

LIFE Classes Advisor Agreement 2017-2018

Purpose of HPHE/LIFE Enrichment Classes

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.

Advisors Requirements:

- Advisors must be knowledgeable of and comply with the Statement of Faith, LIFE Classes Advisor Agreement, Student/Class Discipline Policy, HPHE/LIFE Classes Handbook, and HPHE policies and guidelines.
- Every advisor must sign the Statement of Faith, completely agree with, and present material only in accordance with this Statement of Faith.
- Advisors must have a criminal background check. Each advisor is screened through the national sex offender registry.
- Advisors must submit a class description, background information, and qualifications to the LIFE Classes Coordinator.
- Advisors must submit receipts to the Treasurer for reimbursement of material fees by the required deadlines.
- Advisors must teach two or four classes for scheduling purposes.
- Advisors must provide a detailed description of materials/supplies that will be covered under the material fee when submitting the class description online. No exceptions.
- Advisors must provide a class syllabus to LIFE Classes Coordinator and parents with class course outline, contact information, activities, supplies/books, and material fee (give details on what materials will be purchased with this fee to include items the student will bring home with them) via the online website.
- Advisors must attend mandatory meetings and events: LIFE Classes Orientation, Open Houses, and advisors/coordinator meetings.
- Advisors are required to commit to teach for the entire school year, if teaching full-year classes or commit to teach entire class semester, if teaching semester classes only.
- Advisors that 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 them to be unable to complete their commitment. The HPHE Board of Directors is willing to work with all advisors in such cases.

- Advisors of academic classes (math, science, history, Spanish, English) in grades 6-12 should be available to students needing extra attention in Help Classes. Help Classes should be available every other week at the end of regularly scheduled LIFE classes. Students must contact the advisor to let the advisor know that extra help is needed. If no students contact the advisor to request help, the advisor is not required to arrive for Help Class. NOTE: NO outside/personal tutoring is permitted in the facility, only current LIFE Classes students are eligible for help classes.
- Advisors are responsible for cleaning (vacuuming, wiping tables, putting chairs and tables away, etc.) and setting rooms up 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 fee of \$20 per occurrence.

Advisors Pay:

- Advisors for grades K-5 \$50 per student. Advisors for grades 6-8 \$60 per student. Advisors with students from grades 9-12 \$65 per student. Advisors for classes that are 90 minutes in length are offered \$90 per student.
- Advisors may receive \$100 per class on the first day of class to assist with incidentals and materials costs. The remainder of their advisor pay will be received on the last day of class.
- HPHE is required to file a 1099-MISC form for every advisor who receives at least \$600 for the year. Advisors are provided a copy of their 1099-MISC form.

LIFE Classes Cap:

HPHE is a non-profit organization with financial obligations that need to be met. The money HPHE collects for students over the cap helps HPHE pay for the facility, insurance and other expenses associated with LIFE classes. We let advisors and potential advisors know up front that they will be paid up to 10 students per class, even though the cap per class is 12. The student cap is reviewed frequently by the HPHE board.

- The LIFE Classes minimum is 4 students and maximum is 12 students. Any exceptions should be discussed with the LIFE Coordinator.

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 do not have to pay for coordinators, for use of the facility, insurance, criminal background check, childcare/study hall for their own children (as long as they are enrolled in HPHE).
- Advisor's children may not sit in their classrooms during classes. Advisors may have free use of study hall one week per semester for children not enrolled in LIFE classes. Subsequent use of study hall is available for \$10 per week. If you have children not enrolled in LIFE classes that will be coming to LIFE classes regularly, the advisor may pay the \$45 family registration fee and place their children in study hall while they teach.

Nursery:

- Nursery is free of charge only for advisor's children up to 5 years old.
- Advisors must pick up their child/children within 10 minutes of the end of their class(es).

Advisor absent/Substitute advisor:

- If an advisor must be absent, the LIFE Classes Coordinator should be contacted at the earliest possible time. Advisors should have a backup plan prepared for such emergencies by having a suitable substitute Advisor secured to teach the class(es).
- No Advisor should be absent without the LIFE Classes Coordinator's knowledge, even if a substitute advisor has been privately arranged.
- People that you have identified as a substitute advisor for your class(es) must meet all HPHE Advisor requirements. These requirements include but are not limited to: having a signed Statement of Faith on file, present material only in accordance with this Statement of Faith, completed criminal background check, etc.
- Advisors must provide a written lesson plan of activities as well as any material/books for the substitute to follow and teach classes accordingly.
- Advisor's substitute must be knowledgeable of the subject they will be teaching.
- A substitute advisor cannot be a teenager, and must be an adult.
- Substitute advisors will be paid \$20 per class. Substitute pay will be deducted from the advisor's remaining pay balance.

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.
- Advisors must provide a copy of written warnings to the LIFE Classes Coordinator (email is acceptable). Place this document in the LIFE Classes Coordinator's folder and send the original copy to the student's parent along with an email or phone call.
- Keep a copy of the LIFE Classes Handbook with you in class.
- 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)

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 will be held for reimbursement to advisors upon submitting proper documentation.
- Material fee amount should reflect what the student is taking home.
- Once the semester schedule has been published, advisors cannot make any changes to the material fee.

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, 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.

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.

Board Members 2017-2018

President & Life Class Coordinator: Jeffrey & Lia Farnham

LIFE Class Coordinator: Jason and Jacquelyn Trost

Treasurer: Derick and Stepheny Seabolt

Registration Coordinator: Tyler & Candice Conner

Secretary: Jason & Laura Donath

Athletic Director: Tommy & Chris Millar

I agree with the presented advisor agreement in its entirety.

Signature of Advisor

Date