

Heritage Teacher Things to Know

Galatians 6:9 Let us not grow weary while doing good, for in due season we shall reap if we do not lose heart.

Information in this document is not intended to be legally binding but is provided as an easily accessible source of information about how to handle situations that may arise and as answers to specific questions that we have received from teachers just like you. If you have a question that you think should be addressed here, please contact the Teacher Coordinator teach@heritagehsc.org. Items are (more or less) listed in order of most often used/asked info. Tip: Use the Navigation tool in Word to view & navigate the headings.

Teacher Perks

Teachers can register their kids one week earlier than the general class registration period!

Teaching one class is equivalent to two jobs at Heritage. If you are teaching one class, you do not have to take on another job for 4 hours at Heritage. If you are teaching one class but have signed up your kids for 5 hours at Heritage, then you will need take on one more job.

What to Know: The Handbook

You are responsible to know the information in the Heritage Handbook. It has tons of info about everything from dress code to alternate schedules to how to handle a disruptive child in class.

Here are some specific handbook items to emphasize:

Two adult policy

For safety, we require two adults present in all classrooms at all times, and at least one of them must have passed a background check with Heritage. This means each teacher will have at least one facilitator present each teaching hour. Please protect yourself and the co-op by observing this at all times. If you find yourself without a second adult in the room, you may ask any parent to stay, you may ask the kids to stay lined up in the hallway, or you may have the students enter the room and you can stand in the open doorway until your facilitator arrives. Please contact the Jobs Coordinator or the Welcome Table right away if your second adult is missing. You can call the Teacher Coordinator, Jobs Coordinator, or send a student messenger.

Potty Breaks

All students need to take a hall pass with them when they leave class. You can find one in your facilitator's folder for each class.

If you are teaching a preschool class, there is an expectation for you NOT to take kids to the bathroom. We are asking all parents of preschoolers to take kids for bathroom breaks before or after class. Please clearly communicate this to the parents of your students.

Here is a copy of the policy as written: We ask all parents of preschoolers to take kids for bathroom breaks before or after class. We need to go out of our way to make this a safe and private time for the child. It is inappropriate for adults to be in a closed door situation with a child who is not their own.

Infants & Toddlers: Diaper changing should be done at diaper stations and in close proximity to other care providers. When taking children to the restroom, adults will visually check the restroom for adults, older children or unsafe objects before sending children in. When it is necessary to supervise children in these situations, intrude only to the extent that the health and safety of the children require. 2 & 3 Year Olds: Bathroom doors should remain open; parent may be called if child requests assistance. 4 & 5 Year Olds and Older: Permission granted to use bathroom; parent may be called if child requests assistance. Adult may walk child to bathroom, but must stay in hallway.

Food in the classrooms

We technically are not allowed to have food in CBC classrooms. If you decide that tasting something would enhance your class, please make sure it is something that can (and will!) be easily cleaned up.

Please be aware that many students have food allergies. If you have a snack in class please keep those allergies in mind.

Room Green 5 is strictly a peanuts and nut free zone .

Room equipment

We are grateful for a wonderful place to hold our classes on Mondays. CBC is a church and not a school building and not all rooms are the same. Very few rooms have sinks. We cannot guarantee that every class will be able to meet in a space that accommodates all of the teacher requests. From the contract: Instructor shall furnish at Instructor's own expense, all equipment, tools, materials, supplies and other items necessary to carry out the terms of this contract. This means, for example, that if you teach a class that requires a projector, you may have to provide that projector. Heritage rents the church on Mondays only. Please do not store things in any rooms or cabinets. Everything you bring in needs to go home with you each week.

Supplies

As much as it is possible, please provide a list of parent-provided supplies in your class description. If supplies are needed, but not mentioned in the description, please provide parents as much advanced notice as possible.

Loading/Unloading

If you have equipment that needs to be loaded/unloaded through a door other than the main entrance, please contact the Teacher Coordinator to make arrangements. External doors all lock when closed and may not be propped open with a doorstop at any time; please plan on recruiting a helper to station themselves at the door for this task.

Passing Period

Our co-op is growing and growing, nearly bursting at the seams! Most rooms are being used all day long, but most of you don't teach all day. That means you will need to hand off your room to another teacher. Please do so gracefully on both ends. There is a lot to do to end a class, say goodbye, answer student/parent questions, and get your stuff out of the way for the next group. Incoming teachers, please be gracious. However, the incoming teacher will need to get their class all set up to start on time. Outgoing teachers, please be courteous. Incoming and outgoing teachers should respect class time and not be present during the other's instruction time.

How do we release children at the end of class? Do we need to wait for a parent to pick them up?

- Up to age 8 (2nd grade) - Release them to a parent, unless the parent notifies you that their child is specifically allowed to leave class independently.
- Age 9 and up (3rd grade) - Allow them to leave independently, unless the parent notifies you that their child is specifically required to wait for a parent (or other adult).

Field trips

Our time is very limited, so we expect that all class time will be spent in class. If you determine that a field trip would be beneficial for what you are studying, your class may walk around the building, grounds, or parking lot to do or observe something directly related to the topic of the class, provided you ensure the safety of the students at all times. If you will not be in your classroom, you must notify the families and Board Teacher Coordinator of your adventure at least a week in advance. **You may not get in vehicles and leave the campus for a Monday field trip.**

There are many times when an off-site field trip could be beneficial to the topics students are learning about in class. We encourage you to organize meeting up with parents and students at that other location as you would a play date. These meet-ups cannot be official Heritage events.

In this case you may not transport students in your vehicle or be the supervising adult for any student other than your own children at the field trip location; parents need to attend with their child.

Homework

It is reasonable to expect that any class could come with a component of homework, especially anything 3rd grade and up. (I was going to say “academic class” but PE, art, and acting can all have homework too!) Thank you for working to communicate your expectations with both the students and parents at the beginning of the school year.

Please consider weeks where there are holidays, namely Thanksgiving and Christmas, it would be reasonable to adjust the appropriate homework load. For example, if your class usually requires 3 hours of homework, the week of Thanksgiving it should be adjusted to 1- 1 ½ hours for the week.

High school credits

Teachers of high school classes, you are fulfilling a unique and greatly appreciated role for the families of your High School students. Parents of 9th-12th grade students are looking at college entrance requirements, state graduation requirements or other graduation expectations for their child and wondering just how you can come along beside them.

Some families are looking for half or full credit electives, others are looking for a math or science credit, or perhaps a half credit of writing to complement the literature they’re teaching at home. Each homeschooling family is unique and their specific needs will be unique as well. What we ask of you is to simply determine if your course will be a half or full credit, to communicate that in your course description, and to actively manage your homework assignments toward that objective. If you haven’t thought of your class in those terms, we’ve included a thumbnail guide below. This information is based on recommendations from the HSLDA. <https://www.hslda.org/highschool/docs/EvaluatingCredits.asp>

Full credit non-lab class: 145-160 total hours

With 32 class hours, your students will need an average of 120 hours of non-class/homework time for the year, or 3.5 hours each week.

Half credit non-lab class: 70-80 total hours

With 32 class hours, your students will need an average of 90 minutes of non-class activities each week.

Full credit lab class: 170-180 total hours

If your lab class is only one hour long, your students will need approximately 150 hours of homework over the course of the year. If your lab class is 90 minutes, your average non-class time is closer to 132 hours of non-class time.

Grades

Many of our High School students participate in independent study or partnership programs with public or private schools or have parents who are working to create a transcript. These students will need to provide grade documentation at the end of each semester: weeks 16 and 32. Families would appreciate, but we will not require, grades at the quarters as well: weeks 8 and 24.

Keeping in touch

If you need to contact your students or parents, you can find contact information for all class members. Our website host, Homeschool Life, offers some great features for keeping in touch with your students. To find your "Instructor Dashboard" on our website, please start at our Homeschool Life main homepage. Along the top of the page is a row of black colored words that are links. Click on "Classes." You will see a drop down menu. Make sure you click "Instructor View."

If you need to contact your facilitator, you can find this information on the website under the Job List tab on the homepage and use the Member Directory tab to find the contact info.

Substitutes

From the contract: The Instructor shall be solely responsible for arrangement and payment of substitute teacher. Instructor must submit a list of substitutes to the Heritage board by the first date of classes in the school year. A background check must be run on substitutes. For security reasons the Heritage board must be informed when somebody other than the Instructor will be teaching a class.

We understand that occasional absences happen. If you are unable to attend Heritage, please communicate with the Teacher Coordinator as soon as you know you will be missing class and let her know your plan. Please plan ahead for expected and unexpected absences. (No one wants you to be sick with a fever and trying to figure out who could possibly sub for you!) Know who your substitute will be and make sure the substitute knows too. It is ok to bring in an outside person to substitute for you as long as they can abide by all of Heritage Policies and the Statement of Faith. Additionally, this person must submit to and pass a background check **prior** to subbing for you. Sometimes you are able to have your facilitator be your substitute. In this case, the facilitator does need to have submitted a background check. She needs to get a sub for herself by following the procedure outlined by the Jobs Coordinator. Remember that there must always be a minimum of two adults in a room at any given time and at least one needs to be background checked.

PLEASE DO NOT CANCEL CLASS FOR YOUR ABSENCE! Our co-op only works when everyone is able to do their part. If a class is canceled, there are many students that cannot be in class and that in turn leads to

many moms who cannot do their jobs, which in turn affects other classes, more students, and more parents. Please help us avoid this domino effect by planning ahead. If cancelling class last minute is unavoidable, the Teacher Coordinator will communicate this information on the whiteboard in the foyer and in the classroom. If you know you will be gone ahead of time, please arrange for a substitute.

If you must miss multiple classes, please contact the Teacher Coordinator on how to handle this situation.

Class Termination

Sadly, occasionally a teacher finds that life changes make it necessary for a teacher to cancel a class all together. This really does not happen often and should be a last resort. If you find yourself in this position, please contact the Teacher Coordinator right away. We ask that, as your signed contract states, you give the Board a minimum of two weeks notice to find a replacement teacher. If we are unable to find a replacement, then we will cancel the class.

Adjusted Schedule

We will occasionally have a shorter assembly schedule. These will be communicated in the Weekly Update email and written on the whiteboard when you enter the building. Please be on the lookout for them! These will include, but are not limited to Safety Day in October, Christmas Party Day, Class Fair Day, and the Last Day of Heritage. If we have a late start from inclement weather, the schedule will also be affected. These schedules are all spelled out in the Handbook.

Difficult behavior

While we always hope for the best and trust our teachers to handle situations within the classroom, we know there are occasions on which a child is not responding to you well or there are ongoing behavior problems. In general the process we follow is for you to first contact the parent to let them know there is an issue and ask if they have any insight for you. If there is not an improvement with the child's behavior then request that the parent attend class with their child. Finally, if it isn't a good fit for the class, it is ok for you to make the call and invite the child to find something else to do that hour. Obviously we want all of these communications to be full of grace while expressing a difficult message...We totally trust you to do this! If at any point you would like me (or another board member) to assist in these communications, we will jump on in.

Do I need a license?

All Heritage Teachers must have an active account with the Dept of Revenue and a UBI#. We will ask for proof of these items in May with your contract. <https://dor.wa.gov/open-business>

The City of Bellevue requires a business license if you are operating and collecting money in Bellevue. Please investigate whether this applies to you. <https://bellevuewa.gov/city-government/departments/finance/doing-business-with-bellevue/business-licenses>

You may not use the church address as your business address. It is recommended that you use your home address for your business address as you will spend significant prep time in your home and this allows you to use this business in other locations.

When do I get paid?

In the summer the teachers receive a check from Heritage for the materials fees collected from current registrants. Any materials purchased prior to receiving these funds is at your own risk.

Teachers are paid at the end of each month for the number of classes taught that particular month. Direct deposit is encouraged. If you are not enrolled in direct deposit, a check will be mailed to you by our bank's online billpay service.

Contract rates are calculated three times per year. We will calculate your "per class" payment rate by multiplying your requested rate by the number of students registered at that time. As a reminder, we DO NOT make real-time changes to your contract rate when students add/drop a class between these 3 calculation dates (September, November, and February). This is to comply with the State of Washington requirement that contractors receive a 'flat rate' when operating on church property. You will receive an email with the monthly pay rate information and any adjustments made.

Teachers are paid by the organization, NOT by individual families. Please do not charge students & families directly for any services that you provide on the church premises. The church building, since it is owned by a non-profit organization, is exempt from paying property taxes. This exemption is placed in jeopardy if a for-profit business (such as an independent teacher) uses the space to sell their services. For more information on this property tax exemption, visit the [Washington Department of Revenue](#) website.

Do I have to pay my own taxes?

Yes. Our teachers are all independent contractors and receive payments from Heritage throughout the school year. No payroll or employment taxes of any kind are withheld; paying taxes is your responsibility as an independent contractor. Your annual year-end 1099-MISC form from Heritage will be sent to you each January, both electronically and in the mail.

Registration

As a teacher for the upcoming year, you are eligible to register your children before current families. Watch for Heritage emails for pertinent info.

If you are registering your own child for your own class you DO need to register them, but you will NOT need to pay tuition for your child in your class. We do need to have these students on a special list so you aren't charged tuition later, please communicate with the Teacher Coordinator about this.

Out of Age Range Exceptions

While we cherish the flexibility of being homeschoolers, we also recognize that you are teaching a class full of kiddos and you thoughtfully decided the appropriate age range. If a family would like to enroll a child that isn't within the expressed grade range for a class, that parent must email the Registrar in advance of registration. The Registrar will then contact you, the teacher, with exception requests. Please reply to the Registrar and she will get back to the families. Please be aware that the Registrar must make a manual change on the website to allow for this to happen. When parents contact you instead of the registrar, please feel free to chat with the parent about the situation if it is convenient for you, but then kindly and firmly let them know that they need to contact the Registrar to confirm the age exception.

We hope this policy protects you and your time and allows for you and the Registrar to be on the same page. Please be on the lookout for emails from the Registrar and respond in a timely manner.

We encourage you to thoughtfully consider the requests you receive from the Registrar as the exceptions can have a significant effect on a class. The Registrar will work to accommodate your exception preferences.

Students as helpers or teachers

Students are always welcome to assist an adult teacher in the classroom. The minimum age for students to serve as a teacher is 16. Parent must co-sign the contract and be present at all classes. At age 18, students are treated the same as any other adult teacher. If a student under the age of 18 is serving in a classroom (s)he does not serve to fulfill the "2 adult" safety policy stated in the handbook.