

# LIFE Classes Advisor Agreement

*The purpose and mission of HPHE is to provide support, guidance, encouragement, and educational opportunities according to Biblical principles and ideals for home educating families in the Triad area of North Carolina.*

## **Advisors:**

Advisors are independent contractors. Advisors are an important part of the ministry outreach of HPHE as they help us fulfill our purpose and mission to homeschool families.

### **I. Advisor Benefits:**

- Advisors have the opportunity to fulfill a ministry to homeschool families.
- Advisors can elect to have the fees for their children's classes deducted from their pay at the end of each semester instead of paying them up front.
- Advisors may register early for their children's classes.
- Advisor's children may not sit in their classrooms during classes; therefore, if they are enrolled in HPHE, childcare (for newborn-preschoolers) and study hall (for k-12<sup>th</sup> graders) are provided free of charge for advisors' children.

### **II. LIFE Classes Cap:**

- The LIFE Classes minimum is 5 students, and the maximum is 13 students.

### **III. LIFE Classes Administrative Fee Charged to Advisors:**

- HPHE is a non-profit organization with financial obligations that need to be met.

The money HPHE collects from each advisor, in addition to the Family

Registration Fee charged to each family enrolling in LIFE Classes helps HPHE

pay for the facility, insurance, website and other expenses associated with the

LIFE Classes program.

•Advisors and potential advisors please be aware that a fee of \$25, per advisor, will be deducted from their final advisor's pay each semester for these administrative costs.

#### **IV. Advisors Pay:**

•Advisors will be paid \$60 per k-5<sup>th</sup> grade student; \$70 per 6<sup>th</sup>- 8<sup>th</sup> grade student; \$75 per 9<sup>th</sup>-12<sup>th</sup> grade student; and \$100 per student for 90-minute classes.

•Advisors will receive \$100 of their advisor pay balance per class on the first day of class to assist with incidentals and materials costs. The remaining balance of the advisor's pay will be received on the last day of class.

-If an advisor needs a sub, the \$25/hour sub pay will be deducted from the advisor's pay balance.

•HPHE is required to file a 1099-NEC form for every advisor who receives at least \$600 for the year. Advisors are provided a copy of their 1099-NEC form.

•Advisors are required to complete a W-4 form including social security number which will be kept on file by HPHE.

#### **Material Fees/Required Texts:**

•Advisors may collect fees to cover the cost of materials for students that are in addition to their required texts. Material fees are paid online and held for reimbursement to advisors upon submitting proper documentation.

•Material fees are reimbursed three times per semester according to a schedule set by HPHE Board.

•Reimbursement requests should be accompanied by the Material Fees Cover Sheet available on the website.

•Reimbursement requests should be submitted in person to the treasurer – electronic submission is not allowed.

•Material fee amount should reflect what the student is taking home.

•Advisors should give a detailed description of materials that will be covered by this fee and provide it to LIFE Classes Coordinator and parents when required.

- Once the semester schedule has been published advisors cannot make any changes to the material fee.

#### **V. Advisor absence policy/Substitute advisor:**

If an advisor must be absent, she/he should ...

- (1) contact the LIFE Classes Coordinator at the earliest possible time.
- (2) consult the sub list for an approved substitute advisor. No substitute will be allowed if not approved by Board and on the Sub List.
- (3) provide a written lesson plan of activities as well as any material/books for the substitute to follow and teach classes accordingly.
- (4) contact the Treasurer so that sub pay (\$25/class) can be deducted from advisor's remaining pay balance and check can be written for substitute advisor.

#### **VI. Advisors Requirements:**

A LIFE class advisor should ...

- be knowledgeable of and comply with the (1) Statement of Faith, (2) LIFE Classes Advisor Agreement, (3) Student/Class Discipline Policy, (4) HPHE/LIFE Classes Handbook, and (5) HPHE policies and guidelines.
- sign the Statement of Faith, completely agree with it, and present material only in accordance with this Statement of Faith.
- agree to a criminal background check (free of charge to HPHE members). Each advisor is screened through the national sex offender registry.
- submit background information, qualifications, and reference letter to the LIFE Classes Coordinator (via Advisor Application).
- submit receipts for the purchase of materials to the Treasurer, by the required deadline, in order to receive reimbursement of material fees.
- provide (via the online website/dashboard) a class description which includes contact information, activities, supplies/books, material fee (with details/explanation on what materials will be purchased with this fee), and when applicable a class syllabus.
- agree to teach two or four classes for scheduling purposes.

- attend mandatory meetings and events: LIFE Classes Orientation, Open Houses, and advisors/coordinator meetings.
- commit to teach for the entire school year, if teaching full-year classes or commit to teach entire class semester, if teaching semester classes.

*Advisors who do not fulfill their teaching commitment (i.e., resign during the semester of semester class or anytime during the year for a full year class) forfeit 50% of their remaining compensation at the time they leave the program. Additionally, advisors must:*

- *return material fees (or supplies purchased with the material fee) to the students/parents.*
- *provide a copy of their lesson plans to the LIFE Classes Coordinator immediately upon resigning.*

*Note: We understand that circumstances beyond the advisor's control may happen and cause her/him to be unable to complete their commitment. The HPHE Board of Directors is willing to work with all advisors in such cases.*

- clean (vacuuming, wiping tables, putting chairs and tables away, etc.) and reset room exactly as the church requires at the end of class. The first infraction of this policy will result in a warning. Any second and subsequent infractions will result in a \$20 per occurrence penalty/fine.

## **VII. Student/Class Discipline:**

- We owe every student in our classes an environment that is safe and conducive to learning. Proper learning can't be done when there are disruptions. An appropriate practice is to talk to students on the first day of class to set your expectations in class. Be sure to follow these expectations throughout the semester. Students will learn to respect the rules if we enforce them.
- Advisors are required to know and follow the discipline policy stated in the LIFE Classes Handbook. It is recommended that each advisor keep a copy of the LIFE Classes Handbook with you in class.
- Advisors must provide a copy of written warnings to the LIFE Classes Coordinator (email is acceptable). Send the original copy to the student's parent along with an email or phone call.

- Additionally, you must report any discipline issues to the LIFE Classes Coordinator as soon as possible, failure to comply with this rule will result in Advisor discipline action (see below)

### **VIII. Advisors Code of Conduct:**

LIFE Classes advisors are to set the example for students and parents. Therefore, it is required for each advisor to follow all HPHE policies and guidelines as well as the code of conduct:

- We do not initiate or pass on rumors concerning other advisors, board members, church administration, parents, etc.
- We do not initiate or contribute to discussions and comments that are disrespectful towards HPHE policies, other advisors, board members, church administration, parents, etc.
- We display a sense of self-discipline and responsibility.
- We demonstrate integrity, honesty, and truthfulness at all times.
- We respect any confidential information which parents share.
- We adhere to and support the lines of authority, responsibility and communications established in LIFE Classes, and we conduct our work within this established framework.
- We attempt to resolve conflicts or differences through appropriate resolution procedures as outlined in the LIFE Classes Handbook.

### **IX. Advisor Code of Conduct/Policy Breach:**

If an advisor breaches the Advisor Agreement, HPHE policies and guidelines, or Code of Conduct, they may face disciplinary action up to and including dismissal.

First Offense: A written warning will be issued and will be reviewed by the LIFE Classes Coordinator with the advisor.

Second Offense: A written warning will be issued and the advisor's actions will be reviewed by the LIFE Classes Coordinator with the HPHE Board of Directors for further consideration of action. The advisor may be asked to meet with the Board of Directors.

Third Offense: Dismissal and/or disqualification from future opportunities to teach in HPHE LIFE Classes.

NOTE: Any advisor action that is considered a serious and egregious breach will lead to immediate dismissal, no warning is necessary.

**HPHE Board Members**

President/Web Admin: Shawn & Kristi Eisenman

Vice President/Treasurer: Tim & Jewell Landreth

Life Classes Coordinator: David & Angela Inthisane

Secretary: Brad & Marcina Suits

Social Event Coordinator: Mike & Kim Bowers

Registration Coordinator:

I agree with the presented advisor agreement in its entirety.

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Signature

Date