

## Teacher Guidelines

1. Set up group email with your class. Keep mom 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.
2. Please use this document as a guideline. Use your own creativity in planning your classes!
3. 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!
4. Communicate with your helper, so they can teach in your absence
5. Class outline, syllabus submitted to leadership, include sample week of homework and class time plan by 1st week of class.
6. 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.
7. 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.
8. Let parents know how the class will be graded, if any.
9. 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.
10. Presentation night is held in April. 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.
11. 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. Parents should feel free to discuss classes with the teachers.
12. Keep in mind that the fall is an adjustment time for everyone, getting back into the routine of school.
13. Students should be assigned no more than one week's worth of homework over Christmas break.
14. If you assign homework to be done before co-op starts, it needs to be sent at least 2 weeks in advance, and cannot amount to more than one week's worth of homework.
15. If you are a non-member teacher, please print "teacher contract", and return to Bev or Teresa on the First day of class.

## **Teacher Guidelines for Elementary Classes**

### **K and 1<sup>st</sup> Grade**

#### **Science**

Core curriculum provided for reading at home, workbook optional.

Homework-Ideas for the month-optional projects- Collections-leaves, birdwatching, basic worksheets, nature walks, plant flowers, suggested book reading list, teacher may provide library of books for borrowing relating to subjects if she has them.

Class time: Experiments, Group projects, reading from a supplemental book

#### **History**

Core curriculum provided for reading at home, workbook optional if available.

Homework: Ideas for the month of optional projects. Suggested book reading list (at least topics)

Class time: Group projects, reading from a supplemental book

### **2/3<sup>rd</sup> /4<sup>th</sup> Grade**

#### **Science**

Core curriculum for reading at home, plus workbooks

Teacher should provide reading list for students if possible, of books to read outside of class

Homework: collections, worksheets, reading, reports-begin oral reports by students in 2<sup>nd</sup> grade, continue every year. Average of 20 minutes of homework a day outside of class.

Class time: Experiments, group projects, oral reports, games, lecture

Decide if your helper can grade the student worksheets during class time, rather than grading all of it in class.

This will increase motivation to get worksheets done at home!

#### **History**

Core curriculum provided for reading at home, plus workbooks

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

Suggestions for students to memorize:

BJU 2- Declaration of Independence (intro), and the National Anthem.

BJU 3- memorize the Pledge of Allegiance, Preamble to the Constitution, Bill of Rights, and Gettysburg

Address

4<sup>th</sup> grade- States and Capitals

Homework: Worksheets and reading, oral reports, Book reading and reports. Average 20 minutes homework per day outside of class.

Class time: Projects, oral reports, games, lecture

Decide if your helper can grade the student worksheets in class, rather than grading in class time. This will increase motivation to get the worksheets done at home.

## 5<sup>th</sup>/6<sup>th</sup> grade

### **Science**

Core curriculum used for reading at home, plus worksheets  
Teacher should provide a reading list if possible, for reading outside of class

Homework: Collections, worksheets, reading, reports. Average 30 minutes homework per day outside of class.

Class Time: Experiments, group projects, oral reports, games, lecture  
Helper should grade student workbooks during class, rather than spend class time grading.

### **History**

Core curriculum used for reading at home, plus worksheets  
Teacher should provide a reading list of appropriate book titles for the time period

Homework: Worksheets and reading, reports. Average 30 minutes homework a day outside of class.

Class time: Projects, oral reports, games, lecture  
Helper should grade student work during class, rather than spend class time correcting.

## 7<sup>th</sup>/8<sup>th</sup> grade

### **Science**

Core curriculum used

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

Class time: Experiments, group projects, lecture  
If possible, have your helper help to grade during class time.

### **History**

Core curriculum used  
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  
If possible, have your helper help to grade during class time.

**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  $\frac{3}{4}$  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!

## **The Role of the Teacher's Helper in the Classroom**

1. Keep order in the classroom so the teacher can teach. This should include correcting students who are being disruptive, and helping students get books and materials ready.
2. Grade homework during class time when asked by teacher. If it is not possible to grade, and assist the teacher, please ask for additional helpers in the class.
3. Assist with projects and labs as asked by the teacher.
4. Teach the class when the teacher is absent.