

GATHER & GROW



EST.

2023

A Christian Homeschool Cooperative

# Teacher Handbook

*Updated 08.27.24*

## GATHER & GROW CHRISTIAN HOMESCHOOL COOPERATIVE

### TEACHER HANDBOOK

## Communication

- Email is our primary means of communication.
- ([hello@gatherandgrowcooperative.com](mailto:hello@gatherandgrowcooperative.com))
- Please contact the Director or use our co-op email address ([hello@gatherandgrowcooperative.com](mailto:hello@gatherandgrowcooperative.com)) with any questions or concerns.
- We are not affiliated with Calvary Vista Church; we rent space from them. Please do not contact their office in regards to G&G.
- If there is an emergency and you need to call someone, please call our Director (Stacy Henschel 760-505-3145).

## Independent Contractors

- Teachers are considered independent contractors.
- Any requested refunds can be made at the teacher's discretion.

## Rent Requirement

- A \$100 rent will be charged per class per semester for classes over 5 students.
- Rent must be paid by the fourth week of classes.

## Curriculum

- Please consider your class material through a Biblical lens to make sure it does not contradict our mission statement or statement of faith.
- We will try to accommodate all classroom requests, but we have limited access to AV equipment, open space, rooms with sinks, etc.

## Identification

- Please show your teacher lanyard for entrance into the building,
- Teacher lanyards are to be worn the entire time teachers are in the building.

## Arrival Time/Classroom Use

- Please arrive to your classroom at least 15 minutes before your class is scheduled to start. There may be some table and chair setup needed for your classroom.
- Please leave your classroom as you found it with the exception of setup/breakdown instructions.
- For last hour classes (ending 11:50am), parents must pick up students from your classroom. Please do not allow students to leave without parent present. The last class of the day may need to assist with breakdown of tables and chairs.

## Discipline Procedure

If a child is being uncooperative, disruptive, or disrespectful, the following procedures will be followed:

1. The child will be spoken to by the adult that is in charge.
2. If unacceptable behavior continues, the child will be asked to sit out for a time to be Determined and an Incident Report Form will be filled out.
3. If the child still exhibits unacceptable behavior, the child will be removed from the remainder of class that day and the parents will be contacted immediately to pick up the student.
4. If the child repeats the unacceptable behavior the following week, another Incident Form will be filled out and the parent will be required to stay in the class with their child.
5. If the child repeats the unacceptable behavior the following week, the child will be removed from the class until a meeting can take place between the teacher, parent, child and the Director to discuss whether the child can return to class or will need to sit out the remainder of the session.
6. Any behavior exhibited that requires parent notification will be reported on an Incident Report. Three (3) Incident Reports in one semester will result in removal from the program for the remaining weeks of that semester.

Please note that if a parent feels the need to discipline their own child, they should not do so in front of other children, but rather do this in private.

## Conflict Resolution Procedure

- Teachers and parents should respectfully work together to resolve any issues that arise.
- If a resolution cannot be reached, the G&G Director should be contacted, and they will prayerfully work to make a final decision

## 1:1 Policy

Teachers should not be in a 1:1 situation with any student. Please contact the Director immediately if this scenario presents itself.

# Emergency Procedures

- Take Attendance at the beginning of each class period.

## Fire Emergency

### If the Fire Alarm Sounds:

- Evacuate immediately using the nearest exit safely available (building map available on classroom door).
- Take a head count. Line up your students and direct them to the nearest emergency exit. Ensure every student has left your classroom, close the door, and turn off the lights.
- Follow your class out of the building.
- Walk quickly and quietly. Do not run.
- Feel all doors with your hand before opening. IF the door is hot, do not open it. If the door is cool, open it slowly, keeping behind the door in case you must quickly close it to protect yourself from oncoming smoke or fire. Windows can be used to evacuate the building if you cannot safely exit via a door.
- If you encounter smoke, take short breaths through your nose and crawl along the floor to the nearest exit.
- Proceed to the outdoor meeting area: 75 feet away from the east side of the building (toward Vale Terrace).
- Have students sit in a line.
- Take attendance and ensure that each of your students is present. Report to Director if anybody is missing.
- Director will confirm with every teacher that each student is accounted for.
- Do not release any student to their parents unless they show their family lanyard or ID and sign the attendance sheet to signify that they are taking their child.
- The hall monitor will be responsible for clearing the bathrooms and the hallway.
- Fire extinguishers are located throughout the building

## Intruder/Active Shooter Emergency Action Plan

### Long whistle blows will sound

When a hostile person(s) is threatening or actively causing harm within the building, you will have to use your best judgment for the safety of you and your students. The following procedures are recommended:

- Evacuate your students if possible, including a window.
- Block yourself in the room you are in at the time of the threatening activity.
- Direct your students to take cover out of sight.
- IF communication is available, call 9-1-1.
- Do not stay in open areas.

- Do not sound the fire alarm. A fire alarm would signal the occupants to evacuate the building and thus place them in potential harm as they attempted to exit.
- Turn off all lights and audio equipment.
- Try to stay calm and be as quiet as possible.
- If for some reason you are caught in an open area, such as a hallway or main congregation area, seek cover.
- If you think you can safely make it out of the building by running, then do so.
- If you are caught by the intruder and are not going to fight back, follow their directions and don't look the intruder in the eyes.

*Information take from Illinois.gov "Active Shooter: How to Respond" and minnonitemutual.com*

## Role Modeling

- Teacher speech and conduct should reflect the spirit of the co-op.
- Students, families, and fellow teachers should be shown respect and consideration regardless of gender, race, religion, or political affiliation.
- Please refrain from comments and discussions that elevate one group above another or that may influence students to put less value on a group of people who are different from them.

*Please familiarize yourself with the member handbook for a better understanding of what is expected from the families and students that participate in Gather & Grow.*

## Adult Waiver and Release of Liability

In consideration of being allowed to participate in any way in Gather & Grow Cooperative related events and activities, the undersigned:

1. Agree that the member/participant should inspect the facilities and equipment to be used, and if the member/participant believes anything is unsafe, he or she should immediately advise supervisor (advisor, manager, etc.) of such condition(s) and refuse to participate.
2. Acknowledge and fully understand that each member/participant will be engaging in activities that involve risk of serious injury, including permanent disability and death, and severe social and economic losses which might result not only from their own actions, inactions, or negligence but the action, inaction, and negligence of others, or the condition of the premises

or of any equipment used. Further, that there may be other risks not known to us or not reasonably foreseeable at this time.

3. Assume all the foregoing risks and accept personal responsibility for the damages following such injury, permanent disability or death.
4. Release, waive, discharge and covenant not to sue Thrive Learning Center its affiliated clubs, their respective administrators, directors, agents, and other employees of the organization, other members/participants, sponsoring agencies, sponsors, advertisers, owners and lessors or premises used to conduct the events and activities (“Releasees”) from any and all liability to each of the undersigned, his or her heirs, minors for which they are a guardian, and next of kin for any and all claims, demands, losses or damages on account of injury, including death and damage to property, caused or alleged to be caused in whole or in part by the negligence of the Releasees or otherwise.

I HAVE READ THE ABOVE WAIVER AND RELEASE, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT AND SIGN IT VOLUNTARILY.