

LCHA TEACHER HANDBOOK

STATEMENT OF FAITH

Teachers are expected to be familiar with and respectful of LCHA's Statement of Faith, which is the Apostle's Creed. (See below) No teachings contrary to this will be allowed. Teachers are welcome to and encouraged to pray before classes.

APOSTLE'S CREED

I believe in God the Father Almighty, maker of Heaven and Earth; And in Jesus Christ, His only Son, our Lord. Who was conceived by the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate. He was crucified, died, and was buried. On the third day, He rose from the dead and ascended into Heaven where He sits at the right hand of God the Father Almighty. He shall come to judge the quick and the dead. I believe in the Holy Spirit, the communion of saints, the forgiveness of sins, the resurrection of the body and the life everlasting. Amen.

ATTENDANCE

Teachers must be responsible for taking weekly attendance. This is essential to ensure teachers receive proper payment. If a teacher becomes aware of a student dropped or added, please notify the Treasurer at treasurer@lchaco-op.org. If the co-op is aware of changes to class enrollment, the teacher will be notified in order to update his or her roster. The Teacher's Assistant can take roll for the class.

TEACHER ASSISTANTS

Each teacher is provided with at least one teacher assistant for each of their classes. The teacher should communicate clearly at the beginning of the year to his or her TAs what duties will be expected, such as attendance, passing out papers, or substituting in case of your absence. It is your responsibility to exchange contact information with your TA. If any problems arise with your TA, please contact a Board Member.

TEACHER ABSENCES & EMERGENCY LESSONS PLANS

Our goal is to keep classes moving even if the teacher has an absence, planned or unplanned. It is your responsibility to notify a Board Member and find a suitable substitute (should your TA not be able to cover your class). A Board Member will assist in finding a TA in your absence.

Please make sure to complete a back up lesson plan for each class you teach and bring to Teacher Orientation or the first day of class. These plans will be used in the planned and unplanned event of a teacher's absence and should include activities that will last the duration of the class. These lesson plans do not need to be a continuation of what is being taught; however if they do it is beneficial to the students and the flow of the school year and set curriculum. A suitable Substitute Teacher Kit should include teacher instructions along with materials and supplies needed for the class. Depending on the type of class, needed resources and advanced notice, the teacher might be able to

email the lesson plan with instructions on how to proceed with the class in the Teacher's absence.

If more than two classes are cancelled in a school year, the families will be credited for the days missed. If possible, a Make-up Day will be added to the end of the school year.

TEACHER OPEN HOUSE

All teachers are required to be present at the LCHA Open House. Teachers should have their syllabi, books, requirements, and any other information necessary to their class available for the parents to peruse. If a teacher is unable to attend, he or she should secure a substitute to attend on their behalf.

TEACHER REGISTRATION FEE

Teachers who do not have children enrolled in the LCHA co-op, pay a \$75 registration fee if they teach one to two classes, or a \$125 registration fee if they teach three classes or more, which includes their background check fee, insurance, and bookkeeping. For teachers with children currently enrolled in the co-op, their teacher registration fee is \$50 for bookkeeping. Their background check and insurance are covered by their family's registration fee. Teachers under 18 years of age pay \$25 for bookkeeping, and do not require a background check.

COPYRIGHT COMPLIANCE

Teachers must be aware of the copyright policy of the curriculum and other materials being used in their classes. Copying such material may be a violation of the law and is not permitted. For questions about copyright issues and intellectual property compliance, see Nicole. Making photocopies, playing videos, or showing YouTube videos may be in violation of the law and may not be permitted.

CONFLICTS

If a conflict should arise between a student, parent or teaching assistant, teachers and parents are encouraged to follow the Matthew 18 method for solving conflicts by first talking to the person involved. Teachers are expected to do their best to maintain open communication with their parents and students, and to handle their own behavior issues within their classroom. If, however, a situation arises where the teacher would like assistance, see a Board Member.

DISCIPLINE

Teachers should be aware of LCHA's policy on discipline, as outlined in the LCHA FAMILY HANDBOOK.

PUNCTUALITY

We thank teachers in advance for their punctuality. Teachers who are habitually late may be asked not to return.

CHILD PROTECTION

Children are expected to be constantly monitored and supervised in each classroom. Insurance policy requires TWO adults per class. If a child needs assistance in the bathroom, please get their parent(s).

ALLERGIES / LEARNING DISABILITIES

Please be aware of any students in your classes who may have allergies or learning issues or other special needs that need attention, such as bathroom assistance. Information that the parents provide to the co-op will be shared with you. It is imperative that teachers and parents be aware of potential life-threatening food allergies of certain students and be in regular communication with each other. Please communicate directly with their parents if you are experiencing any issues in class, either learning or behavioral. If issues persist, contact a Board Member for more assistance.

MEDICAL EMERGENCIES

In the case of an emergency, someone should contact a Board Member, the parents/caregiver, and the front desk monitor. The co-op has a basic First Aid kit on premises in the supply room. In addition, a Sign In / Sign Out sheet is kept at the main desk indicating whether the parent is on site or off site with an emergency phone number given. LCHA may have a list of on site nurses or individuals with CPR / First Aid training that is kept at the front desk. CALL 911 IMMEDIATELY - If the individual has any life threatening conditions or allergies, is unconscious, has trouble breathing, has no signs of life (breathing or movement), has no pulse or has severe bleeding.

FIRE DRILLS

Each teacher should become familiar with the fire drill procedures and exit routes listed in each classroom. There will be periodic fire drills throughout the year. All classes must go out to the parking lots at a safe distance away from the building and not return until advised it is safe to do so. Teachers are to bring their class rosters and have a complete head count before exiting and take attendance both outside and upon return to the classroom to ensure all students are accounted for.

ZERO TOLERANCE

LCHA has a zero tolerance policy for drugs, alcohol, cigarettes, bullying, unkind language, profanity, and violence. Please make yourself aware of the guidelines in the LCHA Handbook and follow them in your classroom.

GUESTS

LCHA allows a one time free sitting in a classroom for students or parents who may be considering a class, or guests visiting co-op. After one visit, families must enroll in the class.

EXTRACURRICULAR EVENTS

Teachers are greatly encouraged to attend LCHA's extra events throughout the year, especially those involving student progress, such as the Art Show, Christmas Show Or End Of The Year Performing Arts Show.

TEACHER/CLASS SELECTION

LCHA reserves the sole right to select teachers and classes. The selection may be based on any or all of the following criteria:

1. Teachers with seniority may be given priority.
2. Parents of current LCHA students may be given priority.
3. Teachers of established reputation may be given priority over an unknown person.
4. Classes that fit the need and survey response of LCHA may be given priority.

PAYMENT

Teachers will set their own class fees and supply fees as they deem appropriate. Supply fees should be based on what the anticipated supply fees are for the year per student. Student fees will be paid at the end of each month for the following month. Teachers will be paid the Fall supply fees by the 3rd week of August and 8 payments of tuition fees on the last Tuesday of each month between September and April. Supply fees for the spring semester will be prorated over 8 months and paid by the families with their monthly class fee payments.

CLASSROOM SANITIZING

In an effort to minimize the spread of germs, teachers / TA's are encouraged to wipe table tops and door knobs after each period. Sanitation products are provided in the blue bin in your classroom.

END OF DAY/LAST CLASS HELD IN ASSIGNED ROOM

At the end of the day, the last teacher to use the classroom should tidy-up by sanitizing tables, cleaning white board, pushing in chairs, vacuuming if needed, emptying trash, and replacing the trash can liner. Please leave the blue bin in your classroom. Notify a Board Member if you are running low on any supplies in your blue bin. Feel free to ask your TA or students to assist in ensuring the classroom is left in a better condition than it was found.

MY SIGNATURE SIGNIFIES THAT I HAVE READ, UNDERSTOOD, AND WILL COMPLY WITH THE POLICIES AND PROCEDURES OF LCHA, INCLUDING THOSE OUTLINED IN BOTH THE TEACHER HANDBOOK AND CO-OP HANDBOOK.