

Teacher Guidelines & Responsibilities

The primary purpose for the FEAST Teaching Co-op is to provide additional options for parents as they continue to seek the Lord for His provision for their children's education. It is also to give an opportunity for members of the Body of Christ to make their gifts and talents available to others. It is not the purpose of FEAST to undermine the authority or confidence of parents in any way. An added bonus is the opportunity to encourage one another through Christian fellowship.

To ensure an orderly operation of the Co-op, it is important that the classes offered, along with the teachers, reflect these purposes.

1. The FEAST Co-op office must approve teachers and classes. A minimum of two references are required. The majority of classes offered will be targeted toward the middle school and high school level.
2. Teachers must complete a Statement of Faith, fill out an application, and a class description sheet to include an outline, list of books and other materials you will use in class, supply fee (if any), and monthly charge per student of each class you will be teaching. This would also include any early withdrawal fee you, the teacher, might want to charge.
3. Subject matter taught must be from a Biblical, Christian worldview.
4. Teachers must work with the Co-op office to coordinate schedules and other needs in a cooperative and non-demanding manner, recognizing that the decisions of the Co-op office are final and must be accepted. The Co-op office will try very hard to accommodate your needs.
5. What you choose to charge for your class is up to you, but suggestions will be made if we feel the fee is too high or too low.
6. This is your class. If you would like to work a deal with one or more parents of your students for volunteer work in exchange for class fees, this is entirely your decision. If you accept a child for no tuition, this is again up to you. However, you must notify the Co-op office in writing and all students must register through the Co-op office and pay the registration fee.
7. FEAST Co-op will provide a common collection point for your monthly fees. This will be on the first Co-op day of the month only. Checks must be made payable to you. Collection of late fees will be handled in the Co-op office and are paid to FEAST.
8. Teachers agree to pay the required Building Use Fee of 10% of earnings per month or the minimum room fee, whichever is more. This fee is due the second Co-op day of the month regardless of whether or not all student tuition payments have been received. If you are teaching a class for free, a minimum insurance fee of \$45 per Co-op year will be charged. No other monthly fees apply.
9. Teachers are not required to pay the FEAST student registration fees for their own children, but they still must be registered through the Co-op office.

10. It is recommended that communication with parents and students be handled by the teacher throughout the year.
11. Student discipline - Discipline problems should first be addressed by the teacher directly with the parent. FEAST Co-op has a first and second offense discipline policy. This as well as other items listed on the FEAST Discipline Policy must be upheld by all teachers and staff. It is mandatory that you write up any unresolved discipline problems. A copy must be provided to the Co-op office. Unresolved discipline problems are outlined in the Parent/Student guidelines.
12. Teachers are responsible for leaving their rooms neat and orderly (trash should be emptied and new bags put into cans, trash should be picked up off the floor, boards erased, and floors vacuumed). Failure to do so will result in a \$10 penalty per offense.
13. Due to limited space, teachers may be limited on the number of classes they can offer each semester.
14. Teachers set the minimum and maximum number of students in their classes. No more than the maximum will be allowed to register, but you will decide if you will teach for fewer students than the minimum. Teachers are not allowed to have a maximum number that exceeds the fire code restrictions.
15. Our teachers are self-employed, independent contractors, paid by individual families, and are responsible for keeping their own financial records and reporting to the IRS. No 1099 or W-2 will be issued.
16. All students must register and drop classes through the Co-op office. No exceptions.
17. Once a teacher has committed to teach a class, it is expected that the class will be taught for the entire time period stated. If a teacher must be absent due to illness, family crisis, death, funeral, etc. the teacher must notify the Co-op office no later than 8:30 am the day of class. If the teacher cannot obtain a substitute, the class will be canceled. Scheduled absences must be kept to no more than 1 per semester and 2 per year, and the teacher must notify the Co-op office as soon as the need is known. Scheduled and unscheduled absences can be made up at a later date. Please notify the Co-op office if you will be doing make-ups. **Teachers are responsible for notifying their students of any class cancellations and make-ups.**
18. Field trips must be scheduled at least one week prior to the trip and signed parental waivers are required for each student attending. Waivers may not be turned in on the day of the field trip.
19. The Co-op office will give out teacher's e-mail addresses and phone numbers.

If you would like to be considered as a teacher for the Co-op, please contact FEAST at (210) 342-4674.