



WHITE RIVER CHRISTIAN
HOME EDUCATORS

Teacher Handbook - 2024

Dear WRC teachers,

Thank you so much for volunteering to teach at WRC. Your willingness to teach enables our co-op to offer a variety of rich classes to our fellow homeschooling families. We appreciate your dedication to our children and to WRC.

We have compiled the information in this manual to answer some of the common questions you may have. Please read through it and familiarize yourself with the details in it so you can refer to it as needed.

Teacher Requirements

Members are eligible to teach after one semester of active membership. WRC requires potential teachers to review the By-Laws, Member Handbook, and Teacher Handbook. While teaching is not a requirement at WRC, it is strongly encouraged as part of your contribution to the community. Registration times for classes and jobs are assigned based on teaching credits earned. The more you teach, the earlier you can sign up for your preferred classes and jobs.

Teacher Credits - The Vice President (VP) of the WRC Board of Directors calculates credits each semester, but it is recommended that you keep track of your own credits in case of any questions.

1. Giving one credit for every half-hour that a member teaches.
2. Giving credit for each class taught per semester (capped at 6 credits.)
3. The 1 ½ and 2-hour classes are given 3 credits (the two exceptions would be for JR drama and SR drama.)
4. JR and SR drama directors will each receive 4 teacher credits.
5. Except for Jr and SR drama, there will be a cap of 2 teachers getting credit for co-teaching a class.

6. Responsible adults (members who are just monitoring while a student teaches) will only get 1 credit for an hour class.
7. Coordinators will get 2 credits per semester plus any credits for classes that they teach (capped at 6 credits.)
8. Board members will get 6 credits per semester.
9. Yearbook Editor(s) will receive 2 credits per semester.
10. All members and leaders are capped at 6 credits per semester.

Scheduling Classes

Anyone who desires to teach a class should contact the coordinator for that age group. Coordinators are responsible for working with parents to develop a varied and relevant class schedule at the planning meetings. After you have confirmed your class with the coordinator, you need to request it on the website and complete all the information needed by the due date assigned by your coordinator.

Instructions for New Classes each semester:

Classroom Dashboard > Request New Button

General Tab >

Required Fields: Class Title, Grade or Age restriction, and Class Description. If you are requiring students to purchase supplies or books, please list in your description with approximate extra costs. Please list the class fee under the class description for preregistration

Optional Fields > Curriculum, Textbook, and ISBN

Registration Tab >

Required Fields: Maximum and Minimum Students

Finance Tab >

Required Fields: Class Fee- Please note your intended fee under the class description for preregistration. Tech team will enter the fee for registration. Notes to admin about classroom needs, i.e. TV, projector, whiteboard, location, messy, etc.

Optional Field: Deposit Required. i.e. Drama usually requires a partial deposit at pre-registration to purchase scripts.

Classroom Dashboard

Teachers need to familiarize themselves with their Classroom Dashboard on the WRC website. All communication from teachers to students must be done through the dashboard for accountability purposes. You can see your Class Roster by clicking on your class in the Classroom Dashboard. All of your students' names and contact information can be found there. For teachers offering high school credit courses, the syllabus, attendance, assignments, and grades should be tracked in the dashboard. All teachers are encouraged to use the dashboard to enhance the learning experience and make information easily accessible for teachers, parents, and students.

Class Fees

Class fees are determined by the teacher and should be sufficient to cover the cost of the class supplies. Teachers are not expected to spend personal funds for co-op purposes, but a teacher cannot charge a fee to be reimbursed for teaching or grading time. The class fees can be used to cover curriculum, supplies, and copying costs for the class for which the fee was charged. Any curricula or supplies purchased with the class fees will belong to the students in the class or to WRC, whichever is most appropriate. Class fees should not be used to purchase materials that the teacher intends to keep. For any unspent money at the semester's end, divide that evenly among your students to an even dollar amount to return on the last class day. Please donate any remainder to the WRC Love Offering (give to the Treasurer in an envelope labeled with class name & amount). Example: You have 9 students and \$25.35 left. Give \$2 back to each. Donate \$7.35 to the Love Offering. Teachers are required to keep a record of expenses with copies of receipts for all purchases and hand it in to the treasurer at the end of the semester. The Teacher Expense Form can be downloaded and printed from the left toolbar or secondary menu on the website. Copies made at home can be reimbursed at a rate of \$0.20 per page.

Teacher Absences

If a teacher is unable to teach a scheduled class for any reason, the teacher should first rely on their co-teacher to teach and find a substitute if another adult is needed in the room. If you are a solo teacher, try to find a substitute to cover the class and notify the coordinator and VP of the change. Parent helpers or parents of students are natural places to start when looking for a substitute. A spouse or adult child is not an appropriate substitute without prior board approval (the Board needs to be notified one week in advance of guest speakers/teachers and they need to be Board approved). Substitutes must have signed the

statement of faith and all liability forms that the co-op requires. A first-semester member who has been a parent helper in the class may be a substitute providing another co-op member who has previously taught serves as the parent helper.

A lesson plan and materials must be provided for the substitute teacher. Depending on the class, it may be helpful to develop a substitute lesson plan to have just in case it's needed at the last minute during the semester. If unable to find a substitute, the teacher should contact the coordinator and let her know of the absence. The coordinator will then make the decision whether or not to cancel the class. The *teacher* will notify all parents of students in the class through the dashboard if the class has been canceled.

Classroom Arrival

Teachers must be in their classrooms on time or a few minutes early if possible. This allows everyone to get all their children dropped off and in their classrooms in a timely manner, so classes can begin on time. This is especially important in the younger age groups, where the children must be in the care of an adult at all times.

Care of the Classroom

Wesley Free Methodist Church has been very gracious in allowing us to rent their building at an affordable rate. We need to be good stewards and careful to leave the building better than we found it. When you leave a room, please check that tables and chairs are clean, the lights are off, windows are closed, and trash is picked up. Do not close doors. *If you are the last teacher to use a classroom at the end of the day, you are responsible for vacuuming the floor and wiping the tables.* Trash is picked up at the end of the day, and bags are replaced, but if you notice that yours has not been collected, please tie up the bag and leave it outside the door in the hallway.

Technology

WRC has technology for teachers to use during classes. This technology includes tvs, dvd players, a projector, microscopes, etc. If the teacher needs the use of the technology, she/he must sign up for it on the website. Look for signups under the secondary menu.

Guest Teachers

Occasionally the opportunity arises to have a guest speaker come to your class. Teachers must obtain board approval for these speakers 1 week in advance. Guest speakers must check in at the front table, sign a liability form (or fill one

out online), receive a visitor badge, and be accompanied by a co-op member at all times.

Accountability

We are blessed to have a group of people who love and care for kids. To protect our children and each other, we need to ensure that we can account to each other for our actions. At all ages, there should never be one adult alone with one child unless the adult is the child's parent. Students who are not in class should be with a parent or in the study hall. Please do not dismiss classes earlier than 5 minutes before the next class hour.

In classes with students under age 8, WRC requires that there be two adults in the classroom. This provides accountability and ensures that students are not left alone in the class. Students under age 8 are not permitted to be in the hallway without an adult. Teachers or parent helpers should accompany them from one class to another. Coordinators will provide you with a list of where the students' next class is. Students should be picked up by a parent or older sibling for lunch and at the end of the day.

Please do not send large groups of students to the restroom unsupervised. Students who are older than age eight should be dismissed to go to the restroom one at a time. Students under age eight should be accompanied by an adult for restroom breaks. It is fine to take a whole class or large group at once if the teacher or parent helper accompanies them in the hallway and waits outside the bathroom door for everyone to finish. If a child requires assistance in the bathroom, please ask the restroom monitor to go into the restroom with you. This protects both our children and the adults.

Classroom Discipline

The Board asks that the teachers use the following guidelines in disciplining students in their classes. It is vital that these steps are followed so that the Board can assist the teacher if the time comes that Board involvement is needed.

First Offense: Verbally correct the student for inappropriate behavior. Use your own discretion to determine if this should be done privately after class or immediately.

Second Offense: Talk to the student's parent about inappropriate behavior and request that the parent correct the student.

Third Offense: Either request the student's parent attend the class in its entirety to supervise the student or request that the student does not attend class for the rest of the day.

Fourth Offense: Remove the student from the class for the entirety of the following week. Report this to the Board and the parent immediately.

Fifth Offense: Notify the Board and parent and remove the student from class for the rest of the semester.

These steps should be followed with the assumption that each offense is of a similar nature and that the behavior of the child is so disruptive that the teacher cannot teach the class. If the child's offense is harmful to the teacher or other students, involves the destruction of property, or is threatening in nature, go immediately to the Fourth Offense and report the problem to the Board.

The Board's desire is to help our teachers. We want classes to be a rewarding experience for both the teachers and the students. We will do all that we can to help you. As a Christian co-op, we trust that parents and teachers will treat each other in a godly and gracious way, but in the event that a teacher needs the Board to intervene, we will gladly do so in the most objective way possible. We do ask that you involve the Board in a timely manner, as there is not much that can be done once co-op has ended for the year or if discipline procedures were not followed.

Thank you again for using your time and talent to teach our kids! We would not be a co-op without you. If you have any questions or suggestions, please contact the Board, and we will be happy to discuss them with you.