

Teacher Information Guide

Communication Platforms

Link Tree: <https://tr.ee/nCuR0rJwUj>

Facebook Group

Our private Facebook group is the main hub for communication. If you haven't joined, please request access here: <https://www.facebook.com/groups/lagacyhomechool>.

You are expected to check the group weekly for updates on activities, reminders, documents, and important announcements. If you do not use Facebook regularly, please plan a weekly check-in to receive updates.

Google Drive

All key documents are stored in our Google Drive. Each semester we update the folder titled: **"Important Documents for Everyone."**

This folder includes:

- Substitute list & contact list
- Church map with class locations
- Class syllabi
- Storage bin inventory
- Class rosters
- Receipt tracking forms and folders
- Registration forms
- other useful documents

The link will be shared in the Facebook group and pinned to the top before the semester begins. It will also be shared on our LinkTree page. **You MUST have Google Drive and Google Sheets installed on your phone.** We encourage Google Docs as well.

Class Messenger Groups

Each class will have a Facebook Messenger group set up before the semester begins.

Use this space to:

- Share reminders/homework/videos/class pictures
- Answer questions
- Coordinate supplies or help

For private concerns, message the parent/teacher/board member directly. You may add your children to the group if you are comfortable doing so.

Class Time Expectations

Daily Schedule	
9:00-9:20	Morning announcements
9:30-10:25	First Block - 50 min. class, 5 min. cleanup
	Second Block
10:30-11:25	1st-4th grade - 30 min. class, 25 min. break
	5th-12th grade - 50 min. class, 5 min. cleanup
11:30-12:25	Third Block - 50 min. class, 5 min. cleanup
12:25-12:30	Clean up & reconfigure classroom
12:30-12:55	Lunch & Recess
1:00-2:00	Fourth Block - 55 min. class, 5 min. cleanup

Duration

- Standard class time is **55 minutes**.
 - Plan for **50 minutes of teaching** and **5 minutes of clean-up**. (you may adjust cleaning time as needed to account for your 55 minutes, ensuring the room is cleaned and you end on time)
 - For **grades 1st–4th during 2nd block**, class time is **30 minutes** followed by a **25-minute supervised break**. Any needed cleaning should be included in the break time. (3rd/4th grade classes have a little flexibility if they need the class to go a little over, and shorten the break time. Please still let the kids have a break/snack time of some sort.)
 - **Please be sure to use your time appropriately and leave time to tidy messes before dismissing students to their next class.** Adjust plans/syllabus as needed if you find your activities use more or less time than anticipated.

During Class

- Students should be actively engaged throughout the lesson.
- **Do not release students early or late.** A 5-minute warning will be announced.
- Co-teachers should **take attendance** at the start of class using red clipboards provided in each room. Leave the clipboard in the room for the next class.
- If your class leaves the room (e.g., for recess or a project), check attendance outside and again upon return.
- If a child comes to your class that does not belong please escort them to a board member.
- Please utilize the students' help to clean up at the end of class.

Second-Block Break

- **1st–4th grades** have a break during the 2nd block. Teachers must supervise this time.
 - Weather permitting, use the playground or field.
 - **Snacks must be eaten outdoors.** IF weather does not allow outside time, please monitor snack time closely and help the students eat tidily and clean up thoroughly afterwards

Lunch Expectations

Outdoor Lunch Policy

- All students and adults must **eat lunch outdoors**.
 - This is a **requirement of the church**.
 - Anyone found lingering indoors during lunch will be asked to go outside.
 - Exceptions are only granted for medical reasons and must be approved by the board.
 - **In case of inclement weather**, the board will designate specific rooms for indoor eating
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Morning Announcements & Teacher Treats

Student Announcements – Begin at 9:00 AM

There is a separate announcement group for:

- **Elementary (babies through 5th grade)** - Room 101 (Multi-purpose room)
- **Middle School (6th-8th)** - Room 216 (far back room)
- **High School (9th-12th)** - Playground if the weather is good, otherwise Room 212 (long side room in back hallway)

Student announcements begin promptly at 9:00 AM. Each week, student volunteers lead the group in:

- **Leading Announcements & an Activity**
- **Prayer**
- **Poem**
- **Pledge of Allegiance**

This is a great opportunity for students to practice leadership and public speaking in a supportive environment. Please use these links to sign your children up for 1-2 assignments during the semester. **We also need parent supervisors** for each group each week. **Sign-ups can be found on our Link Tree: <https://tr.ee/nCuR0rJwUj>**

Teacher Announcements & Treats – Begin at 9:10 AM

To allow parents time to help their children get settled in their own announcements, **Teacher Announcements begin at 9:10 AM** in the main hallway. During this time, we enjoy prayer, updates, and fellowship designed just for our grown-ups.

Please help out by signing up for any of the following:

- Prayer
- Treats
- Supervise Student Announcements

Teacher Treats is a simple way we support and encourage the parents who make co-op possible. Each week, **three adults** sign up to **bring approximately 2 dozen breakfast-style treats each** (muffins, fruit, mini pastries, burritos, casserole, etc.)

 **Please note:** Teacher Treats are a special treat **for grown-ups only**. We kindly ask that these snacks not be shared with students, as this moment is meant to offer a bit of refreshment and community just for our teachers—especially after the busy rush of morning prep and arrival.

We're grateful for everyone who participates and helps make this a meaningful start to the day!

Cleaning Responsibilities

After Each Class

- Leave enough time (at least 5 minutes) for **cleaning up the classroom**.
- Return furniture to its **original layout**, using the **room photo taped by the door** as reference.
- Clean up spills and crumbs. If needed, wipe down tables.
- **Students should be assigned to help** with cleanup as part of the routine.

Cleaning Supplies

- Spray bottles, paper towels, sanitizing wipes, brooms, and vacuums are placed in the hallway.
- Teachers are encouraged to sanitize surfaces if needed.

Trash

- Empty classroom trash cans into the large hallway bin and return them to the classroom.
- If the bag is clean, **just dump the contents** and leave the bag in place.
- If the bag is messy, **place the entire bag** in the hallway bin.
- You do **not** need to replace trash bags.

Third & Fourth Block Cleaning

- **Classrooms should be thoroughly cleaned at the end of the day.** This includes
 - Vacuuming
 - Wiping all Surfaces
 - Returning furniture to original layout.
 - Folding chairs that do not belong in the room should be returned to room 210.
 - Extra Tables:
 - If the table folds in half, return to Kitchen next to the refrigerator.
 - If the table does not fold in half, return to room 212 and lean against the back wall.
- Most rooms should be thoroughly cleaned at the end of 4th block. **If the room is not used during 4th block**, clean thoroughly after 3rd block.
- Those **not teaching during 3rd or 4th block** are responsible for:
 - Sweeping hallways

- Emptying bathroom trash and wiping the counters if needed.
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Co-Teacher Role

Each lead teacher is paired with a co-teacher for support. Co-teachers should:

- Take attendance
- Distribute handouts and supplies
- Assist with class activities
- Engage with students and help manage behavior
- Help reset classroom at the end
- Stay off phones (unless taking class photos)
- Be present and attentive throughout class

Supervision Policy

- Two adults should be present in each classroom at all times.
 - Kids should not be left to wander the halls unattended.
 - For bathroom breaks:
 - One adult must accompany **2+ students** and wait outside the restroom.
 - Lead teacher keeps the door open until the co-teacher returns.
 - **High schoolers** may go to the restroom alone.
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Substitutes

If You Will Be Absent

Lead Teaching Positions

- Notify your co-teacher as soon as possible.
- If your co-teacher is available to lead your class, **provide them with your lesson plan, supplies, and any other necessary information.**
- **If your co-teacher cannot lead, it is your responsibility to arrange a qualified lead teacher replacement and ensure they have everything needed for class.**
- Comment on the weekly Facebook absence post with:
 - The name of your lead teacher replacement.
 - Every class that will need a co-teacher substitute.

Co-Teaching Positions

- You do **not** need to find your own substitute. The Board will assign co-teacher substitutes as needed.
- Comment on the weekly Facebook absence post listing every class for which you will need a co-teacher substitute.

Example Facebook Comment:

- *"I will be absent this Thursday. Mark Twain will be my lead teaching substitute for Novel Studies third block but will need a co-teacher. I will also need a co-teacher sub for Underwater Basket Weaving first block and Advanced Rubber Duck Studies second block."*

Preparing Substitutes

- Lead Teachers are responsible for **providing their substitute with appropriate instructions including a lesson plan and any needed supplies.**
 - We recommend keeping a **backup emergency lesson** on hand at co-op. (This lesson should use minimal supplies, and any needed supplies should be kept at co-op)
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Curriculum

- Teachers may propose a curriculum (with board approval), or be assigned one.
 - You are welcome to **supplement** the curriculum as you see fit, but do not completely overhaul it without board approval.
 - If the curriculum includes **pages with cutouts** (common in the Good & Beautiful & Story of the World curriculum), **please make photocopies** instead of removing pages from the book so it can be reused in future semesters.
 - At the end of the semester, all materials **purchased with co-op funds or borrowed from the co-op** must be returned to Shannon or Martha.
 - If you used co-op funds to purchase digital curriculum or supplements, you **MUST** give a copy of the file(s) to the board (email or flash drive, either way is fine).
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Syllabus

Each teacher must submit a syllabus by the specified deadline. There are [blank syllabus template options to use in the Important Documents Folder](#)—or feel free to design your own.

Syllabus Must Include:

- Class date or week
- Homework or reading assignments (if any)
- Description of class activity/project
- Supplies needed for that class (for teacher or students)

Supplies may come from:

- Class funds
- Your own materials
- Items in the co-op's storage
- Families in the class
- Crowd-sourced from the co-op at large

If students need to bring supplies, list them clearly and communicate via the class Facebook messenger group.

Class Funds & Receipts

- Teachers receive funds by check at the beginning of the semester (usually at Orientation or the 1st week of classes).

Documentation is Required by Law

- **Turn in every Receipt.**
- **Track every purchase in the Receipt Form (Google Sheet) on your class tab.**
- This spreadsheet has formulas included to automatically track remaining funds and divide leftover funds among the students.

Submitting Receipts (3 Options):

Submit a **receipt image or PDF** via one of the following:

1. **Preferred:** Upload to your class folder in Google Drive
Important Documents > Receipts > Your Class Folder
2. **Email:** Send to legacyHSC@gmail.com with subject line:
"Class Name – Receipt" (e.g., *5–6 Texas History – Receipt*)
3. **Paper Copy:** Submit to the Treasurer (Cheryl) in an envelope labeled with your class name

Note:

- Acceptable digital receipts = photo of the full receipt or PDF invoice (PDF invoice preferred due to storage space)
- **Screenshots - of shopping carts or partial receipts - are NOT accepted**
- **Receipts that are missing or do not meet the documentation guidelines** (e.g., lost receipts, screenshots, missing totals, or unclear purchases) will be considered unverified. These amounts will be treated as unused funds and must be refunded to the families enrolled in your class.

Leftover Funds

- Remaining money must be **evenly refunded to families** in your class (unless <\$1/student). The Receipt Form in Google Sheets will help you calculate/divide this amount.

Storage Closet & Inventory

We're grateful to Trinity Hills Baptist Church for allowing us to store supplies on-site. Please be respectful of the space and keep it tidy. Keep children out of cabinets.

Usage Guidelines

Supplies are organized in labeled bins. An updated **inventory list** (with locations) is in the Important Documents Folder in Google Drive.

Our storage space (and inventory) has been greatly reduced starting in the 2026-2027 school year. There is no longer a storage closet, but instead two metal cabinets in the Fellowship Hall. Here are steps to take in order to help us maintain our materials in the smaller space provided:

1. Consider what you need.
 - a. Do we already own it? Use the Inventory List in Google Drive to **check for available materials**. Take only what you need, and put back what you don't *in the correct location*.
 - b. Can it be borrowed? Crowdsourced? Ask families in your class if they have material that can be provided or donated. Make a post on the co-op Facebook page asking if someone has items you can borrow.
 - c. Can you make do with a similar item?
 2. If you determine that you *do* need to make a purchase, please do so! Don't forget to submit your receipts using the procedure above.
 3. Do you have material left over? Due to storage constraints, please follow this procedure:
 - a. Bring the material to Shannon Wasden. She will determine if the co-op will keep the material.
 - b. If the co-op will not keep the material, ask the families in your class if they would like it, since their class funds paid for it.
 - c. If families do not want it, it will be offered up to the rest of the co-op, with the teacher of the class having first dibs.
 4. Following these steps will help keep our limited space clean and tidy, ensure we have materials available for use for semesters to come, and ensure that class fees are kept low!
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Open House

Open House is held at the end of each semester to showcase what students have learned. **This is a fun community event, and families are encouraged to invite guests.**

Teachers are encouraged to plan for your class to participate in a **presentation or display** such as:

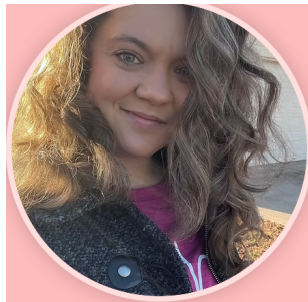
- **Performances:** skits, puppet shows, songs, art parades
- **Displays:** science boards, student notebooks, artwork, food, experiments
- **Videos:** presentations, class footage, etc.

There will be an event created a few weeks before. **You must specify how much time your class needs to present, or if you need any tables for displays.** Ask a board member if you need assistance preparing. This is a fun and meaningful conclusion to the semester!

Questions or concerns? Please reach out to a board member.
Thank you for your dedication to our co-op and students!



Andi Harrison
Chair



Reyka Smith
Co-Chair



Cheryl Jensen
Treasurer



Martha Aston
Curriculum Head



Pamela Cole
Activities Director
Media Correspondent



Shannon Wasden
Head of Material Logistics
Curriculum Assistant



Arika Hardy
Secretary