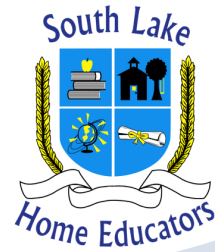


# SOUTH LAKE HOME EDUCATORS

## TEACHER AGREEMENT



This document outlines the rights and responsibilities of teachers participating in the South Lake Home Educators Co-op. It establishes guidelines for classroom management, student expectations, and administrative responsibilities to ensure a consistent and fair educational environment for all participants.

# Teacher Rights and Classroom Management

As a valued member of the South Lake Home Educators Co-op, teachers are granted significant autonomy in shaping their educational offerings. Teachers have the right to select their preferred age group, curriculum, and syllabus for their classes. Classes should incorporate and uphold traditional, conservative family values. The co-op coordinators will make every effort to accommodate teachers' preferences regarding time slots, room assignments, and class sizes, while balancing these requests with the overall needs of the co-op community.

Teachers are entitled to establish reasonable behavioral expectations for their students. When dealing with disruptive behavior, teachers should utilize their classroom assistants to remove significantly disruptive students and place them under parental supervision. For minor behavioral issues, it is recommended that teachers follow a progressive discipline approach:

- **First Incident:** Contact the parent directly and document the incident for your records.
- **Second Incident:** Contact the parent again and inform the co-op coordinators about the ongoing issue.
- **Third Incident:** Arrange a formal meeting with both the parent and co-op coordinators to address the situation.
- **After the Third Incident:** The teacher may request the removal of a student from class if behavioral issues persist. *Please note that student removal is typically a last resort step.*

Teachers have the right to refuse new students after the second week of the co-op term. However, teachers must communicate any enrollment requests to the co-op coordinators before making decisions. Student additions to classes will be determined based on

enrollment order and waiting list placement. Only officially enrolled students may attend classes. If a family would like to bring a guest, we kindly ask that they first check with the teacher to ensure the guest has permission to join the class.

---

## Financial and Administrative Responsibilities

As an all-volunteer organization, we deeply appreciate the time, energy, and resources our teachers invest. We recognize that teaching often involves personal expenses for materials and preparation. To help offset these costs, teachers are welcome to charge a reasonable supply fee for instructional materials and classroom needs.

With this flexibility comes the responsibility to maintain clear records of expenses. While families may not request them often, having documentation available promotes transparency, builds trust within our co-op community, and ensures that supply fees are being used thoughtfully and fairly.

If circumstances require a teacher to discontinue their class before the end of the year, they have the responsibility to transfer any remaining supply fee funds to their replacement. This ensures continuity for students and fairness to families who have paid for the entire term.

---

## Communication Requirements

Teachers must maintain regular communication with parents via email regarding:

- Class syllabus and any subsequent changes
  - Required materials list
  - Homework assignments and expectations
  - Requests for parent assistance
  - Student performance concerns
- 

## Record-Keeping Duties

Teachers are responsible for maintaining accurate records of:

- Student attendance
- Supply fee expenditures
- Behavioral incidents
- Class enrollment changes

---

# Excessive Absences or Enrollment Changes

Teachers must promptly notify co-op coordinators about any changes in class enrollment, patterns of excessive student absences, or other significant classroom issues. This communication enables coordinators to maintain oversight and address potential issues before they arise.

---

## Vital Partners

As a volunteer-led co-op, we rely on every family to contribute to our shared success. Everyone not teaching is required to take on two Vital Partner responsibilities. Teachers who are leading just one class are asked to take on at least one Vital Partner role. This contribution ensures that responsibilities are shared and that no one is carrying the load alone. We can't overstate how essential these roles are to the smooth operation of our co-op.

We believe that many hands make light work, and we are committed to leaving our facility better than we found it each week. Vital Partner assignments, such as joining a team, monitoring doors, helping in the nursery, or supervising a study hall, help make that possible.

Your participation truly makes a difference, and we appreciate your support in building a strong, respectful, and cooperative environment.

---

## Academic Expectations and Enrollment Policies

The South Lake Home Educators Co-op empowers teachers to establish meaningful academic standards for their classes. Teachers have the right to assign homework, evaluate student work, and require active participation during class sessions. These rights enable teachers to create enriching educational experiences and help students develop responsibility and accountability for their learning.

With these academic rights comes the responsibility to communicate expectations clearly. Teachers must provide parents with a syllabus at the beginning of the term and notify them promptly of any modifications to course requirements. When students fail to meet established expectations, teachers have the responsibility to inform parents. If a pattern of

non-compliance continues, teachers are encouraged to communicate with parents and ultimately retain the right to remove students from the class roster.

## Class Selection

Teachers are given the freedom to choose age-appropriate curriculum and design their own syllabus based on their expertise and the needs of their students. This flexibility allows each teacher to bring their unique strengths, style, and passion to the classroom while supporting the diverse learning needs of our homeschool community.

We do ask that all curriculum choices reflect traditional family values and that teachers approach political topics with care and discretion to ensure a respectful learning environment for all.

## Enrollment

Teachers follow fair enrollment guidelines established during registration. Students are added to classes based on their enrollment order and waiting list position. After the second week of co-op, teachers may decline new students, though all enrollment requests must be communicated through the co-op coordinators first.

## Attendance & Participation

Maintaining accurate attendance records helps teachers document student activity and identify patterns that may affect academic progress. Teachers have the authority to remove students who consistently fail to complete required work or participate appropriately in class activities. **If a teacher has a planned or unplanned absence, we ask that they make every attempt to find coverage for their class. It is always a good idea to keep two weeks' worth of lessons available for the class.**

---

By agreeing to the South Lake Home Educators Co-op Teacher's Agreement, you acknowledge that you have read, understand, and agree to abide by these guidelines. These policies are designed to protect teachers, ensure consistency, and promote fairness within the homeschool community. Your commitment to these standards helps create a positive and productive learning environment for all co-op participants.