

Teacher Guidelines

Set up group email with your class. Keep Parents posted. Send homework via email, even if given in class. Work on giving homework to the students, as the year goes on, so parents can compare what is said in class, with what is brought home, and work for independence. It is suggested that the homework for the next week is sent on Tuesday, the day before classes. If the students print their assignment, and bring it to class, the teacher can see if anyone has any questions, and provide explanations of projects.

Please use this document as a guideline. Use your own creativity in planning your classes!

For some of the classes, a guideline is given for amount of homework for the week. We cannot provide a perfect class for every student, but we have given suggestions for amount of homework per week. Keep communication open between teachers and parents!

Communicate with your helper, so they can teach in your absence

Class outline, syllabus submitted to leadership, include sample week of homework and class time plan by 1st week of class.

Convey to parents expectations of class, and what you plan to cover. For example, if you are teaching science for 28 weeks, and are covering the whole book, then convey to parents that a health class at home would fulfill the requirement for science for the year, or, that you are leaving 6 weeks worth of the book to be completed after co-op, with suggestions for activities to do after classes.

Teachers should provide a book list for reading outside of class. If possible, provide a collection of books that the students can use as a library.

Let parents know how the class will be graded.

Let parents know that if they need ideas for more things to do at home, you can provide them (if you can). If a core curriculum is used, the parents can easily see where the subjects are going, and add as needed.

Presentation night is held in March. There is opportunity to present to the group, orally, and with table displays. If you are expecting parents to save projects for presentation night, please make that clear.

Communication is always the key to success between teachers and students. We will present a survey in the fall and spring to provide a way to facilitate this communication. You will be notified if there are any concerns with your class.

Keep in mind that the fall is an adjustment time for everyone, getting back into the routine of school.

When planning your class, please note that we are proposing that over Christmas break, the students are given one week of homework. Please make your expectations clear at the beginning of the Christmas break, as many families plan extra things during break, and will schedule school work around other plans.

7th/8th grade

Science

Core curriculum used, plus workbooks

Homework: Reading, workbooks, reports, projects. Average 45 minutes homework per day outside of class.

Class time: Experiments, group projects, lecture

See if your helper can grade workbooks in class, or some other way that you don't use class time to grade workbooks.

History

Core curriculum used, plus workbook

Teacher should provide a reading list of appropriate book titles for the time period

Homework: worksheets and reading, reports Average 45 minutes homework per day outside of class

Class time: Projects, reports, lecture

Decide if your helper can grade homework in class, or some other way to grade homework, rather than use class time to grade papers.

For ½ credit courses such as Geography or Bible: Keep in mind the requirements of the homeschool law when planning these courses, as parents may be using these toward graduation credits. See below-high school requirements.

High School

Core curriculum used for all subjects

Teachers should plan courses to comply with the requirements of the homeschool law.

1. Completion of over ¾ of a textbook
2. Any combination of textbook pages, and daily logged entries describing the Activities relating to the Course content.
3. 120 Logged entries describing study and or activities related to course content

Plan for a variety of learning opportunities, including projects, experiments, oral presentations, reading, etc.

Provide options for students to present a speech, and writing options for research paper requirements for diploma programs. The teacher and parent should easily be able to work together to fulfill these requirements. Communication is the key! Let's help each other out here, and be a team!

MANHEIM AREA CHRISTIAN HOMESCHOOLERS

Membership contract

In preparation for this school year, we are asking each family to send in the signed statement.

PURPOSE: Our goal is to have Christ formed within our children (Gal.4:19, Col. 1:27). The purpose of Activity Day is to provide our children with an opportunity to learn Christ-like social skills and to participate in academic educational classes in a group setting with adult supervision.

STATEMENT OF FAITH:

1. We believe the Bible to be the inspired, the only infallible authoritative Word of God.
2. We believe that there is only one God, eternal existent in three persons; Father, Son, and the Holy Spirit.
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His bodily resurrection, in His ascension to the right hand of the Father.
4. We believe that for the salvation of lost and sinful men, regeneration by the Holy Spirit is absolutely necessary.
5. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.
6. We believe in the resurrection of both the saved and the lost; of them that are saved unto the resurrection of life, and of them that are lost unto the resurrection of damnation.
7. We believe in the spiritual unity of believers in our Lord Jesus Christ.

REGULATIONS:

The following guidelines have been instituted for all MACH Classes in an effort to make all classes run smoothly and to be profitable for all students.

1. Students will complete and turn in homework assignments on time.
2. Students will be on time for class. On the rare occasion the student arrives late for class, the student will enter the class quietly so as to minimize class disruption.
3. The student is responsible for contacting the teacher and getting missed homework assignments. These assignments will be ready to turn in when the student returns the following class.
4. Only the student taking the course and the parent are welcome in the classroom.
5. Students may not wander in the building. If not in a class student must stay in the assigned area.
6. Student and parents agree to have a cooperative spirit.
7. Student will wear modest clothing reflecting Christ and showing respect for other students and teachers. See Dress Code.
8. In the event of a conflict that cannot be resolved between teacher, parent, and student, leadership is responsible to enforce the membership contract.
9. Students are highly encouraged to finish a class once the semester has begun. If a student drops a class anytime after registration, they will be responsible for any costs the teacher has incurred for the class.

MANHEIM AREA CHRISTIAN HOMESCHOOLERS

POLICIES – GENERAL

Effective April 2003, reviewed annually

1. Member will teach/help 2-3 hours a week. Member needs to remain at the facility and be available during rest hour in case of a class room emergency or any other situation where extra help is needed.
2. New members are needed to help the first year but are expected to teach in future years.
3. After consulting with the parent, it is up to the discretion of the teacher to excuse a student from the class if the student is not performing to the teacher`s expectations.
4. To ensure membership of good standing, yearly dues are payable by appointed date each year. There will be no refunds.
5. In Feb.2003, we voted not to pay MACH teachers and to not allow nonmember students to attend classes.
6. Children may advance a grade/class at the discretion of the parent and with the agreement of the teacher with the understanding that a later change may need to be made.
7. MACH classes are only for children of the member`s immediate family or those of whom the member has legal guardianship.
8. Cut-off date for new families to join is June 1. Any exceptions will be at the discretion of leadership.
9. All families are required to agree with and sign a membership contract and policy statement.
10. Member needs to be active for 2 years before serving on the leadership team. Leadership positions shall consist of chairman, co-chairman, and treasurer. When possible, leadership positions should give a year`s notice on leaving, so that future leaders can be trained. Leadership will ask for volunteers to do various jobs which need done. Three curriculum coordinators- nursery-grade 1, grade2-6, and grade7-12 will assist leadership in planning the rotation and content of classes.
11. If a member is ill and cannot attend co-op classes, that member`s child(ren) may attend classes if age 8 and older and supervised by a designated attending member.
12. Leadership has authority to make decisions under administrative guidelines. Any policy changes need to be voted on at MACH meetings held twice a year with 2/3 of membership present and an 80% vote for passage.
13. Prospective families who have reviewed our policy sheet and member contracts, may visit co-op day during the last month of school. Children grade 6 and up may attend co-op day with a parent to observe classes.
14. Students under grade 7 must take the classes offered unless special arrangements are made with leadership.

Dress Code

All members and teachers will wear modest clothing reflecting Christ and showing respect toward other students and teachers. All clothing, jewelry, make-up, and hairstyles should not be distracting.

1. Shirts must have sleeves
2. Shirts and pants must meet when standing or sitting. No midriff style shirts.
3. Clothing which advertises or promotes alcoholic beverages, cigarettes, or any other worldly activity, may not be worn.
4. Shorts or skirts need to be no shorter than three inches above the knee.
5. Facial jewelry, other than earrings worn in the ears, is not permitted.
6. Tattoos are not permitted.
7. Students must turn off cell phones and electronic devices during all co-op hours.

Child Wellness Policy

In order to provide a safe and healthy place for all our children, we ask that you keep your child home any time he or she exhibits any of the following symptoms:

- Fever within the previous 24 hours
- Vomiting or diarrhea within the previous 24 hours
- Any symptoms of childhood diseases such as measles, mumps, chicken pox, or whooping cough
- Green runny nose
- Sore Throat
- Any unexplained rash
- Any Skin infection
- Pink eye or other eye infections
- Head lice (child should be free of all nits)

Snow Day Policy

If Manheim Central School District is one hour late, we will come at regular time. If they are 2 hours late, we will begin at 10:00 am, and hold 45 minute classes, to end at 12:15. Afternoon activities will be as usual.

If Manheim Central is closed, we will be closed.

Possible make-up days will be evaluated as needed.

Leadership :Teresa Nolt 664-2560 teresajoy@dejazzd.com

Bev Rogers 664-2493 rogersfamily@dejazzd.com

Please be in touch if you have any questions! We are never too busy for questions. It is very important to understand each other, and we value your input!

If you need to get in touch with someone at the church on a Wednesday morning, there is no secretary in the building. Please use our cell numbers- Teresa 468-1095 Bev 468-9222. Please let us know if you have problems on the road, and will be late.

Dates of classes:

MANHEIM AREA CHRISTIAN HOMESCHOOLERS

CONTRACT FOR NON-MEMBER TEACHER

WHEREAS, Manheim Area Christian Homeschoolers Co-op is unique in that it is a not for profit Cooperative of home schooling parents and is committed to maintain in the framework of Christian principles and high educational standards; and,

WHEREAS, it is the policy of Manheim Area Christian Homeschoolers Co-op to involve qualified teachers who support the Homeschooling movement in pursuit of such high educational standards;

Manheim Area Christian Homeschoolers Co-op (hereinafter called M.A.C.H) and _____ (**Teacher Name**- hereinafter called the **TEACHER**) agree to the following conditions of agreement.

1. The term of this agreement is _____ until _____
2. The **TEACHER** agrees to serve the families of **M.A.C.H.** for the number of days in the official school calendar and to work cooperatively with the leadership, parents and policy of **M.A.C.H.**
3. The **TEACHER** shall devote a reasonable amount of out-of-class time to curriculum- development and to sponsoring student activities.
4. The **TEACHER** may be suspended or discharged for good cause as shall be determined in the exclusive discretion of the Leadership Committee. It is specifically understood that good cause for discharge shall include but not be limited to: inadequacy of teaching, misconduct, neglect of duty, physical or mental incapacity, actions involving moral turpitude, violation of the terms of this agreement or M.A.C.H's policy, or any conduct not in keeping with the Statement of Faith.
5. The participating members of M.A.C.H. retain the **TEACHER** as an instructor of the **M.A.C.H.** at an agreed rate of compensation (as stated in Addendum #1). Financial compensation payments shall begin _____, and end _____.
7. It is agreed that the conditions of this contract shall only be changed by mutual written agreement of the **TEACHER** and M.A.C.H. This is the sole agreement between the parties and no other representations, be they oral or written, are binding between the parties.

AGREED:

(Signature of **TEACHER**)

(Date)

AGREED:

(Signature of **ADMINISTRATOR**)

(Date)

Contract
for

Financial Compensation – School Year _____

Financial Compensation: The parents of M.A.C.H. agree to compensate the TEACHER the equivalent of _____ - per student enrolled in the teacher’s class. Each payment will be based of number of dates of service rendered.

Payments shall be made on _____

Agreed Upon Dates of Service:

(Signature of **TEACHER**) (Date)

(Signature of **ADMINISTRATOR**) (Date)

Teacher Info: Phone Number: _____

Mailing Address:

Email Address: _____