

Teacher, Parent and Student Expectations

Please read these carefully PRIOR to registering for ELO

What is expected of a teacher?

Teachers are expected to arrive **by 8:15** to set up for class and to ensure that someone is present when students arrive. They are expected to maintain order and focus in the class, be alert to help students who may need extra help, prepare handouts and print copies before the day of class, start and end class on time, and get everyone to clean up the classroom before leaving.

If you will be absent you will contact your team members and coordinator and work with them to make sure the lesson is covered.

Teachers may send students who are disruptive, disrespectful to the coordinator or parent. Also, teachers should notify the parent if a student repeatedly fails to complete homework. If a student is absent, it is the student's and parent's responsibility, not the teacher's responsibility, to find out what was covered and what assignments are due the next week.

Teachers prepare class descriptions, additional fees, books and supplies and send to their class during the summer. Lesson plans or syllabus and a back-up lesson are due at the first ELO session.

When you are in the classroom, cell phone must be on silent, and you will return texts/phone calls only during your break.

Tips for teaching:

- * Presenting material in a boring manner (such as lecture only) is less preferable to hands-on, interactive methods. High school classes may need to have some lecture, but try to incorporate group activities that illustrate the topic, such as an in-class group project, writing assignment, experiment, class discussion or debate. For elementary classes, limit lecture and reading to less than 15 minutes and devote most of the class time to hands-on activities, such as a craft, project or experiments.

- * Do not expect all students to be on the same level. Some students may be well experienced in the subject matter, while others may be brand new to the topic, regardless of the age group.

- * Avoid anything that ridicules or excludes those students who cannot keep up.

- * If a student is repeatedly disruptive, send him/her to the coordinator or parent (depending on age). If you are busy teaching, have your co-teacher take the student. You do not have to accept disrespect or rudeness, and one of the best ways to maintain control in a classroom is to let students know that you are firm and that you expect their cooperation.

What is expected of the parent?

Participating in ELO means you commit to faithful attendance and arriving on time. Arrive by **8:15** so your children are ready to begin with group prayer and the Pledge of Allegiance. By registering your children, you agree to work during the morning periods with at least 30 minutes for a break. During your free period you are free to socialize with other parents in the parents' lounge or observe in your child's classroom.

As the primary teacher of your child, you have the responsibility to supervise your student's work and assign final grades. Use each syllabus to help you devise lessons at home and to ensure your student is prepared for class. To earn suggested credits, high school students must complete the homework, and you may need to assign supplemental coursework at home. In addition, to earn the full credit for science, your student must complete the reading and tests at home.

Children must be supervised at all times; they may not play outside or be in the buildings without direct adult supervision. Parents are responsible for their children's behavior and any damages or injuries incurred by their actions. Parents will be contacted if a disciplinary problem arises and may be asked to remove their child from class.

Sickness Policy:

We cannot stress this enough: If you or your children are sick or recovering from an illness, please do not attend ELO that week. We do not want ELO to be a source of sickness for any family, so please use good judgment. If in doubt, err on the side of caution, stay home and get a substitute.

We follow the health services guidelines recommended by the American Public Health Association and the American Academy of Pediatrics. If you or your children have the following, please do not come to ELO.

- Fever of 100 degrees or greater within 24 hours prior to co-op
- Fever that needs medication to control (such as Tylenol, Advil or Motrin)
- Vomiting or nausea within 48 hours prior to co-op
- Diarrhea within 24 hours prior to co-op
- Nasal congestion, or yellow or green or excessive nasal discharge that is heavy enough to require frequent wiping
- Common cold with listlessness, sore throat or persistent coughing or sneezing
- Streptococcal infection, until 48 hours after medication has been initiated
- Antibiotics for less than 48 hours
- Infected skin or eyes or undiagnosed rash until the prescribed drops, cream or treatment are complete or incubation period recommended by doctor has passed
- Other contagious symptoms, including but not limited to lice, ringworm, etc.

If you or your children have any of the symptoms listed above, you will be asked to return home. Please do not put us in the awkward position of having to ask you to go home or to take a sick child home.

If you need to stay home with a sick child, you may send your well children in grades 1 and above to ELO with a supervising adult like another mom in ELO or relative.

If you will be absent you must notify your teaching team and your designated coordinator.

If your child has a serious allergy, please make sure you carry an EpiPen or other medication with you at all times in the event your child is exposed. You must notify all of your child's teachers and coordinators of any allergies so they can be aware!

What is expected of students?

Students are expected to treat their teachers with respect. No disruptive behavior, talking while the teacher is talking, etc.

Students are expected to treat their peers with respect.

Students are expected to participate willingly and bring all completed assignments and required materials to each class. Teachers have the right to send unprepared, late or disruptive students to study hall or to their parents.

We expect first-time obedience from children ages preschool and above.

No cell phones, ipods, knives, or any weapons are allowed. If your child violates this rule they will have the item taken away.

Students in the 7th grade and above will be required to sign a contract agreeing to the student expectations.