

FACE
School
est. 1996



Teacher Handbook

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IMPORTANT LINKS

[Portal.Faceschool.org](https://portal.faceschool.org) (Login with your personal email)

www.faceschool.org/teachers

[Sub form](#)

[Sub Application](#)

[Incident Report](#)

[Good News Report](#)

[Class Awards](#)

[Canva.com](https://canva.com) (Login with your FACE Email)

[FACE Email](#) (Login with your FACE Email)

IN PERSON EVENTS

Check for sign ups for all of these in the info to know

Teacher Meeting & Potluck	Monday, August 18 @ 6 pm
In Person Classes Start	September 5
Premium enrolled picture day	October 3, 2025
Fall Break	October 17, 2025
PSAT	October 23, 2025
Secret Sister Begins	October 24, 2025
Holiday Party	December 5, 2025
Secret Sister Reveal Party	December TBD
In Person Classes Resume	January 9, 2026
Senior Brunch	January 31, 2026
Bake Off (Students & Parents)	February 13, 2026
Art Show (Students & Parents)	February 20, 2026
Science Fair	February 27, 2026
Spring Break	April 3, 2026
Prom	TBD
Last Day of In Person Classes	May 1, 2026
Awards Night & Kindergarten Graduation	May 7, 2026
Graduation Rehearsal	May 7, 2026
Field Day	May 8, 2026
FACE Graduation	May 9, 2026

FACE IN PERSON & ONLINE CLASS CALENDAR

In Person Class Dates		Online Class Dates (Day of the week set by teacher)	
Dates	Closures	Dates	Closures
Sept 5, 12, 19, 26		Classes Begin the week of September 3rd & will break for the semester no later than December 13th	
Oct 3, 10, 24, 31	No school Oct 17		No classes Oct 13 - 17
Nov 7, 14, 21	No School Nov 28 Holiday party Dec 5th		No classes Nov 24-28
Dec 5	No School Dec 6th - end		No classes Dec 1-Jan 2
Jan 9, 16, 23, 30	No School Jan 3 Jan 31 Senior Brunch	Classes resume the week of Jan 5th & will end no later than May 2	
Feb 6, 13, 20, 27			
Mar 6, 13, 20, 27			
Apr 10, 17, 24	No School Apr 3rd	Some classes may have optional summer extensions	
May 1	May 7 - Awards Night May 8 - Field Day May 9 - Graduation		

FRIDAY CLASS SCHEDULE

1st hour	9:00 - 9:55
2nd Hour	10:00 - 10:55
3rd Hour	11:00 - 11:55
Lunch	11:55 - 12:25
4th Hour	12:30 - 1:25
5th Hour	1:30 - 2:25

CLASS PAYMENT CALENDARS FOR TEACHERS

Class month	Teacher Pay Sent via Melio
September	Sep 29th
October	Nov 3rd
November	Dec 8th
January	Feb 2nd
February	Mar 2nd
March	Mar 30th
April	May 4th

PARENT/TEACHER INVOICING

We will automatically apply your class earnings to your class invoice.

Please note, teachers have shorter turnaround times on their invoice.

	Paying for these classes	Class Invoice Date	Class Payment Date	Change or Drop Date	Late Fee Applied	Students Removed if unpaid
Sept	Sept 5, 12, 19, 26	At enrollment	At enrollment	Sept 4	n/a	n/a
Oct	Oct 3, 10, 24, 31	Sept 24	Sept 30	Sept 26	Oct 1	Oct 2
Nov	Nov 7, 14, 21, Dec 5	Oct 29	Nov 4	Oct 31	Nov 5	Nov 6
Jan	Jan 9, 16, 23, 30	Dec 3	Dec 9	Dec 5	Dec 10	Dec 11
Feb	Feb 6, 13, 20, 27	Jan 28	Feb 3	Jan 30	Feb 4	Feb 5
Mar	Mar 6, 13, 20, 27	Feb 25	Mar 3	Feb 27	Mar 4	Mar 5
Apr	Apr 10, 17, 24 May 1	Mar 25	Mar 31	Mar 27	Apr 1	Apr 2

TEACHER'S CODE OF CONDUCT

Teachers at FACE are role models for our students, and therefore have the opportunity to have a significant impact on them. It is important that all teachers conduct themselves in ways that exhibit positive character traits.

Timeliness

As a teacher you **MUST** be on-time to your class. The students and parents of the school count on you to provide the classes for which they have paid. Consistent absences and/or tardiness cause inconsistencies in our program, and *will be cause for review of your teaching status at FACE*.

Reliability

At no time may a teacher cancel or discontinue their classes without first consulting with the FACE Administration.

Kindness

In general, use kind words and actions. Don't belittle, don't bully, don't use yelling as a classroom management strategy, and keep your classroom from resembling Lord of the Flies.

Cell phone usage

Using your cellphone for non class reasons during the class hour is strictly prohibited. Only use your phone if there is unless there is a logical reason for the class or in the event of a classroom/school emergency.

Leaving the classroom

If you are teaching students under 6th grade you may not leave your classroom unattended at any time. Middle and High School teachers may only leave their classroom briefly in case of an emergency. If a teacher finds it necessary to leave their classroom, that teacher needs to either call the front desk and request assistance, notify the teacher in the next room to watch over their room until their return, or take their class with them. We have walkie talkies for quick communication between all teachers and with the front desk.

Social Media

As a teacher, you are **NOT** to request or create connections (ie; Follow, Friend Request, etc.) with minors/students on social media, whatsapp, snapchat, or other online platform, unless they are your family. If a student tries to connect with you, **BEFORE** accepting requests from minors/students, be sure you are connected with their parents **AND** have written parental permission to connect with the minor/student.

Communicating with students

NO private messages should be texted or sent between teachers and students. ALWAYS include the parent in your correspondences with minors/students. (Including emails when replying back to a student.) Emails to the entire class should be "BCC", do NOT share contact information without parental permission.

Email Communication Policy

When communicating with parents or students outside of Google Classroom, please cc office@faceschool.org on all emails. This ensures that administration stays informed and can provide support if needed. Consistent communication helps us maintain transparency and accountability across our community.

BEFORE SCHOOL STARTS IN SEPTEMBER

Before classes begin we will also ask you for the following:

1. A W-9 form. Classes are a service we provide via independent contractors. This is a little different relationship than a traditional school set up. This is set up Digitally and will be requested using Zoho Books.
2. An account on [Melio.com](https://melio.com) This is how you get paid!!!
3. A basic course plan. (This is what we'll be using to help parents that enroll mid year decide what classes their students will be best served by. Also, in the event of an emergency where you're not able to teach last minute it'll give the sub an idea of what you're going over in the class)
4. A sub kit for the sub tub. In the event of a last minute emergency we are asking each teacher to place an emergency sub kit in a tub that will be stored at the church. This can be updated and replaced as the year progresses or it can be one thing for the entire year. Anything the sub would need to teach the class should be placed in a large (or XL) Ziplock in the tub.

If you have any questions or concerns about these policies and procedures, please don't hesitate to let us know. Email Office@faceschool.org to set up a time to chat with us.

TEACHING CONTRACTS

Teachers are 1099 Contractors. They are not employees. You are contracted per class.

- You are responsible for your own taxes. We will provide you with a year end pay summary and if you make more than \$600 on your 1099.
- Acceptance of your class to the schedule is a contract between you and FACE and should be treated as such. You will be expected to teach your class all months FACE hosts classes (Sep, Oct, Nov, early Dec, Jan, Feb, Mar, Apr, early May).

- Contracts may be terminated if standards of class content or teacher behavior are not met. Early termination of contract may result in no contract offer in the future.
- Contracts are for one class, 55 minutes in length, meeting 28 times from Sep - May. We do not offer short classes or semester classes in person. Time blocks are more flexible for online classes.

TEACHER MEETING

Failure to attend the MANDATORY Teacher Meeting and/or Open House without communication may result in your class being removed from the schedule.

AWARDS CEREMONY PARTICIPATION

The end-of-year Awards Ceremony is a mandatory event for all teachers. Students look forward to being recognized by their teachers, and your presence makes the celebration meaningful and memorable.

CLASS AWARDS

Each class is REQUIRED to submit two award nominations. These can be for academic achievement, character, improvement, or another quality that stood out during the year. Awards should be submitted by April 15th by using this form: [Class Awards](#)

GOOD NEWS REPORT

If you have a student going above and beyond or generally being incredible please let us know using this form: [Good News Report](#). We will be honoring those who are recognized in the info to know and in other fun ways in addition to the awards ceremony.

CLASSROOM SPACE & USAGE

- Please contact FACE admin if you need a change in classroom size; we will do our best to accommodate according to availability.
- The facility is generous, we are using all available space, please do NOT enter, or store your supplies in, a room if you are not scheduled to teach in that room.
- Laura Griffy is the church staff representative at FACE. **If she says no, the answer is no.**
- Only use painter's tape to affix anything to the walls.
- If you need access to an outside door for loading or unloading please let the front desk know. There are loading doors at the east entry and on the southwest classrooms.

CLASS STANDARDS

- Teachers are expected to teach a complete class, 55 minutes in length.
- The subject matter and level of content needs to be appropriate for the grade level.
- Simply showing a video for an entire class period is not considered acceptable.

HIGH SCHOOL CLASSES

- When offering a high school level class, please specify whether the course is for a full credit (120 hrs) or a half credit (60 hrs).
- FACE only meets 28 weeks, so if a student only attends FACE classes, they would only have 28 hours of time.
- Full credit courses require the student to complete 120 hours of work.
- One hour of homework for each day Monday-Thursday submitted, and attending the FACE class—would be a FULL credit course.
- Common full credit classes are Lab sciences, Math, Grammar, Composition, Foreign Language, Literature
- Half credit courses require the student to complete 60 hours of work.
- Half hour of homework for each day Monday-Thursday submitted, and attending the FACE class—would be a HALF credit course.
- Common half credit classes are: Civics, Finance, Art, Cooking, etc.
- FACE Teachers will need to submit the class grades to office@Faceschool.org at the start of Christmas break and again at the end of classes (late April/Early May)
- Parents should also get a copy
- The grade given by the FACE Teacher will stand on the transcript. If the parent wishes it may be omitted or the class may be repeated but the grade earned is what will be on the report card.
- Grade reports should be sent to parents monthly. (We'll show you how to do this. It's very easy through google classroom.)
- If a student is failing or missing work please let us know at Office@Faceschool.org so we are aware.
- Parents need to respond to you that they have received the report.
- High School credit classes are required to use Google Classroom for parents and students to view grades, assignments, etc.

ONLINE SUPPORT SYSTEMS

WWW.FACESCHOOL.ORG EMAIL

- You can request a FACE teacher email on the class application. (We STRONGLY suggest you do.)
- You can use this to log into [Canva.com](https://www.canva.com) and utilize Canva Ed. (See below)
- You must use this email if you need to log into Google Classroom (See below).
- We will be listing an email for each teacher on the website, but we do not want to put your personal email address on a public site.
- You are welcome to forward it to your regular email so you don't have to keep checking it. We will help you set up a forward if you don't know how to do this.

Always include the parents as a CC on any email with a student or in any text with a student.

CANVA

Canva Education is a free platform within Canva designed to empower K-12 teachers and their students with visual communication tools. It provides access to a vast library of templates, including those for lesson plans, worksheets, presentations, and classroom decor, all tailored for educational purposes. Canva Education also offers features like collaboration tools, feedback mechanisms, and the ability to create interactive elements like polls and quizzes. You can log in using your FACE email address and link to your google classroom easily. To learn more about Canva ed please visit: [Canva Education 101](https://www.canva.com/education/101/)

GOOGLE CLASSROOM

All teachers with students in grades 6-12 will automatically get a Google classroom for each class (outside of physical activity based classes, i.e. P.E.) This is the framework we require you to use for online classes, hybrid classes, and for credit high school classes. Your online classrooms will be sent to you in August. New to Google Classroom? This is a great tutorial for you: [Google Classroom 101](https://www.google.com/classroom/101/)

Why does Google Classroom make things easier for you?

- It includes a built in gradebook and grade reporting
- Google Meet is built in for virtual class meetings.
- You can assign and keep track of all grades, tests, and quizzes very easily.
- You can email your entire class including parents with one click.
- Students can scan and turn in assignments, upload videos, photos of projects etc.
- You can preload and schedule assignments over the summer (or well in advance)
- You can easily reuse material from past years if you choose to teach the class again.
- Anyone teaching active classes or younger students may request one.
- Reasons you may want one:
- If you want to send materials or information to parents.

- You can email all the parents with one click.
- If you want the option to meet virtually with your students or parents in the event of a snow day.
- You can use it to plan your lessons in advance and allow parents to see what's coming up in class.
- You can use it to remind students/parents of upcoming in class activities.

IN PERSON TEACHER POLICIES

ARRIVAL, DEPARTURE, & CLASS TIMES

- Arrive at your classroom before class is scheduled to start to prepare and greet the children.
- NO early dismissal of classes. If you're done have a time filler plan.
- Remain in the room until parents come for their children when teaching PreK-1st grade, or at parent's request.
- Each class lasts 55 minutes.
- Please clean your areas and dismiss at this time so the other classes can run on time.
- DO NOT dismiss students early!
- Students under the age of 7 are only to be dismissed to a parent or designated proxy (older siblings, etc.)

HALLWAY

Assist in the hallways between class periods to ensure that students are moving from class-to-class in a reasonable manner (i.e. – no running, pushing/shoving, yelling, bullying, throwing things, etc.).

- If an incident occurs please intervene. Use this form to report this in addition to informing parents and the front desk as soon as possible: [Incident Report Form](#)
- If you see someone going above and beyond or generally being incredible please let us know using this form: [Good News Report](#)

CLASS CANCELLATIONS

- Classes may be canceled due to an act of God, i.e. snow days, an emergency at the church (power outage, water emergency, etc.), or last minute issues such as a sudden funeral or local emergency.
- We know some of our upper level classes need every last class day to make it through their curriculum. Please indicate in your class application if you will be moving classes online in the event of a cancellation.
- The church is located literally on the border of Jeffco & Adams 12 therefore if either of those districts declare a snow day OR a delay of 2 hours or more, FACE will have a snow day. If there is a 1 hour delay we will still meet.

VISITORS

- We allow families to visit for one week to see if FACE is a good fit.
- We will notify you if you have a visiting student.
- If you have a family that visits more than once, and is not on your class roster, please send them to the Main Table.

CLASSROOM USAGE AND CLEAN-UP POLICY

1. Teachers are expected to leave their classrooms clean and orderly at the end of each class.
2. **Students are required to help and clean up after themselves.**
3. Set a timer for 5 minutes before the end of the class period to allow ample clean up time.
4. Do not leave a mess for FACE admin or for your fellow teachers to handle on your behalf. Failure to follow these clean-up expectations will result in a \$25 fee per occurrence, which will be deducted from your monthly payment.
5. Only painter's tape may be used to stick anything to the walls.

CLASSROOM CLEANUP TASKS

Remember: There is a \$25 fine levied for classrooms left a mess. If staff or another teacher has to spend more than a minute or two cleaning up after you, the fine will be levied. Please help our community remain a good one by using classrooms with care and cleaning up the space.

Every Hour:

- Tables, chairs, and whiteboards must be clean before you leave the room.
- Check the chairs carefully if you use paint, glue, etc.
- If you send kids to a bathroom to clean up messy hands check the bathrooms to be sure they didn't leave a mess.
- Please use the provided spray bottles to wipe things clean.
- During cold and flu season please wipe the surfaces as often as you can.
- Clean up any trash or debris on the floor. **Use the vacuum if needed.**
- Return tables and chairs to their original floorplan unless the next teacher okays leaving it set that way.
- If the trash is overflowing or if there's something that will smell in the trash, empty it into the large trash can in the hallway.

Last Class of the day in a room:

- Remove the trash and dump it into the big can in the hallway.
 - If the trashcan is not full of wet items please just dump the bag contents and leave the bag.
- Use the sweeper or vacuum to clean the floor.
- Wipe the tables and check the floors and chairs for any paint or damage.
- Reset the room to match the posted photograph
- Push chairs in
- Drop off the room walkie talkie, spray bottle, and cleaning rags at the front desk.

Kitchen Use:

- Please remember when planning that kitchen clean up time is generally longer than other classes.
- All dishes, cutlery, pots, pans, and mixing bowls must be washed, dried, and returned to their proper place.
- Wipe down tables, countertops, and the stove.
- Sweep the floor.
- Put any soggy rags into the dirty dish cloth bag.

MESSY DAYS

- If it is at all possible to take a messy project outside please do so. You still have to clean up but it's a lot easier to clean up outside!
- If you know a class day will be messy and extra hands will be helpful send an email to parents asking for a couple of volunteers to help.
- Remind kids of the need for neatness and that they will be responsible for whatever mess they make.
- Remind kids hands get wiped on towels not clothes, tables, chairs, walls, or their classmates. (Even the big kids...especially the big kids...)
- Build in sufficient time to clean up at the end of the activity.
- If you are doing a messy craft and going outside isn't an option
 - Cover all surfaces with disposable drop cloths including the table tops and floors.
 - Cover table tops with disposable or thick vinyl cloths if you're using markers that might bleed through.
 - Bring a roll of paper towels, an extra trash bag, and grab a few extra rags from the front desk.
 - DO NOT send students through the hall at the end of class with dripping or messy projects. Leave it to dry on the counters and ask parents to collect the work later.
 - If you use glitter, feathers, sequins or other similar loose material you are taking your own sanity in your hands and are responsible for the complete cleanup of these materials.
 - Please use washable paint and clean it up as soon as possible if there's a spill.
 - If a high school class needs to use non-washable paint please use extreme caution if it's not possible to go outside.
 - Do a hand check on the way out the door so no one is leaving with messy fingers.
 - Triple check tables and chairs as well as the bathroom for paint splatters. Promptly wipe anything down that needs it.
 - **Don't send kids through the hall with cups of paint water.** Bring a large pitcher to pour rinse water into cups and then use that pitcher to collect the used water. Have an adult transport it for disposal. Use a tub to collect paint brushes or messy materials and have an adult responsibly clean them.
 - Remove all messy trash and drop cloths to the dumpster or big bins.
 - Playdough is easiest to remove from carpet once slightly dried and with the edge of a spoon.
 - We do have some carpet stain removal tools if disaster strikes. Call the desk for help.
 - If it's little kids making a potentially crumbly or easy to spill snack in the kitchen, have parents come collect the snack and carry it to the main hall. No crumb monsters through the halls please.

LUNCHTIME

- Remember to check your email and order lunch in advance if you'd like the hot lunch option.
- There are lots of nearby restaurants if you need to door dash or do a pickup.
- Lunch is to be eaten in the designated areas only.
 - **NO lunches may be eaten in classrooms, the nursery, or in the small fenced off areas adjacent to the classrooms.**
 - Food is to be consumed in the main parent areas or outside on the adjacent patio and lawn area.
 - You may use the outdoor chairs/tables, bring lawn chairs, or blankets to eat outside.
 - All trash from your lunch and your student's lunch(es) must be cleaned up before your next class starts.
 - Wipe clean any sticky messes and vacuum any floor messes if needed.
- Help maintain order, and set the standard with your own children. Your kids cannot be the ones leaving the mess or running amok.
- After kids are done eating they are welcome to play outside or in the gym with parental supervision.
- Gym Rules
 - A parent or FACE staff member must supervise the gym.
 - Do not get any equipment out without asking Laura at the front desk first.
 - Clean up any messes before leaving the gym.
 - Anything labelled HSC may not be used under any circumstances.
- Outside rules
 - Kids need to stay out of the longer grass. There are foxes, snakes, yellowjacket nests, etc. out there and we don't want any injuries.
 - No one is allowed to throw sticks, rocks, pinecones, etc.
 - If students want to play basketball there are hoops in the back west area of the parking lot.
 - There is a 9 square in the air court set up outside. Please only use lightweight balls such as beachballs for this game.
 - Sidewalk chalk art is welcomed but keep art appropriate.
 - Bubbles are always welcome.
 - Students need to leave the flamingos alone.

SUBSTITUTES

- If you find yourself in a situation where you cannot teach your class(es) on any given week, you must make arrangements for a substitute.

- Substitutes must have the pre-approval of FACE Admin. They need to have a completed substitute teacher application on file. **Sub Application**
- Just like teachers, substitutes must also agree with the FACE Teacher Policies, and FACE Core Values.
- Admin may at times recommend a student's parent, but they must agree with the FACE Core Values, and FACE Teacher Policies to sub as well.
- It is important that your substitute has materials or lesson plans to work with. **YOU ARE RESPONSIBLE FOR GETTING MATERIALS TO THE SUB.**
- If you have a sub for your class you **MUST** fill out the sub form: **Sub Form**
- We will deduct that week's pay from your paycheck to pay the substitute teacher.
- If you are unable to find a substitute, please call or text admin or email Office@faceschool.org for assistance.
- Outside of emergencies, if FACE admin arranges for your substitute(s) there will be a \$25 fee.
- High school teachers may hold a makeup class online using their google classroom if it makes more sense to do so.

GOOGLE CLASSROOM & ONLINE TEACHER POLICIES

- Classes will be run via Google Classroom with synchronous meetings being done using Google Meet through the classroom link.
- If you need to pre-record lectures you may do so. We can help you get that set up if you need to.
- Teachers may select the day or days of the week and times for synchronous meetings. We suggest not meeting during in person face Friday classes to maximize your potential students!
- Classes should meet for a minimum of 1 hour synchronous class meetings per week.
- If you need to move the meeting date or if you need additional meeting time you must let both parents and students know.
- All emails and text messages must have the parent CC'd
- Info@faceschool.org will be listed as a co-teacher and may not be removed. This is how we set them up, link parents to students, archive things, and add students to your class!

DISCIPLINE & CLASSROOM MANAGEMENT

Follow the guidelines below to deal with disciplinary issues.

Teachers are generally responsible for the First Stage. FACE Administration will step in for Second and Third Stage Cases.

IN PERSON DISCIPLINARY STAGES

- **First Stage:** Our policy at FACE is to use redirection, grace and courtesy.
 - Redirection - Take the student out of the difficult situation and present new options and opportunities.
 - Grace - Your understanding of normal development stages and allowing the student the room to grow through those stages are an expression of grace.
 - Courtesy is the method we use to model the civil, kind and friendly behavior that is desired from the student.
- **Second Stage:** When first stage discipline actions are not effective, a conference with a FACE co-director, parent, and the student must be scheduled to find a solution for the given problem.
- **Third Stage:** When the discipline program fails and the student is not responding, it is at the teacher and director's discretion to discontinue class enrollment.

ONLINE STUDENT DISCIPLINARY POLICIES

- **Stage 1:** Any inappropriate or concerning postings should be addressed by discussion with the student. If appropriate please report to the parents, Please CC Office@faceschool.org so we know what's up.
- **Stage 2:** When first stage discipline actions are not effective, a conference with the FACE director parent and student must be scheduled to find a solution for the given problem.
- **Stage 3:** When the discipline program fails and the student is not responding, it is at the director's discretion to discontinue class enrollment.
- Sometimes students exhibit questionable judgment due to lack of maturity. Please make your expectations crystal clear as to what is and isn't acceptable posting and speech in your classroom environment.
- If at any time a student (or parent) communicates something that makes you feel uncomfortable or unsafe or they are disrupting the learning environment please loop us in! You are not alone and we will support you.

INCIDENT REPORT

- If any form of disciplinary action is taken during your class, you **MUST** complete an incident report ([Here.](#))
- It's important that administration is kept in the loop about all issues, regardless of how minor they may seem. This helps us support you, track patterns, and maintain a safe, consistent environment for all students.
- When you fill in the incident report, please let us know what steps you feel are most appropriate for handling the situation.

INAPPROPRIATE DISCIPLINE

Inappropriate Classroom Management strategies can be cause for dismissal.

- Yelling, humiliation, isolation, and/or physical discipline are not viable classroom discipline strategies and are not allowed.
- There is a difference between raising your voice loud enough to be heard over the din of an excited class and using a call and response to get them to settle down, and yelling like a banshee.
- You are the adult in the room and thus you have to be the one to keep your own temper regulated. If you are feeling dysregulated and realize you are the one who needs a time out, radio for help.

CLASSROOM MANAGEMENT

- Classrooms need to have some semblance of order to help all students succeed. If you need a hand in creating a bit of structure please reach out.
- Setting expectations in advance prevents problems later.
 - Tell your students the expectations for behavior. This looks different based on the class and grade level. It may include what to call you, how to ask to use the restroom, clean up policies, phone/headphone policies, homework policies, etc.
 - Explain what you're doing at the start of each class so students know what to expect every week
 - High School classes can benefit from a syllabus and course schedule.
 - Some students respond well to creating some sort of classroom rules together regarding how they need to treat each other.
- If you have to use your hands to separate students or remove a younger student from a safety problem, use the gentlest possible means to maintain safety.
- Learn your students names and personalities. Build relationships with them when possible.
 - Students behave much better when they feel known and have a good relationship with their teachers.
 - Double check for food allergies before handing out snacks.

- Getting the attention of the class using an age appropriate call and response or action call. It can help to prep kids the first day of class for what's expected if they hear your quiet down call or action response. There's great ideas online if you need something fun. Here's a few we've seen work.
 - Younger Kids-
 - 123 (eyes on me)
 - "If you can hear me touch your nose"
 - "Everyone catch a bubble in their mouth"
 - FREEZE FRAME!
 - Chicken (Nugget!)
 - Zip it, Lock it (Put it in your pocket)
 - Head and Shoulders (Knees and Toes!)
 - Flat Tire (Shhhhhhhhhhhhhh)
 - Might work best for older students
 - "Just a small town girl...(Living in a lonely world)"
 - "Shark Bait (Ooohaha!)"
 - "Going on a trip..."(In our favorite rocket ship...)
 - 3,2,1 (Penguins!)
 - Hear ye, hear ye (All hail the queen/king)
 - Marco (Polol!)
 - Hakuna (Matata)
 - Who lives in a pineapple under the sea? (Spongebob Squarepants!)
 - Sweet Caroline (Ba ba ba!)
- Respectful correction responses are better than losing your cool, humiliation, or matching negative energy.
 - "Let's quiet down now"
 - "Please put that away"
 - "Does your adult need to keep your phone for you?"
 - "Are you paying attention?"
 - "Do you need help calming down"
- Redirect a busy student and give them a job: "(student name) could you help me by (Insert real or made up job here).
 - Examples of real jobs might be wiping the board clean, passing out papers, putting this back on the shelf, watching this timer and telling me when it's been 90 seconds, etc.
 - Examples of made up helpful needs: demonstrating jumping jacks, making seventeen circles on this piece of paper, counting the blue crayons in this box, etc.

- See if they need their parent/guardian. Sometimes they might need their safe person to regulate - “Do we need to call your adult in or can we calm down without them?” “Do you need to check in with your adult?”
- There are amazing teachers on Youtube who give excellent tips and tricks. Search through that website with your grade level and whatever the struggle is. You’ll find useful help there!

HANDLING LEARNING CHALLENGES AND NEURODIVERSITY

We have a lot of students with challenges. Know your students' needs. Parents should list these on the roster. .

- Read through your student roster and look up any difficulties your students have listed so you know what those words mean.
- Contact the parents to find out how to best help their student learn.
 - Sometimes the parent will need to be in the room acting as a para for their student.
 - Sometimes the student is great on their own but has a few modifications they use to succeed.
 - Sometimes it’s just background knowledge for you to know.
- We do have some students who have selective mutism that kicks in when they get overwhelmed. If a student isn’t answering you and is avoiding eye contact they might not be physically able to answer at the moment.
- Older Dyslexia and Dysgraphia students will often record the teaching time so they can listen to it again later doing homework.
- Students who struggle with dysgraphia also might need to answer verbally, type things out, or use a label maker
- Ask about students' signs of escalation or overstimulation so you can intervene before things get out of control.
- Don’t take doodling, fidgeting, or stimming (Rocking, flipping a pen, etc.) as rudeness or inattention.
- Know that kiddos that have learning challenges like dyslexia or dysgraphia might try to use humor or other methods to deflect from their differences.
- Students with ADHD or auditory processing delays benefit from written instructions.
- Those with ADHD can benefit from visual timers. This can be something like a sand timer or marks you erase from a board. Just something to visually mark the passage of time.

SAFETY & EMERGENCIES

- If you see something that just seems off please say something.
- Do not prop outside doors open unless you can monitor it the whole time.
- Don't let unknown people in through the side doors. Send everyone to the front door. If it's a fellow teacher trying to move supplies in you may open the door for them but you're responsible for ensuring it's securely closed.
- If you open an outside door you are responsible for closing it.
- There is a First aid kit at the front desk.

CLASSROOM MEDICAL EMERGENCIES

- If a minor medical issue occurs in your classroom (bloody nose, cut finger, bumps and scrapes, etc.) with one of your students, please contact the Main Table immediately via walkie talkie.
 - If the parent is unable to be located, staff members will take necessary action with respect to first aid care.
 - Older students can be sent to the front table for first aid unassisted but please radio to let them know someone's coming.
- If a student experiences a major medical issue that will likely require care but is not life threatening (i.e. broken bone, bad sprain, sudden nausea, etc.) contact the front desk immediately and ask for help and the student's parent.
 - If the parent is unable to be located, staff members will take necessary action with respect to seeking medical care.
 - Remove the other students from the room if needed to keep things calm or if clean up is required.
- If there is a severe student medical emergency (loss of consciousness, not breathing, etc.) call 911 immediately and ask a student to walkie talkie for additional help. The building address is posted in all the rooms along with the official fire department room number.
 - Students who are not involved in the crisis should be moved from the room as soon as possible to allow for emergency services to enter unobstructed.

OTHER EMERGENCIES

- If the fire alarm goes off or the building needs to be evacuated for any reason please exit with your class out the closest door and line up by class along the far West side of the parking area. Parents will meet their students there and collect them class by class.
- In the event of a tornado please shelter in the nearest restroom, interior classroom, or the kitchen.

- If there is a severe hail or windstorm that also may damage windows seek shelter away from the windows.
- In the event of a lockdown, close all doors and close the curtains on those doors. (Doors are set to lock whenever they're closed). Students and teachers will remain in the classroom until the "all clear" has been given.
- If there is someone on site who is unhoused and/or seeking church assistance please bring children away from them for safety. If safe to do so, inform them that the church office is closed today and we are a private group that is just renting space. Let the Main Table know so they can direct them to the nearest assistance agency. If the person is violent or aggressive keep kids inside and get help from the Main Table
- In the event of a lockout where police action is ongoing nearby outside, everyone must come inside immediately and the doors will be secured. In the event that the police activity is within sight, please keep students away from the windows.
- No one is to open outside doors other than Church Staff or FACE directors until local authorities give us the all clear.

HEALTH INFORMATION

- It is the parent's responsibility to make each teacher aware of allergies which will appear on the student roster. Please take the time to locate students that participate in your classes, so that you are aware of important health issues.
- Always ask about food allergies again before serving snacks!
- No one should attend FACE Classes when they have been sick in the last 24 hours. That includes you!
 - Sick symptoms
 - a temperature of 100 degrees or higher within the last 24 hours (without medications)
 - Diarrhea or Vomiting within the last 24 hours
 - A productive cough (note: lingering dry coughs can last long after the contagious period or be triggered by allergies or asthma.)
 - Severe fatigue, headache, loss of appetite, or just "not right" aka the glassy eyed sick kid look.
 - Lice still in the treatment phase for the household
 - Pink Eye
 - Spreading rash *not hives* especially on the hands, mouth, or feet.
 - Severe congestion with runny nose & sore throat (For our seasonal allergy students and teachers we know the fall can be miserable. If you know it's just allergies you're fine to come to school)

- If you have a child in your class who is clearly ill contact the Main Table immediately.
- When anyone who's been at FACE has been diagnosed with a communicable illness (hepatitis, measles, mumps, diphtheria, rubella, salmonella, tuberculosis, giardia, shigellosis, Covid-19, Chicken Pox, Hand Foot and Mouth, etc...) and have been in contact with FACE students, the school staff should be notified as soon as possible.
- Please notify the Main Table if you are aware of any situations involving any communicable illnesses.

NUISANCE AND BANNED ITEMS

- These items are not allowed in the classroom unless teachers give specific permission for class purposes: gaming systems, tablets, headphones, cell phones, or any other electronic device not intended for class purposes.
- Laptops, tablets, and cellphones may be allowed in the classroom, but usage is at the individual teacher's discretion.
- Cell phones must be silenced and put away while attending classes unless they're being used for class.
- You're welcome to give permission to use headphones during silent work periods.
- Outside of the classroom, parents are to supervise electronic media usage and ensure the content being consumed or played is appropriate for all ages.
- Drugs, cigarettes, & vaping devices are not allowed on campus.
- There are no weapons allowed on site, including, but not limited to, knives, pocket knives, guns, imitation or toy guns, etc... While an older student might know how to responsibly handle a pocket knife the toddler who snatches it from their backpack does not.
- If you have a class that needs to use something like scalpels, knives, large scissors, or other sharp objects they need to be secured before the student leaves class.
- If the student brings their own tools with them for class they should be secured before leaving the room and taken to the car as soon as possible to prevent accidental injury.
- If weapons, possible weapons, or inappropriate items are brought to school they will be confiscated and held at the Main Table until a parent can secure the item in their vehicle.

SUBMITTING 26 - 27 CLASSES

We open for class applications for the next school year in January. Applications are due in late February.

Teachers need to submit the following to get a class on the schedule:

1. A teacher application. This is needed for our records
2. A Class Application for each class you want to teach.

SETTING YOUR CLASS FEES

When determining your pay, keep in mind that FACE has a reputation of quality classes at an affordable price. Please ask yourself “What would I be willing to pay for a class of this quality?”

Fees gradually increase according to the amount of class prep, homework to be graded and level of difficulty (high school credit courses). 2 days a week or 2 hour classes will have a larger fee.

Typical price per student for classes are as follows. These are just guidelines. You are welcome to set your own pricing. We are providing this just for your reference. If you have questions about pricing you are welcome to discuss it with FACE admin.

- **\$10 - \$14 per student/month** - minimal prep time out of class
- **\$12 - \$1 per student/month** - common for younger students classes or those requiring up to an hour out of class prep time weekly.
- **\$14 - \$18 per student/month** - around 2 hours of prep time weekly, may use Google classroom, larger projects, or give some homework.
- **\$16 - \$22 per student/month** - Google classroom & grade book. Some homework needing graded.
- **\$18 - \$26 per student/month** - Advanced or technical classes. You are bringing in a higher skill level or you are doing a good deal of prep work and grading.

ONE-TIME FEES

These need to be specific and cover any extras you plan to have – Textbooks, snack, craft, lab materials, etc. For supply heavy classes (Art, Cooking, etc.) you may list a semester fee rather than a one time at sign up fee.

ONLINE CLASS REQUIREMENTS

Things to consider

- Course title - This can be descriptive, i.e. Intro to Computer Programming or fun i.e. Adulting isn't hard.
- What Date(s)/Time(s) will you be offering synchronous meetings
- How many hours per week of homework will be required
- Pre-requisites (What do they have to be able to do to succeed?)
- Grade level of the class (adults can sign up too).
- Any class books or supplies that will be needed.
- minimum number of students to have the class go forward (some are fine with single students, others require 2-4 students)
- A synopsis of what will be covered in the class

HIGH SCHOOL TEACHERS

- High school classes should have it clearly indicated if the class is for full/half/no credit
 - Full Credit (120 hours expected course work)
 - Half credit (60 hours expected class hours)
 - no credit (less than 60 hours expected coursework)
 - Count both in class meetings and expected homework or reading time for the class.
- Students' grades need to be reported to the student's parents and administrators office@faceschool.org in December and the first week of May.

ADMINISTRATION FEE

The administration fee is required for all classes. This covers all the overhead for our classes. The only exception will be for your own children, in your own class.

For circumstances in which you feel that you would like to help a family/student by giving them a scholarship to your class; this must be pre-approved by Admin, but these students must still pay the Administration Fee.

CLASS LISTS & PAYCHECKS

- Pay will be received once a month according to the dates set at the beginning of the school year.
- You will receive a class roster via the portal. If you have any questions about class enrollment/sign-up; please contact Face Admin
- The roster is visible on your portal. It lets you know who is enrolled in your class and, therefore, who you are being compensated for.
- It is your responsibility to send students that are not on the roster to the front desk.

TEAM TEACHING & TEACHER HELPERS

- If you team-teach, please be sure your application states how the money should be split.
- If you use a student helper in your class they will receive community service hours towards their required 120 hours for graduation.
- Student helpers **cannot** teach a class by themselves.
- It is necessary to have an approved adult in the classroom at **all** times.

OPEN HOUSE

Please bring some way to advertise your class. A trifold poster board is the suggested backdrop. You **WILL** get more sign ups if you make the effort. If you're teaching high school for credit please plan to have a syllabus, course description, textbook, etc. If you're teaching the younger kids or not for credit classes make this fun and visually appealing. If you're making crafts bring a sample, crazy science? Bring some examples!