

CLASS PLANNING PACKET INFORMATION

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 as a ministry 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, physically, and socially. 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 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. Board member meetings are open to all interested parties. Agenda items, however, must be given to the Administrator in advance of the meeting. The budget is available upon request from the financial controller.

NON-DISCRIMINATORY ENROLLMENT

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.

STAFF HONOR CODE

You have a responsibility to develop and exhibit mature Christian behavior. This should be the premise of your desire to serve the Body of Christ by working with HCEC. While in a servant/leader position with HCEC, you pledge to present a good appearance at all times. In both attire and behavior, you should strive 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 or restriction.

RESPONSIBILITIES

- The High Country teacher is the spiritual authority in the classroom. Teachers must make sure to pray with students every class.
- Be accountable to your Team Leader through relationship and evaluation. Be teachable and be willing to be "life-coached" by him/her.
- Pray for your students, staff, and leadership each day.
- Provide a supportive atmosphere in which students are able to discover and develop their spiritual gifts.
- Be a "Life Coach" to students. Be a positive influence so they are greater people for you having been in their lives. Help them to love one another and walk with them if they "mess up."

- Identify and mentor assistant teachers, helpers, and volunteers in order to enable them to teach or help in upcoming semesters or be prepared for their own ministries.
- Attend Teacher Meetings and any other required meetings or training.

Administrative Information:

Childcare: As a service to our Team Leaders, Teachers, Vital Partners and Volunteers, childcare is provided for your own children (no daycare children) during the hours you are serving in those capacities through our Teachers' Tots program. We do not operate under New Life's childcare ministry so a parental release of liability must be signed in order for our staff to care for your children. All staff must register their children during enrollment with Teacher's Tots in order for children to receive childcare. This is provided by HCEC at no cost to you. It is important for staff to be timely in picking up and dropping off your children to Teachers' Tots. Drop off may be 10 minutes before your class assignment begins and pickup should be within 10 minutes after class is dismissed or job time ends. Please pick up your children before you clean the classroom if this is your last class.

Compensation: HCEC will pay teachers \$190 per class based on an average of 10 students per class taught by teacher. This is \$15.84 per hour for actual scheduled class time based on an average of ten students per class taught by teacher. Pay is pro-rated for teachers with classes of fewer than ten students. Pay is based on the enrollment the first day of class. If the enrollment increases after the first day of class, pay will increase. Pay will not decrease even if enrollment declines. Teachers receive full pay for all classes they teach when the combined enrollment in all their classes averages ten students. HCEC teachers are independent contractors, not employees, and must have a completed W-9 form on file. Teacher contracts will contain the specific pay dates and must be signed prior to classes beginning. Because you are being contracted, no taxes will be withheld. It is your responsibility to report your earnings to the IRS. We will complete a form 1099 at the end of the year for teachers with compensation of \$600 or more. Co-teachers may share the pay equally and have built-in substitutes. All teachers and co-teachers will be given priority enrollment status.

Class Fees & Copies: High Country will not purchase teacher's editions or other materials you may need in order to teach your class. You may collect fees for materials and/or direct students to purchase any necessary texts or workbooks. The administration will not collect those fees for you. If your material fees are more than \$5.00, we ask you to be accountable to the parents for class costs by keeping your receipts of actual expenses. Any non-consumable items purchased with class fees will either belong to you or your students at your discretion. Since we are not a full-service copy center, you should get copies made at Kinko's, Copy It!, or Office Max. Often you will find great sales prices at those places. **We cannot make copies for you. Only authorized HCEC personnel are allowed in the Resource Center or Mail Room.** Teachers should come prepared for class with all copies and supplies.

Classroom Guidelines: All Classes meet for 55 minutes. Please synchronize your watch/phone with Guest Services clock so we will be as uniform as possible. 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; and 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 a separate Class Planning Packet for each class of different subjects or titles. The following information corresponds with the Class Planning Packet providing an explanation of each section.

Class Information Form:

- 1. Personal Contact Information:** Main contact phone number will be used in the class description unless noted otherwise. There is an option to include your email with your phone number. Emergency cell number is the phone number of the cell phone you will have in the classroom. This is only used in case of an emergency at HCEC.
- 2. 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 35 characters. A shortened title will appear on the Class by Grade report. Please do not use numbers such as 101.
- 3. 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).
- 4. Duration of the class:** Will the class last one or two semesters? 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 need to determine if you will allow for new students to enroll for the second semester. Two semester classes are not recommended for elementary grades.
- 5. Class Subject:** Choose the general subject your class fits into; i.e., Biology would be a science class.
- 6. Length of Class Period:** One or two hours? This will depend on the amount of time needed to get through the materials and instruction you have prepared for your class. Two hour classes are not recommended for elementary grades.
- 7. Preferred Day and Time:** The day and time you enter in these fields are not guaranteed. 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.
- 8. 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 are 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. Please use third person when writing your description.
- 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. Suggested homework guidelines:
Primary grades: 15-30 minutes, 1-2 days per week
Middle grades: 30-45 minutes, 2-3 days per week
High school: 60 minutes and up, 3-4 days per week
- 10. Prerequisites:** If the material you are covering requires a minimum skill level (reading, math, motor skills), a prior class to be completed, specific abilities, or specific gender (girls only) 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. Supplies to be Provided by the Family:** Please list all supplies you will need the family to provide for their student to bring to class (even if it is just a pencil). 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. 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); and the cost of materials.

13. 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. This number must be less than 5 but 2 or more.

14. 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 towards your “paid students” but does count towards your maximum number.) This number must be 14 or less.

15. Facility Request Information: Select the desired room set up as well as specific equipment requests, i.e., whiteboard, TV/DVD. If you are unsure of specific weeks, that can be adjusted at the beginning of the semester. Please keep in mind that there is a limited number of pieces of equipment, so if you do not need something every week please do not request it every week.

16. 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.

17. Duplicate Classes: Do you desire to teach the same class to a different grade range or at a different time? Note the details here.

18. Substitute Teacher Information: All teachers are responsible for recruiting their own substitutes. All substitutes must be approved through Human Resources before the first week of classes.

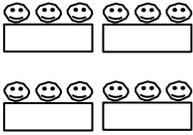
19. Additional Comments: Is there any other pertinent information you need to include or any comments about your class you feel we need to know? Note the details here

CLASS INFORMATION PACKET INSTRUCTIONS

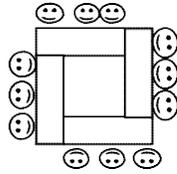
Facility Requests:

- Rooms will be set up for the first class of the day and classes with like set-ups will be scheduled 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. Below are the set ups that involve chairs/tables to choose from.

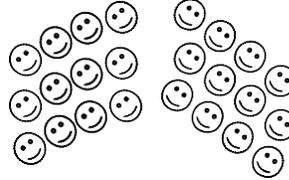
(A) Classroom



(B) Hollow square



(C) Theater



(D) Circle of chairs



- 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 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 or Class Director
 - 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.