

PATH Milford Teacher Policies 2018-2019

I. MISSION STATEMENT

PATH Milford "PATH" is a Christ-centered group of volunteer home school parents who partner together with Christian teachers to provide high quality courses for 7th – 12th grade home school students. Our goal is to have all courses taught from a Biblical perspective at an academic level to prepare students for higher education.

II. COURSE CONTENT

A. PATH courses are primary instruction and course objectives are defined in the course description provided by PATH. Instruction is based on high quality curriculum that includes a comprehensive scope and sequence.

B. Classes are designed for students who are preparing for higher education; therefore, they should include instruction on the following topics: MLA/APA formatting, essay writing, critical reading, notetaking, research methods, creating and delivering presentations, conducting labs, writing lab reports, preparing for comprehensive exams, and ACT/SAT preparation. Classes will give students opportunities to develop skills in the following areas: collaboration, interpersonal communication, time management, technology, problem-solving, and leadership.

C. Field trips are encouraged, but they should be optional activities that take place during non-class hours.

III. REQUIRED DOCUMENTS

A. BCI Background check from the Sheriff's office paid for by the teacher. Please use reason code 3319 39B3, School Employees- teachers only.

B. Completed teacher questionnaire with references.

C. Signed Safety Issues Document. This document assures safety, meets liability insurance and Faith Church policy standards, and ensures reporting of suspicions of sexual misconduct.

D. Signed Statement of Faith. Teachers must agree to teach according to the beliefs set forth in the PATH Statement of Faith and refrain from teaching in contradiction to it.

E. Brief biography for the website.

F. Signed Teacher Contract. Contracts are signed at orientation.

IV. TASKS TO COMPLETE PRIOR TO THE START OF SCHOOL

- A. By June 1st, provide a course book list. Include editions and ISBN numbers. Leadership will approve the book list and post it on the website. PATH will supply teacher textbooks when needed. The textbooks remain the property of PATH.
- B. By June 1st, provide a class supply list. Families will provide school supplies and a list for each class will be posted on the website.
- C. By June 15th, literature and composition teachers email summer assignments.
- D. Provide placement tests for incoming 8th-12th graders who are new to PATH and taking literature & composition or a level II foreign language. Email and regular mail work best for giving a collecting placement tests. The leadership handles online math placement tests. Parents will make the final determination about enrollment for students who are in the suggested grade for the class. Teachers will make the final determination about enrollment for students who are below the suggested grade level for a class.
- E. By July 15th, science teachers submit a completed science supply order form to one of the directors. Please provide a Material Safety Data Sheet to the director for all liquid chemicals that come into the building.
- F. Teachers read the teacher policies and family policies before the first day of school. The family policies cover the responsibilities of families, absences, behavior expectations, dress code, and church policies.
- G. Teachers create class roster(s) before the first day of school using information from the spreadsheet provided by the registration coordinator.

V. ONGOING TASKS

- A. Provide a quarterly course syllabus by the first day of the quarter. Leadership will collect syllabuses on the first day of each quarter. The syllabus should include the following items:
1. A weekly or daily assignment schedule which includes 4 days of homework. Homework should take be between four and five hours per week. A daily schedule is recommended for 7th-9th grade students.
 2. One major project or paper should be assigned each quarter. Due dates will be staggered to prevent overloading students with work. History due dates are the 3rd or 7th weeks of the quarter. Literature & Composition due dates are the 4th or 8th weeks. Science is the 5th week and electives are the 6th week.
 3. Materials needed for class each week.

4. A grading scale indicating the point value and weight given to each aspect of the class such as tests, quizzes, papers, projects, homework, and class participation.
5. PATH late policy: 10% will be deducted from the score for each week that an assignment is late unless prior arrangements have been made with the teacher. Late work will not be accepted after three weeks. Teachers may specify how many unexcused late assignments they will accept each quarter.
6. PATH Plagiarism policy: Cheating or plagiarism will result in a zero grade. The work has to be redone for the first warning. The second offense for cheating or plagiarism will result in dismissal from the program for that academic year.
7. Test proctoring guidelines. Tests may be sent home in a sealed envelope or they may be emailed to parents. PATH requires parents to proctor tests and they must be returned in a sealed envelope with a parent's signature across the seal.
8. Specific instructions about the weekly routine of the class including printing materials for class, submitting homework, parent grading responsibilities, and communication.

B. Communication

1. Respond to PATH related emails within 48 hours.
2. Expect communications to come from the teacher liaison(s) because they primarily handle the teacher side of PATH. The directors primarily handle the parent and student side of PATH.
3. Send a weekly email or a NEO announcement that includes topics covered in class, homework, and important due dates. Please send documents in PDF format. Changes to the syllabus should be sent to parents and students in an email.
4. Inform the student and his or her parents as soon as possible when he or she begins to fail, decline in the course, or perform poorly.
5. Parents will be asked to share complaints and concerns with teachers before bringing them to anyone else. Leadership will only become involved after a parent has spoken to the teacher, unless the complaint involves a student's safety. If necessary, a meeting will be arranged to facilitate a resolution. Teachers should inform leadership of aggressive or inappropriate communication from parents and students. The leadership supports positive communication between parents and teachers.

C. Grading and Academic Probation

1. Please post grades on NEO and return work within one week of the assignment due date or within two weeks for major projects or papers.

2. Post quarterly grades on NEO within 10 days of the last class meeting date.
3. Provided a rubric for all major assignments and papers and provide comments on assignments.
4. If a student's quarter grade is below 70% at the end of the quarter, please complete an academic achievement plan within ten days and email it to the directors at pathmilford@gmail.com. You can find the achievement plan form on the PATH website, pathmilford.org. The directors will schedule a meeting with the student and his or her parents to review the academic plan and to sign the probation contract. Attendance at the meeting is optional for teachers.

D. Attendance

1. Parents are expected to email teachers when a student will be absent. Students are responsible for getting missed homework assignments. Students who are onsite may not skip classes without making prior arrangements with the teacher.
2. On the first day of class, an attendance sheet and clipboard will be given to each teacher to use for the year. Teachers may keep the attendance record from week to week. Please return the clipboard on the last day of class. PATH leadership does not track attendance, so we rely on teachers to let us know if a student is routinely absent or late. If an emergency requires PATH to evacuate the building, the attendance record will help us ensure that all students have evacuated. Please inform an onsite leader if a student is unexpectedly absent. Please inform a director when a student withdraws from a class.

E. Classroom Observations, Evaluations, and Meetings

1. A member of the leadership team will observe each class twice during first and third quarters. We will have follow-up meetings with teachers in early second quarter and late fourth quarter. Upon request, parents may observe classes.
2. Prospective families will be invited to observe classes in the spring.
3. Families will be asked to complete a course evaluation in January.
4. Teachers are required to attend orientation in August. Establishing a positive relationship with parents at orientation provides a strong foundation for the year ahead.

F. Professionalism

1. Maintain a professional appearance which includes modest dress.
2. Maintain a respectful and kind demeanor with leadership, parents, and students.

3. Begin and end class on time.
4. Be prepared for class and arrive 15 minutes before class begins.
5. Leave the classroom neat and ready for the next use.
6. Return projectors to the library. Return materials to the supply cabinet.
7. Maintain a controlled classroom free from bullying and disruptive behavior that would distract others from learning. If a student is upset or not responding to instruction, he or she may be removed to the library where a leader will help resolve the situation or call the student's parent.
8. Encourage compassion among students rather than comparison.
9. Collect cell phones and devices that are brought out in class and give them to a leader who will return the device to the student's parent at the end of the day. Electronic devices such as cell phones and tablets should be stored in a backpack during class time. The only exception to this rule is when a parent and teacher agree to allow a student to use a device for assistive technology.
10. Do not leave students unattended in the classroom. In case of an emergency, contact an on-site leader or send your class to a neighboring teacher's classroom.

VI. FINANCIAL

A. Tuition

1. PATH will collect tuition and fees from families to be disbursed to teachers. Teachers will not request extra fees from families without the approval of leadership.

B. Payment

1. Teachers are required to submit a W-9 form and PATH will provide a 1099 form at the end of the fiscal year. All PATH teachers are treated as independent contractors and are considered self-employed, bearing the full tax responsibility for wages. In keeping with the spirit of the IRS's definition of independent contractor, PATH will neither be dependent on the services of a teacher nor provide wages to teachers that are economically significant. For those reasons, teachers may instruct a maximum of three PATH classes per academic year.
2. On the first of August, the average schoolwide course enrollment must be eight students per class to maintain classes. If the average course enrollment drops below eight students, classes with the lowest enrollment will have the following options:
 - (a) Offer parents the option of paying additional tuition to keep the course.

(b) Ask the teacher if he or she is willing to accept less pay.

(c) A combination the above two options.

(d) Parents may contract directly with teachers for the class. With this option, the teacher will set his or her own fees and be responsible for collecting them. The class will still be treated as a PATH class with the expectation that the teacher will follow the policies outlined in this document.

(e) The class will be canceled.

3. Teachers will be paid monthly on the 15th day of the month beginning in September and ending in May, for a total of 9 payments.

4. PATH reserves the right to withhold pay if grades are not posted within 10 days of the last day of the quarter.

C. Teachers who have children enrolled at PATH

1. Teachers with children enrolled at PATH will not be required to do a parent volunteer job.

2. Parents are not required to pay tuition for their own children who are enrolled in their class. The lab fee and honorarium will still be required.

3. Teachers may be exempted from the tuition payment schedule and instead have their payments broken into 9 monthly installments from September – May that correspond to their paychecks. Teachers will be responsible for paying their monthly tuition installment by the 22nd of each month. The honorarium will still be due at the beginning of quarters 1 and 3. PATH reserves the right to withhold teacher pay if tuition payments fall behind schedule.

D. Copy Expenses

1. Teachers will be given a \$50.00 copy allowance per class. At 7¢ per copy, teachers will have 715 free copies per class. Please record your copies on the log next to the copier and keep a personal count. Please reduce copy expenses by emailing digital copies of class materials for students to print at home or by using consumable workbooks.

VII. ABSENCES AND CANCELLATIONS

A. Absences

1. Please email the directors if you have a planned absence. PATH will provide teachers with a list of approved substitute teachers. Teachers are responsible for contacting a substitute from the list and giving lesson plans to him or her. Call one of the directors if you have an unplanned absence the night before or the morning of class.

2. Teachers are allowed one paid absence per year for classes that meet once per week and two for bi-weekly classes. Absences beyond one per year will be unpaid. Teachers are encouraged to keep absences to a minimum and will be allowed one absence per quarter. Absences beyond one per quarter must be approved by the leadership. If a teacher must take an extended absence of more than one month, PATH has the option of terminating the contract with the teacher and hiring a new teacher.

B. CANCELLATIONS

1. PATH will be closed for inclement weather when Milford schools are closed, unless the closure is for extreme cold temperatures. An email will be sent by 6:00 a.m. from pathmilford@gmail.com. Emergency closures occurring after school is in session will be communicated via email and text.

2. If PATH classes are cancelled, a scheduled make-up day (one Monday and one Wednesday) will be used at the end of the semester. If additional snow days occur, teachers should email work for the students to complete at home. Please adjust the syllabus for the cancellation and email the changes to the students and parents within 24 hours.