

## **CLASS PLANNING PACKET INSTRUCTIONS**

### **Purpose**

Our purpose is to strengthen our families by reflecting Biblical standards in our homes and marriages, as established in Ephesians 5:21-33. We are endeavoring to raise our children in the nurture and admonition of the Lord (Ephesians 6:4) through Godly instruction in these four primary areas: spiritual training, character development, academics, and practical life skills.

Believing that children are a blessing from the Lord (Psalm 127:3), and that it is both our privilege and responsibility to train our children in the ways of God, we the High Country Home Educators group are committed to assisting one another with these responsibilities.

### **PHILOSOPHY OF EDUCATION**

High Country Enrichment Classes (HCEC) is a diverse and flexible program sponsored jointly by High Country Home Educators and ~~the Small Group Ministries~~ of New Life Church. The purpose is to provide support and encouragement to the home schooling family by providing classes that supplement and compliment their own curriculum. It is a family-friendly environment where families can look forward to healthy social interaction with teachers and peers.

The program is not a "school" in the traditional sense. Our assumption is that "school" takes place in the home and our enrichment classes are designed to support families in those efforts. Students may take different classes throughout the day, as individual family needs dictate.

HCEC is directed by and organized for families of High Country Home Educators, but others are encouraged to attend as class availability permits. Classes are open to everyone who wants to come. Although we don't foresee many people signing up who are not home schooled, it is a possibility. The program is designed to foster student growth spiritually, academically, and physically. Each year the classes offered may vary as the Lord provides teachers.

The HCEC Board of Directors handles management of policies and procedures and day-to-day operation for HCEC ~~small~~ groups. The HCEC board is a divisional board of the High Country Home Educators Corporate Board and is therefore, governed by and accountable to it.

### **HCEC EMPLOYMENT CODE**

High Country Enrichment Classes admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

### **HCEC HONOR CODE**

- You have a responsibility to develop and exhibit mature Christian behavior. This should be the ~~basic~~ premise of your desire to serve the Body of Christ by working with ~~us~~.
- While ~~servicing~~ with HCEC, you agree to present a good appearance at all times, ~~in~~ both attire and behavior, ~~striving~~ to demonstrate Biblical standards in all situations.
- As Christians, the way we present ourselves to others is of vital importance to the way others perceive Christ. Our conduct should never be an embarrassment to Christ, but should exemplify the best qualities of a mature believer and Servant/Leader.
- By providing an example in speech and action, we encourage others to grow in Christ and become ministers themselves. This Honor Code is a way of life measured by the heart and commitment of each minister in the Body of Christ. We ~~regard~~ it as an essential part of our development, not as an imposition ~~of~~ restriction.

### **RESPONSIBILITIES**

- The High Country teacher or Team Leader is the spiritual authority in the classroom. Be accountable to her/him (this is accomplished primarily through relationship and evaluation).
- Pray for your students, your TA's, approved volunteers, and your Team Leader each day. Remember to start each class with prayer as well as praise reports.
- Provide a supportive atmosphere in which students are able to discover and develop their spiritual gifts.
- Be a "Life Coach" to students.
- Identify and mentor future leaders in order to empower them for their ministries.
- Teachers must to be familiar with all policies and procedures in the STAFF HANDBOOK.

## **Administrative Information:**

**Childcare:** A loving, pre-school type program is available for your children under Kindergarten age and is available to teachers and Vital Partners only during their hour(s) of HCEC commitment.

- Register your preschooler or infant with Teachers' Tots by filling out a Teacher Tots Registration form at registration or during Student Orientation.
- A supervised Homework Room is available for children Kindergarten ages through High School, if you decide not to enroll your child(ren) in a class while you are teaching. There is a \$5.00 charge per child per semester hour for Homework Room and it is for serious study in a library-like atmosphere.

**Compensation:** High Country will pay teachers \$15.84 per hour for actual scheduled class time. Class pay is based on an average of ten students per class taught by teacher. Teacher agreements must be signed before classes begin.

- Pay is pro-rated for teachers with classes of fewer than ten students. However, class enrollment is averaged among all classes taught by an individual teacher.
- A teacher's own child does not count toward pay minimums but does count toward class totals for student maximums and TA requirements.
- Teachers receive priority registration for their own children because they are the first to enroll. Although this does not guarantee that a class will be available when they register there is a greater likelihood that their children will find classes to attend while they teach. \*The homework room is available for children Kindergarten age and older if you choose not to enroll them in classes while you are teaching.
- The Teachers' Tots program is available for children under Kindergarten age. You must register your children for childcare using the Teachers' Tots Registration Form at Teacher Registration.
- You will be expected to provide your own supplies and copies. If you need to collect a class fee for that, try to calculate the cost as closely as possible and provide the amount on the Class Information Sheet. (Cost must not exceed \$5.00 without written itemization; this is to protect both you and our families who may have several siblings taking multiple classes.) Please plan carefully as materials and copies are NOT available from the Resource Center or New Life Church.

## **Classroom Guidelines:**

- All Classes meet for 55 minutes. It is necessary for teachers to vacate the classroom five minutes before the hour. To ensure children and teachers are able to accomplish this, begin five minutes prior to dismissal helping children gather their belongings and complete the following:
  - ✓Arrange chairs neatly and clean desktops.
  - ✓Attend to White board and TV.
  - ✓Vacuum room, as needed.
  - ✓Set trash outside door as need arises during day (This must be done at end of day by the final teacher in the classroom.)

**NOTE: Enlist the assistance of your students, encouraging servant attitudes. (Do not release children earlier than five minutes before the hour.)**

## **Registration for classes is handled through the HCEC Registrar.**

- Only enrolled children who fit the age guidelines of the class may be in the classroom unless a written exception is granted at the time of registration.
- It is imperative that teachers make no promises to any students about enrollment in any class but instead direct them to the Registrar.
- If a family has a question about the child's ability to perform in a class, please discuss the issue in terms of "if you are able to enroll, an exception could be granted."

## **CLASS INFORMATION PACKET INSTRUCTIONS**

*Please be sure to fill out separate Class Information for each class of different titles ~~and/or grades~~. The following information corresponds with the Class Planning Packet providing explanation of each ~~form and~~ section.*

### **Class Information Form:**

- 1. Class Title:** This is the title we will use for all paperwork referring to your class.
  - Make it concise and descriptive with a maximum of 18 characters.
  - Please keep in mind that the title also has to fit in a small class-by-grade box and long titles may need to be abbreviated.
- 2. Grades:** The grades should be in a narrow range using the following suggestions
  - K-1 (ages 5-7), 2-3 (ages 7-9), 4-6 (ages 9-12), 6-8 (ages 11-14), 9-12 (ages 14-18).
  - You may narrow even further or group differently if your class content dictates (such as grades 1-2).
- 3. Personal Contact Information:**
  - Home phone number will be used in the class description unless noted otherwise.
- 4. Class Description:** Make this lively and appealing.
  - Putting quality into your description helps parents when deciding whether a class will fit their child's needs. Clear expectations is a primary indicator of a successful small group – our parents like knowing what to expect from a class.
  - Refer to last semester's class descriptions in the registration packet for examples.
  - Make sure class description adequately informs parents of your intended scope and sequence, particularly if there are any items that might raise questions.
- 5. Length of Class Period:**
  - This will depend on the amount of time needed to get through the materials and instruction you have prepared for your class.
- 6. Availability to Teach:**
  - While we recognize it may be difficult for you to commit without knowing what will be offered for your children at a given hour, unless there is initial commitment, a schedule cannot be prepared.
  - We will strive to make sure that every grade level has a good variety of classes from which to choose as the Lord provides teachers.
  - If you are being called to teach an upper-level Math class (Algebra ½ and beyond), please consider scheduling additional "interim" classes to provide continuity and progress for students during the break between semesters. This would be a separate arrangement between you and parents, but you should include the information here.
- 7. Note:** Please notate any additional information that will assist in scheduling the time of your class.
- 8. Duration of the class:**
  - This will depend on the amount of time needed to get through the materials and instruction you have prepared for your class.
  - Please keep in mind that a two semester class requires a two semester commitment from the teacher.
  - If you plan a two semester class, you will want to determine if you will allow for new students to enroll for the second semester.
- 9. Homework:**
  - Please keep in mind that when family enrolls in enrichment classes they are already sacrificing time they would ordinarily be schooling at home. With this in mind, homework should be more than busy work. Keep assignments short and stress quality over quantity.
  - Lengthy projects must be given to parents and students in writing. This will allow students an opportunity to budget their time and protect the teacher from accusations of unfair assignments.

## CLASS INFORMATION PACKET INSTRUCTIONS

*Please be sure to fill out separate Class Information for each class of different titles and/or grades.*

### **Class Information Form:** (continued)

#### **10. Prerequisites:**

- If the material you are covering requires a minimum skill level (reading, math, motor skills) or a prior class to be completed, please communicate that here.

#### **11. Class Fees:**

- This fee is to cover the additional expenses you might incur for copies, materials and/or necessary texts or workbooks.
- You collect class fees for your classes. Checks are made out in your name.
- You are accountable to the families you serve, so please give an explanation for all class fees. Class fees above \$5.00 require a written itemization to be given to the parent.
- Please use the highest integrity if you decide to charge a class fee.

#### **12. Class Supplies (Family):**

- Please list all supplies you will need the family to provide for their student to bring to class.
- If you decide to wait and provide a more detailed list of supplies in your family letter at Student Orientation, you should give some indication as to the approximate cost here. The families have a lot to budget and plan for when they have multiple classes with various supplies and class fees.
- If you require a student workbook or text you will need to specify whether you will supply them or if the family is expected to do so.

**Materials/books:** If materials need to be ordered by parents, please indicate the following:

- Sources for ordering materials with addresses and/or phone numbers.
- Title of resource with edition number and author, if appropriate. (ISBN numbers prove to be the easiest way to order books.)
- Cost of materials.

#### **13. Maximum Number of Students:**

- Because we want to focus on building relationships, please prayerfully consider the appropriate number of students the Lord is calling you to teach. We want to, "light fires, not fill buckets!"
- When class enrollment is fewer than 10 students, teachers are paid at a rate of \$1.58 per paid student per semester hour. (When the teacher enrolls his/her own student, that student does not count toward your "paid students.")

#### **Minimum Number of Students:**

- Please pray about this. We believe the Lord brings just the right number of students to every class, but we also understand that you need to have a certain number of students for a quality class.
- Consider this number to be the minimum number of enrolled students you will necessitate to teach the class.

#### **14. Teacher Assistants:**

- You may request to have an assistant in your class. However, please consider the responsibilities you might assign an assistant so the assistance is warranted and they will feel their contribution brings value to the class.
- Teaching Assistant (TA) requests are filled when your class enrollment reaches 10 students for grades K-5 and 12 students for grades 6-12, a TA Vital Partner expresses interest in the position, and is officially placed by a TA Coordinator.
- Please fill out a TA Request form if applicable.

## CLASS INFORMATION PACKET INSTRUCTIONS

### Facility Request Form:

- Rooms will be set up for the first class of the day and we will work to schedule classes with like set-ups in the same rooms. If you must rearrange the room, please keep in mind that it will take away class time at both ends of class.
- Please work with one another to allow for smooth and gracious transitions between classes.
- Teachers are responsible for all materials and equipment not listed on the Room Set-Up form.
- It is important to teach our children to be good stewards of all that God gives us. Please take the time to reinforce this with your students by having them clean the room before they leave for the next class. This small step will bless everyone!

### TA Assignment Information Form:

- **To request a TA:** TA's are not automatically assigned to classes. In order to receive a TA (paid or volunteer), the teacher must complete a TA Request form for each class and prior to each semester. This request must then be approved prior to any TA assignment (paid or volunteer). Teachers are encouraged to carefully consider whether or not there is a need for a TA and what the TA's responsibilities will be. It is our desire to serve the teacher and ensure the success of the class being taught. However, we are also committed to being good stewards of our budget in order to keep the cost of classes affordable.
- **TA Assignment:** Once a TA Request is approved, a TA will be assigned to the class during the registration process by the appropriate TA Coordinator. The teacher may request a specific TA for his or her class prior to registration if desired. This may be done on the TA Request Form or by contacting the appropriate TA Coordinator.
- **Pre-requested TA's:** TA's assigned by request prior to registration are limited to 2 positions per family. If the position remains available and the Vital Partner has enough family VP credits, he or she may seek assignment of additional positions after the family's registration appointment. The deadline to request a specific individual for TA placement is the Saturday before registration begins.
- **TA Age Guidelines:** Age 14 may serve up through grade 3; age 15-16 may serve through grade 6; age 17-18 may serve through grade 8; age 18 AND graduated considered adult and may serve in any class.
- **Minimum Enrollment:** In order for a TA to receive pay (class credit), class enrollment must reach a minimum of 10 students for grades K-5 or 12 students for grades 6-12. If minimum enrollment is not met, the TA is offered the opportunity to remain in the class as a volunteer TA or to seek a different VP position. If the TA decides not to remain in the class, the teacher is encouraged to see how the class goes for the first week or two. If the teacher determines there is sufficient need for a TA at this point, he or she must contact his or her Team Leader requesting consideration of TA placement. Enrollment numbers are considered on week 1 and week 2 of classes. If either reaches minimum enrollment numbers, then the TA position will receive pay/credit.
- **Late TA Requests:** If the teacher forgot to request a TA or forgot to request a specific individual for a TA position, that request can be given to the Team Leader or Class Director. Upon approval the request will be forwarded to the appropriate TA Coordinator who will make every attempt to fill the position.
- **Exceptions or Special Circumstances:** If a teacher is in a position where she or he feels additional assistance is needed in the classroom, his or her Team Leader and/or the Class Director should be notified about the situation and reasons for the request for additional help should be submitted for consideration. If approved the request is then given to the TA Coordinator who will make every attempt to find a TA (paid or volunteer) for the class. The Team Leader will inform the teacher.
- **TA Responsibilities:** TAs are expected to arrive in class on time and to find a substitute TA if an absence occurs unless he or she has prior approval from the teacher that a replacement is not necessary for one missed class. **TA's may serve as a substitute teacher, but are not required to do so.** Teachers are encouraged to communicate with their Team Leaders and the TA Coordinators about any TA issues, questions, concerns, or praise reports throughout the semester.

## Emergency Lesson Plan Form:

- This is a generic lesson for your class that anyone could teach without prior knowledge of your class and will be held in reserve in your family file.
- It is intended to enable the class to go forward in your absence in case your prearranged substitute is also not able to teach. (This prevents canceling the class.)
- It is **not** a replacement for your having a prearranged substitute – every teacher must have a substitute designated to cover their class in the event of an absence.
- **Some basic ideas for Emergency Lesson Plans:**
  - Have the students share, “teach” the substitute.
  - Have a book, video, story, which would give an overview of your class topic.
    - NOTE: All videos, books and curriculum must be approved by the Administrator
  - Questions sheet: Have substitute break the class up into small groups and have them discuss 2 or 3 generic questions about your subject then have each group present their ideas in the form of a song, skit, poem, or simple report. (Colleges are doing this all the time so students can develop public speaking and team building skills.)

**Substitutes:** Teachers are responsible for providing and paying their own substitutes.

- Please list your substitute(s) and their phone numbers. (It is wise to have two.)
- Each substitute must have an application on file and be interviewed and approved.
- Co-teachers may share equally the pay and be built-in substitutes!
- If your TA (Teacher Assistant) has agreed to be your substitute, you may need to help them find a substitute TA for times they are called upon to teach. (If you do not feel able to teach the class without an assistant, it is reasonable to assume that they will not feel able to teach without one either.)
- If you are teaching multiple classes, you will need a substitute for each class you teach.
- Please contact your sub as soon as you know that you will be unavailable to teach. This will honor them in making the necessary preparations for subbing for you.

### Class Outline:

- This is a concise description of what you expect to cover in your class throughout the semester.
- Think of your outline as the title of a Book Chapter or daily Lesson Plan with a brief description.
- This is a good time to explore how you will allocate your material over 12 weeks and evaluate content.

**Your Records:** When you have completed this paperwork, please make copies of it for your records and for your substitute. You may wish to refer back to it on occasion.