we as a community commit to keeping the health and safety of all involved with FFC as a primary objective. To that end, if a child, adolescent or adult is sick or has knowingly been exposed to a contagious illness, that individual commits to stay home.

It is further acknowledged that a child or adult with symptoms of illness will not be accepted into FFC while symptoms are present. Some signs of illness include, but are not limited to: coughing, excessive sneezing, runny eyes and nose (not associated with allergies), fever, fatigue, irritability, vomiting and diarrhea. If any individual has had a fever within the last 24-hour period of more than 100 degrees or any of the symptoms itemized above, he/she is asked to stay home.

Medication will only be administered by a parent or an RN that may be present on the FFC campus. (There will not be an RN on campus every day) Exceptions to this may be, but are not limited to: topical ointment, such as antibiotic cream and bactine; cough drops will be given if needed and Epi-Pens will be administered if needed. Additionally, with a signed release from a parent/guardian Tylenol, Advil or Benadryl will be given. **If a child has an allergy, (bee sting, food allergy, etc.), specific information must be communicated in writing to the FFC Office.**

Additionally:

- Protective gloves are available on campus.
- If an injury or illness does occur, parent/guardian will be notified and prompt pick up arrangements will be made.
- If your child will be picked up by anyone other than the parent/guardian, written authorization must be given to the office.

By my signature below, I affirm agreement to this Covenant:

Parent/Guardian Signature: _____, Date: _____

By my signature below, I give permission for my child to receive over-the-counter medication if needed in my absence.

Parent/Guardian Signature: _____, Date: _____

Statement of Faith

- We believe the **Scriptures**, both Old and New Testaments, to be the inspired Word of God, without error in the original writings, the complete revelation of His will for the salvation of man and the divine and final authority for all Christian faith, life and conduct.
- We believe in **one God**, Creator of all things, infinitely perfect and eternally existing in three persons, Father, Son and Holy Spirit.
- We believe **Jesus Christ**, without any change in His eternal deity, became man through conception by the Holy Spirit and virgin birth and that He died on the cross, a perfect and complete sacrifice, in our stead and for our sins according to the Scriptures. He rose bodily from the dead and ascended into heaven, where, at the right hand of the Majesty on High, He is now our High Priest and Advocate.
- We believe that the ministry of the **Holy Spirit** is to glorify the Lord Jesus Christ and, during this age, to convict of sin and regenerate the sinner upon believing in Christ, at the time of regeneration baptizing the believer into the one body, of which Christ is the head, and to indwell, guide, instruct, fill and empower the believer for godly living and service.
- We believe that **man** was directly created by God in His own image, but fell into sin. The entire human race is, therefore, lost and only through repentance and faith in Jesus Christ, and regeneration of the Holy Spirit, can salvation and spiritual life be obtained.
- We believe that the atoning death of Jesus Christ and His resurrection provide the only ground of justification and **salvation** for all who believe, and that only such as receive Jesus Christ by personal faith are born of the Holy Spirit and by Him are sealed to the day of redemption.
- We believe in the personal, imminent **return** of our Lord Jesus Christ and that the hope of His appearing has a vital bearing on the personal life and service of the believer.
- We believe in the bodily **resurrection** of all the dead, of the believer to everlasting blessedness and joy with the Lord, and of the unbeliever to judgment and everlasting and conscious punishment.
- We believe that the **Church** is composed of all such persons who through saving faith in Jesus Christ have been regenerated by the Holy Spirit and are united together in the body of Christ, of which He is the head.
- We believe that water baptism and the Lord's Supper are **ordinances** to be observed by the Church during this present age. They are, however, not to be regarded as means of salvation.
- We believe that all the saved should **live** in such manner as will honor and glorify and not bring reproach upon their Savior and Lord, and that it is commanded by God to remain separate from false doctrines and sinful pleasures, practices and associations.
- We believe every human being is created in the image of God and therefore has intrinsic **value**. We affirm the inherent value of the unborn child, persons with disabilities, the elderly and those who are incapacitated.
- We believe God has ordained and created **marriage** to exist between one man and one woman, with absolute marital fidelity. We define marriage as the legal, permanent, exclusive, comprehensive and conjugal "one flesh" union of one man and one woman. We believe that sexual acts outside marriage are prohibited as sinful.
- We believe that God created mankind in His image: **male (man) and female (woman)**, sexually different, but with equal personal dignity. We believe individuals should affirm their biological gender as given from God and should refrain from denying or disagreeing with their biological gender attempting to physically or cosmetically change their gender, or become the opposite gender