

## ACTS Teacher Terms of Agreement

**Adventures in Christian Teaching and Service (ACTS) and Teacher agree to the following terms:**

### Section I Definition of Terms:

Adventures in Christian Teaching and Service (“ACTS”) will contract with \_\_\_\_\_ (“Teacher”) to teach \_\_\_\_\_ (class(es)) for the

FALL or WINTER(circle) semester \_\_\_\_ (year) as established in the academic calendar of ACTS.

**Section II Background Checks:** Teacher must submit background check paperwork and fee at or by the Mandatory Parent/Teacher Meeting as defined each semester on the ACTS website. If the results of the background check are not received and approved by the first day of classes, Teacher’s class(es) will be canceled.

**Section III Compensation:** Teachers having children participating in the co-op volunteer their time. Teachers having no children attending the co-op may charge a Class Fee for their class(es), agreed upon between the Teacher Coordinator and the Teacher. Class Fee(s) will be paid directly to Teacher by the individual families. Should Teacher’s class need to be canceled, Teacher will be responsible to refund the families as outlined in the ACTS Handbook. Any equipment purchased with material fees becomes property of ACTS to be used in future classes and events unless otherwise agreed upon with the Board of Directors.

### Section IV Duties:

- Teacher will model the spiritual values of Christian education and aid in the student’s Christian formation by personally exemplifying the characteristics of Christian living as exhibited through God’s Holy Word (Gal. 5:22-23, Col. 3:12-17), both on and off campus, during and after teaching hours.
- Teacher will complete all applicable paperwork by corresponding due dates. This includes but not limited to the Teacher Application, Teacher Terms of Agreement, Emergency Lesson Plan, and Class Outline.
- Teacher will read and will abide by the policies and procedures outlined in the ACTS Handbook.
- Teacher will be on duty ten (10) minutes before the start of each class and will remain after class a sufficient amount of time to leave the classroom in a clean and orderly state.
- Teacher will teach the subject matter as indicated in the class description, and in alignment with the ACTS Statement of Faith, will stay in the classroom for the duration of the class, will engage with the students at all times and will refrain from all cell phone/electronic device use in class unless it is being used as a tool for the subject material taught. Any visual material played/streamed/etc must be disclosed to the parents prior to students viewing the material.
- Teacher shall attend all officially called teachers’ meetings, the Mandatory Parent/Teacher Meeting, and Expo (if their class is participating).
- Teacher will establish and remain available in communication throughout the semester with the enrolled families, including sharing expectations and behavior guidelines. This includes a minimum of a welcome letter either in printed or emailed form prior to class starting, and one concluding email after Week 7 with any pertinent information.
- Teacher will monitor and assist in helping students remain safe while on the RMC campus or at any ACTS CO-OP activity. Teacher will ensure that two adults are always in the class at all times as outlined in the ACTS Handbook and will notify staff immediately if a problem arises in this area.

- Teacher will communicate with and work with at least one teaching assistant (TA) as described in the ACTS Handbook. This includes exchanging contact information, communicating about ways they can support you, the teacher, and creating an agreement for them to teach in your stead in the event of your absence.
- Teacher's children will be placed in an age-appropriate class or study hall. Nursing infants under 9 months old in a carry pack or stroller are permissible as long as they do not create a disruption to the class.
- Teacher will not miss more than 2 of the 9 weeks in the semester. If Teacher will be absent for any reason, he/she will arrange for their own substitute, who must have had a prior background check completed (may be the Teaching Assistant for the class). If Teacher has 2 planned absences scheduled before the beginning of the semester, we ask that you wait until the next semester to teach.
- Teacher and ACTS staff and/or Board may make a joint decision to cancel a class due to low enrollment or for any other reason. In most cases a minimum of 4 students is required to hold a class. In the event of low adult numbers, classes may need to hit different numbers.

### **Section V Confidentiality:**

- Each student at ACTS has the right to privacy. If a teacher finds it necessary to discuss a certain student, this should take place in the appropriate place with the appropriate person(s) in a cautious manner. The Matthew 18 principle, as outlined in the ACTS Handbook, should be followed when discussing students and always be ready to give positive reports to others about the students.
- ACTS deals with many confidential issues pertaining to its families. Teachers must be aware of this and be able to properly handle confidential issues that arise as a part of their job, whether directly or indirectly.
- ACTS teachers, volunteers and participants must maintain strict confidentiality when dealing with giving guidance, coaching, member lists, personal information and other types of information that is, or might be considered private. The information may be contained in documentary form such as letters, reports, forms, applications, or other data. It may be in visual form such as teacher information, photographs, or other information included in an application. Although this policy concentrates on protecting written data, protection of information transmitted orally is equally important. All matters of this type should only be disclosed to a board member if needed for their ministry responsibility. When in doubt about giving out information, teachers, volunteers, and participants should always consult with and get permission from an ACTS board member. All ACTS emails and phone lists are for ACTS use only and should not be used for any solicitation purposes.
- Please note that this Confidentiality Agreement does not in any way supersede the process or requirements of a mandatory reporter. If you are a mandatory reporter and find yourself with the knowledge of information that must be reported to authorities, please follow the required process in the ACTS Handbook and notify an ACTS Board member of your actions.

### **Section VI Termination:**

ACTS may, without prior notice, terminate this contract and dismiss the Teacher for any of the following reasons:

- Violation of any term of this contract or of any ACTS policies and procedures as outlined in the ACTS Handbook
- If Teacher is determined to regularly use any psychotropic substances, including, but not limited to: alcohol, Schedule 1 and/or Schedule 2 substances as defined by the US DEA. "Regular" would be defined as more than 1 time per week. Usage of any illegal substances will be immediate grounds for termination.
- Professional incompetence or unsatisfactory performance
- Neglect of duty, insubordination, or moral turpitude
- Conduct reflecting discredit on ACTS or impairing the ability of the Teacher to teach at ACTS

- Advocating or teaching matters contrary to ACTS Statement of Faith
- On decision of the Board of Directors or a suitable committee

Upon the termination of Teacher, ACTS will have no further obligation under this contract. It will be the responsibility of Teacher to refund any tuition to the parents on a prorated basis.

No Tenure. Teacher understands that this contract does not contain any automatic renewal clause. The teaching position is on a semester-to-semester basis.

**Section VII Severability:** If any section of this contract is declared invalid, its invalidity shall not affect any other section of the contract.

**Entire Agreement:** Except for modifications in the Teacher’s duties, compensation, or benefits as allowed in sections one, two, three, and four, and for modification of those items expressly incorporated herein in Section VI, this document contains the entire agreement between the parties, and it may not otherwise be modified except by a written document signed by both parties.

By:

\_\_\_\_\_ Teacher’s Signature

\_\_\_\_\_ Printed Name                      \_\_\_\_\_ Date

\_\_\_\_\_ ACTS Teacher Coordinator Signature

\_\_\_\_\_ Printed Name                      \_\_\_\_\_ Date

\_\_\_\_\_ ACTS Board Member (If Teacher Coordinator is not a Board Member)

\_\_\_\_\_ Printed Name                      \_\_\_\_\_ Date