

1. I understand that by submitting a class proposal or by signing up to teach an already proposed class, that I am making a commitment for that semester for an elective class or I am making a commitment for a year for core classes and that I will not back out, leaving Compass to find a teacher at the last minute.
2. I understand that I will be responsible for coming up with my own lesson plan for each week or that I will use the lesson plan Compass wants me to use (for certain core classes).
  - a. I will strive to follow the lesson plan each week and to teach the kids what I signed up to teach them.
3. I understand that I must create rules/discipline procedures for my class (or use the ones Compass has) and I will go over them with the kids the first day so they know what to expect.
4. I understand that I will need to submit a syllabus that will be due at the parent in-service meeting.
5. I understand that I must submit a sub lesson plan (including copies of any worksheet they will use that day) to be used in emergency, last-minute absences at the parent in-service meeting.
6. I will come prepared to teach my class including having all supplies and copies made in ADVANCE.
7. I understand that I need to be in my class 5 minutes before class starts so that kids/parents do not have to wait on me and that I will start class on time.
8. I understand that I will have an activity for the kids to do as they come in to keep them occupied while they wait for class to start.
9. I understand that I must take attendance each class period.
10. I understand that I must not allow any children to leave the classroom by themselves (except to go to the bathroom) and that when it is time for them to leave, that the helper will take them to where they need to be.
11. I understand that I cannot use glitter while at Compass or allow the children to chew gum.
12. I understand that if my class is an elective class or not a highschool class, I cannot assign required homework unless it was stated in the class description at registration. (For example if your class is a book club and kids will need to read a chapter a week, they need to know that before signing up). But, I can assign optional homework.
13. I understand that if I teach a highschool class or a core class, I can assign homework but I do NOT have to grade the homework if I choose not to. I must maintain clear communication IN A TIMELY MANNER of what I have assigned/expect from them. This is to be done through emails or the website and NOT facebook.
  - a. Facebook can be used for reminders only AFTER I have communicated with them another way.
14. I understand that I am responsible for returning any borrowed/used items to their CORRECT spot in the office or in the cabinet (including paper towels, tissues, and hand soap) as well as cleaning my room when I am finished teaching.
15. I understand that I will not leave the kids in my class unattended. An adult must be in there at all times.
  - a. In the event that you are the only adult in there and you must step away from a classroom to go to the bathroom or to attend to the needs of one of your other children (or for some other emergent reason), please notify a member of leadership right away so that we may help locate a replacement for you in that classroom.
16. I understand that I should not be on my phone during my class unless it is for class purposes.
17. I understand that all copyrighted material that I use must be duly licensed or authorized by the copyright owners or their representatives, and I agree to indemnify and hold Compass, its board members, teachers and volunteers harmless from any and all claims, losses, or expense incurred with regard thereto.
18. I understand that I agreed to the statement of belief when I became a member of Compass and that I must uphold it in class. This includes choosing curriculum that does not go against the statement of belief and teaching from a biblical worldview if applicable.
19. I understand that I must not be absent more than three times per semester.
20. I understand that as soon as I know that I will be absent, I will let Leadership team know, as well as my helper. I will provide my helper with the lesson plan for that day, as well as any needed items so that they can teach in my absence. I will also find a sub to be their helper.