

The Bridge Homeschool Co-op

Classroom Teacher and co-Teacher Standards

At The Bridge Homeschool Co-op (BHC), there are certain non-negotiable standards for classroom Teachers which are listed below as statements and intended as guidelines. Please sign below acknowledging you have read and agree to the following standards.

Teaching Responsibilities:

- I agree to prepare a welcome letter and a syllabus (by semester) to parents and students and to upload these documents onto the BHC website and BAND App per the deadlines determined by BHC leadership (contact BHC leadership for assistance). The welcome letter will include specific class descriptions giving parents a clear idea of what is being covered and the supplies needed for the class enabling them to make a decision about the fit of the class for their child.
- I will cover a minimum of two-thirds of the curriculum my class is studying.
- Since I desire to be present and available to those in the classroom, I agree to use my cell phone as a classroom aid for a video, other classroom needs, or in an emergency.
- Should a student become upset or unruly, I will ask the classroom Helper to attend to the student, and I will continue to teach.
- I agree to take responsibility for my class(es) even when special occasions arise such as celebrations or presentations.
- I will ensure that the classroom is cleaned up before exiting.
- When two people partner as co-Teachers both benefiting from free classes for their children, both co-Teachers must take equal responsibility for the class in some way for example the teachers alternate weeks or months of teaching, one partner teaches while the other organizes supplies and manages the syllabus, etc. BHC leadership has the right to revoke the benefit of free classes from any Teacher or co-Teacher who is not fulfilling their responsibilities.

Classroom Demeanor:

- I agree to treat others the way I would like to be treated - in a kind, encouraging, and patient manner - and to perform my duties as though working for Christ.
 - Luke 6:31, "Treat others the same way you want them to treat you."
 - Colossians 3:17, "Whatever you do in word or deed, do everything in the name of the Lord Jesus, giving thanks to God, the Father, through Him."
- I agree to teach all classes from a biblical, creationist, and Christ-honoring perspective.
- I will maintain order in my classroom in a kind but firm manner.
- As a BHC Teacher, I realize that I am not in authority in place of or over parents, but rather called alongside to help; teaching at BHC is a ministry responsibility aimed at helping students and families in their homeschooling journeys.

Teacher Absences and Tardiness:

- I will arrive prepared and on time to my assigned classroom. If I am running late, I will promptly notify the Sick-time Coordinator and provide an estimated arrival time. If too ill to teach, I will contact the Sick-time Coordinator as soon as possible and will provide lesson plans for my substitute.

- When a planned event will cause my absence, I agree to arrange for a substitute teacher and will provide lesson plans or directions in writing in a mutually convenient time frame.

Utilizing the Classroom Helper:

- I will inform the classroom Helper how to assist me with classroom management, cleaning up, checking assignments, etc.

Communication with Students and Parents:

- I will promptly communicate assignments, changes to the syllabus or class, or any problems with parents and/or students in a timely manner.
- If missing work or inappropriate behavior adversely impacts classroom participation, I and/or my helper will calmly and respectfully discuss the situation with the student, where age-appropriate, without intentionally embarrassing the student. If the situation does not resolve or, if the student is too young for this type of interaction, I and/or my helper will explain the situation to the student's parent. If the issue remains unresolved after speaking with the parent, I and/or my helper will request assistance from BHC leadership.
- To promote a sense of accountability to my students, I and/or my helper will acknowledge completed assignments in the form of a sticker, written comments, corrections, grades or suggestions to the student.
- I will provide grades if I am teaching students in 7th through 12th grades. Teachers may choose to grade in younger classes. Keeping a gradebook is at the teacher's discretion.

Illness policy:

- Because we do not have a plethora of extra hands at BHC, last-minute illnesses can be difficult to cover, especially the absence of teachers. However, if you have the following symptoms or situations, please DO NOT attend BHC:
 - a fever over 100 degrees F,
 - vomiting,
 - uncontrolled diarrhea, or
 - diagnosed with a contagious illness.
- Cold symptoms such as a runny nose, sore throat, mild headache, mild stomach ache, seasonal allergies, or tiredness should not keep you from teaching. Use your best judgment, but make every effort to fulfill your teaching responsibilities. Consider attending only to teach your class then leaving. Others are counting on you.
- I agree to adhere to the BHC Illness policy.

By signing below, you are agreeing to each of the above standards and policies for Classroom Teachers at The Bridge Homeschool Co-op.

Signature of Teacher or co-Teacher

Date