

Christian Educators Resource Center

Teacher Guidelines and Responsibilities

In order to ensure an efficient, orderly and safe environment for each teacher, parent and child participating in classes at CERC, the following guidelines must be adhered to.

_____ Teachers must commit to upholding our Mission Statement and Statement of Faith. Our Mission is to support and encourage the Home Education community in the North East Texas area by providing educational resources and a dedicated Christian environment in which to share in the teaching of their children through classrooms, support meetings, services and activities.

_____ Subject matter must be taught from a Biblical Worldview and in a loving, Godly manner. (I Corinthians 13)

_____ The Board of Directors reserves the right to approve all teachers, classes, schedules and material fees suggested in the registration.

_____ Teachers must submit any requests of needs and/or changes in writing to the Director of Education in a timely and courteous manner. Appeals to any decisions made by the Director of Education may be submitted in writing to the Board of Directors.

_____ Teachers must recognize that the decisions of the Board of Directors are final in all matters. The Director of Education agrees to communicate regularly with the teachers, either by email or phone.

_____ Teachers will be employed as independent contractors and will receive payment for teaching according to the Payment Schedule and Discount Policy. Materials fees will be written directly to the teacher and will be available two weeks before class begins.

_____ Teachers agree to provide a syllabus for each student on the first day of class for each semester.

_____ Teachers agree to provide a written grade for each student one week after each semester ends. For kindergarten through eighth grade, a semester grade should be reported to parents. For high school, grades should be reported in writing (both percentage and letter grade) every 8 weeks.

_____ Teachers agree to communicate regularly with parents and/or students throughout the semester(s). Teachers agree to respond to parental/student concerns in a timely fashion.

_____ Teachers agree to hold a parent/teacher conference for any struggling student in order to insure the parents are fully informed and have opportunity to intervene and resolve any concerns.

_____ Teachers agree to address students 12 and older appropriately, promptly and privately when misbehavior occurs violating the Student Guidelines and Responsibilities. For 11 and under, the parent should be contacted upon the 1st offense of misbehavior inside or outside the classroom. If a student responds disrespectfully and correction is not made after **1st offense**, then the following discipline will be implemented: (**2nd offense**) The teacher or Director of Education will notify the parent or designated responsible adult of the offense in writing. CERC expects the adult to address the offense appropriately, promptly and privately. (**3rd offense**) The student will be required to have the parent or designated responsible party with him/her at ALL times for a duration decided by the Director of Education and/or Board of Directors. (**4th offense**) If no correction is made, the student will no longer be allowed to attend classes, and the Tuition and Drop Policy will be followed for a dropped class(es). CERC and Teachers agree to follow Biblical principles of discipline. (2 Timothy 2:24-25, 2 Corinthians 5:18-19)

_____ Teachers agree to be punctual to their class. Their students may not be unsupervised at any time in a classroom. If a volunteer assistant is needed, please request one under Special Classroom Needs on the Teacher and Class Submission. Teachers agree to provide a substitute if they are unable to be present or on-time to their class. The Director of Education must be notified in writing of the cancellation of a class. All cancelled classes must be rescheduled and the Director of Education must be notified of the make-up class day and time.

_____ Once a teacher has registered to teach a class, it is considered a contractual agreement that the class will be taught through the entire semester or to year-end. Changes may occur for both students and teacher, but the class will need to be taught by a substitute if need be. CERC makes a commitment to the parents and students for the classes offered and should be honored. No changes to any class, including content, duration, or teaching personnel may be made without prior approval of the Director of Education and the Board of Directors, if necessary. Changes must be requested in writing to the Director of Education.

I have read, agree with, and will uphold the CERC Teacher Guidelines and Responsibilities.

Name: _____ Signature: _____ Date: _____