

TEACHER FREQUENTLY ASKED QUESTIONS

WHAT IF I HAVE A PLANNED VACATION?

If you know before the semester starts that you are going to be missing more than two class days due to an extended vacation, work schedule, etc., we ask that you wait until next semester to attend and/or teach.

WILL I HAVE A TEACHER'S ASSISTANT ("TA")?

Each class will have at least one TA. Please connect with your TA at the Mandatory Safety and Training Meeting, exchanging phone numbers/emails. Developing this relationship will be incredibly valuable for you during the semester. I encourage you to connect with your TA within 48 hours of the first class to chat about what went well, what needs improvement, and how you can best work together during the semester.

WHO WILL COVER MY CLASS IN MY ABSENCE?

You are responsible for finding a substitute and notifying the Teacher Coordinator of your intended absence and the substitute's name. Most teachers utilize their TA to fill in for an absence, but an approved ACTS background checked individual (ie a grandparent, or spouse) is often used as well. Please communicate with your TA in advance, creating agreement for them to teach in the event of a planned or unplanned absence. If you are struggling to arrange for a substitute, please let me know so I can help you.

WHAT IS THE EMERGENCY LESSON PLAN?

Because emergencies are never planned, it will be impossible to anticipate what lesson in your line-up to leave for a substitute. We suggest that this Emergency Lesson Plan (ELP) either be something related to your class subject but not necessarily part of your regular curriculum (i.e., a video, an extra craft project, etc.), OR, if possible, make the ELP your lesson plan for Week 9 from the Class Outline. Any and all materials needed for the ELP must be brought to the Mandatory Safety and Training Meeting and left on site through the duration of the semester. Keep it simple, remember that your regular scheduled TA might end up being out the same day as you and this plan needs to be executable by any adult attending.

WHAT IS THE CLASSROOM ADULT POLICY?

There must be two adults in every classroom at all times (one can be age 16+, the other must be age 18+). If an incident occurs where a TA must leave the classroom, a second adult must be secured before they leave. Utilize a hall monitor or the front desk if necessary. Teachers MUST remain in the classroom the entire duration of their class. If you are teaching back-to-back classes, utilize the 10 minute passing period for bathroom breaks, etc. If you are off the hour before or after you teach, please arrive (or stay) at the classroom for the passing period to help shuffle students in and out of the hallway whenever possible.

HOW SHOULD I OPEN/END MY CLASS?

Classes should always open with prayer. Second to that, attendance should be recorded at the beginning of class. (In the event of an emergency, always take the attendance folder with you.) As class is wrapping up, be sure to leave enough time to clean up/straighten the room prior to dismissal. Classes are 50 minutes long. Most importantly, remember to love on those kids and build them up in the Lord all the way through the day!

HOW WILL I COMMUNICATE WITH THE PARENTS?

Email is our primary source of communication for ACTS. ACTS requests that you send out emails to parents as appropriate for your class content, with at least 2 emails sent for the semester. The first one being a welcome message to be sent out once the Teacher Coordinator or Registrar announces that teachers are able to send out their welcome letters, and the 2nd roughly midway through the semester as a check in message.

WHAT SHOULD INCLUDE IN MY CLASS INFORMATION/WELCOME LETTER?

Keep it simple. We're all busy and most families have multiple kids all taking multiple classes. (And you probably do to!):

- Introduce yourself, maybe include why you have chosen to teach this class, etc.
- List any supplies or equipment that the students will need to bring to class.
- If you charge a materials fee, please restate the amount explain how the fee will be used.
- Encourage parents to contact you with questions, and give them your phone number, email address, etc. so that they are able to do so!
- Finally, attach your Class Outline. It is a good idea to include a disclaimer explaining that the schedule may change slightly dependent on weather, class progress, etc.

WHAT IF I HAVE A CONFLICT WITH ANOTHER PERSON IN THE PROGRAM ?

If a problem should arise with another person in the program, remember that the Lord has instructed us in Matthew 18:15-17 how to handle such conflicts. Please follow this model before coming to leadership. Also, encourage students who may be having a conflict with another student to follow this Scriptural model. If you are unable to resolve a particular conflict, please speak to leadership, and we will try to help you resolve it.

WHAT IF I HAVE A DISCIPLINE PROBLEM WITH A STUDENT?

ACTS expects all attending students to be respectful and uphold the Statement of Faith as well as the Student Code of Conduct (Handbook). Please communicate your classroom behavior expectations during the first class and refresh yourself on the guidelines for student conduct located in the Handbook. Inside the attendance folder are forms entitled *Growing in the Fruit of the Spirit* that can and should be filled out when appropriate.

Remember, if you have a student conduct issue, please initiate contact with the parent with 48 hours of the close of the co-op day.