



FACE Teacher Info & Policies

This is going out to the entire school Tuesday, March 15th. Please let us know if you will be teaching your current classes again next school year by Monday so we take them off the ideas list.

Thank you for considering teaching at FACE!

Please submit your applications ASAP (or let us know what you're going to be submitting to teach). **Applications to teach are due April 22nd, 2022.**

To better serve some of our far away students we are hoping to offer some online 6th - 12th grade classes this year. This is in addition to our in person pk - 12th class offerings. Online teachers do not need to be in Colorado to teach.

If you have any friends or family that would be a great teacher for a class please feel free to forward this to them!

We are attaching the list of classes we have had requests for from parents. Less than 10% of our families had specific requests so **PLEASE** don't consider this an exhaustive list. We would love to hear your ideas for a class. Anything you have a passion for can be a great class!

Submitting an application does not mean you have to have your entire class planned out. Just the information we ask for in the application. You have the whole summer to figure it out.

If you're nervous about teaching alone you can team teach with a friend or family member. We can also try to get you a high school helper if you need an extra pair of hands.

Mandatory Teacher Meeting is scheduled for **Monday May 9th at 7 pm.**

This will be held virtually this year to accommodate for varied schedules and to allow for any out of town teachers to participate. We will be answering questions, giving information, and collecting forms during this meeting.

Open house is the night of June 10th from 6 - 7 and is mandatory for in person and local online teachers. If for some reason you are unable to attend but want to teach you will need to provide a way to advertise your class to the school i.e. flyers, posterboard, 3 sided posterboard. **Teachers that attend open house have traditionally gotten more enrollments.**

Please email us with any questions at Info@faceschool.org



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High School Classes Requested

Anatomy
Art
Biology
Chemistry
Composition
Computer Science, Coding, Web Design
Cooking/Baking
Earth Science/Geology
Electives or College Prep
Foreign Language
Gardening
Geography
Govt or Civics
Graphic Design
History
Knitting, sewing, crocheting, etc.
Literature
Math
Music
Physical Science
Physics
Speech & Debate
Wilderness Survival
Yearbook & Newspaper

Middle School Classes Requested

Art
Composition
Computer Science
Cooking/Baking
Dance
Foreign Language
Gardening
Geography
Graphic Design
Guitar
History
International Towne
Literature
Math
Music
Science
Sewing, Knitting, or Crochet
Speech
Sports/Tumbling
STEM
Wilderness Survival



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Upper Elementary

Ameritowne
Art
Dance
Sports or Tumbling
Cooking/Baking
Literature/Stories
Science
History
Music

Lower Elementary & Preschool

ABC/Phonics
Art
Cooking or Baking
Dance
History
Music
Science
Sports/Tumbling
Preschool Active play
Preschool General

Reminders:

You don't have to be a professional teacher. Just teach what you know!

We are always excited to offer new class ideas. These are just suggestions!

You are in the driver's seat. You set the curriculum, you set the expectations, you set the maximum students, etc.

For electives and younger kids classes fun class names can get you more signups.



FACE Teacher Info & Policies

Policies for All Teachers

If you have any questions or concerns about these policies and procedures, please don't hesitate to let us know. Email info@faceschool.org to set up a time to chat with us.

TEACHER'S CODE OF CONDUCT

- Teachers at FACE are role models for our students, and therefore have the opportunity to have a significant impact on them. It is important that all teachers conduct themselves in ways that exhibit positive character traits.
- As a teacher you **MUST** be on-time to your class. The students and parents of the school count on you to provide the classes for which they have paid. Consistent absences and/or tardiness cause inconsistencies in our program, and *will be cause for review of your teaching status at FACE.*
- At no time may a teacher cancel or discontinue their classes without first consulting with the Face Administration.
- **Cell phone** usage, and texting, during the class hour is strictly prohibited, unless there is a classroom/school emergency.
- At **NO** time is a teacher to leave their classroom leaving their students unattended. If a teacher finds it necessary to leave their classroom, that teacher needs to either notify the teacher in the next room to watch over their room until their return, or take their class with them.
- **Social Media:** as a teacher, you are **NOT** to request or create connections (ie; Follow, Friend Request, etc.) with minors/students on social media, unless they are your family. **BEFORE** accepting requests from minors/students, be sure you are connected with their parents **AND** have parental permission to connect with the minor/student.
- **NO** private messages should be texted or sent between teachers and students. **ALWAYS** include the parent in your correspondences with minors/students. (Including emails when replying back to a student.)
- Emails to the entire class should be "BCC", do **NOT** share contact information without parental permission.
- Teachers are required to know and adhere to the policies outlined in this document.

Teaching Contracts

- Teachers are 1099 Contractors. They are not employees. You are contracted per class.
- You are responsible for your own taxes. We will provide you with a year end pay summary and if you make more than \$600 on your 1099.
- Acceptance of your class to the schedule is a contract between you and FACE and should be treated as such. You will be expected to teach your class all months FACE hosts classes (Sep, Oct, Nov, early Dec, Jan, Feb, Mar, Apr, early May).
- Contracts may be terminated if standards of class content or teacher behavior are not met. Early termination of contract may result in no contract offer in the future.
- Failure to attend the **MANDATORY** Teacher Meeting and/or Open House may result in your class being removed from the schedule. If you are teaching only online and are not local we will be in touch regarding the material covered.

Class standards

- Teachers are expected to teach a complete class, 55 minutes in length.
- The subject matter and level of content needs to be appropriate for the grade level.
- Simply showing a video for an entire class period is not considered acceptable.

School Calendar

- FACE classes, and events, are scheduled according to the annual schedule published at the beginning of each school year.
- It is important for all classes to continue through the end of the school year, we do not offer semester only courses.



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High School Classes

- When offering a high school level class, please specify whether the course is for a full credit (120 hrs) or a half credit (60 hrs).
- FACE only meets 28 weeks, so if a student only attends FACE classes, they would only have 28 hours of time.
- Full credit courses require the student to complete 120 hours of work.
- One hour of homework for each day Monday-Thursday submitted, and attending the FACE class—would be a FULL credit course.
- Half credit courses require the student to complete 60 hours of work.
- Half hour of homework for each day Monday-Thursday submitted, and attending the FACE class—would be a HALF credit course.
- *There are times a student is NOT taking a FACE class for transcript credit, please be sure you consult with ALL parents regarding their expectations.*
- High School credit classes are required to use Google Classroom for parents and students to view grades, assignments, etc.

Class Fees

- When determining your pay, keep in mind that FACE has a reputation of quality classes at an affordable price. Please ask yourself “What would I be willing to pay for a class of this quality?”
- Fees gradually increase according to the amount of class prep, homework to be graded and level of difficulty (high school credit courses).
- Typical price per student for classes are as follows. These are just guidelines. You are welcome to set your own pricing. We are providing this just for your reference. If you have questions about pricing you are welcome to discuss it with FACE admin.
 - \$10 per student/month - minimal prep time out of class
 - \$12 per student/month - common for younger students classes or those requiring up to an hour out of class prep time weekly.
 - \$14 per student/month around 2 hours of prep time weekly, may use Google classroom, larger projects, or give some homework.
 - \$16 per student/month Google classroom & grade book. Some homework needing graded.
 - \$18-\$20 per student/month - Advanced or technical classes. You are bringing in a higher skill level.
- **One-time fees** need to be specific and cover any extras you plan to have – snack, craft, lab materials, etc.
- FACE adds on an additional amount to what the teacher is paid per student to cover administrative fees. The combined price is what appears on the schedule.

Administration Fee

- The administration fee is required for all classes.
- The only exception will be for your own children, in your own class.
- For circumstances in which you feel that you would like to help a family/student by giving them a scholarship to your class; this must be pre-approved by Admin, but these students must still pay the Administration Fee.

Class Lists & Paychecks

- Pay will be received once a month according to the dates set at the beginning of the school year.
- You will receive a class roster after initial class sign-up. If any changes are made, you will receive an updated one at the beginning of the month. If you have any questions about class enrollment/sign-up; please contact Face Admin
- The roster will let you know who is enrolled in your class and, therefore, who you are being compensated for. It is your responsibility to send students that are not on the roster to the front desk.



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FACESchool.org Email

- You can request a FACE teacher email on the class application. (We STRONGLY suggest you do.)
 - We will be listing an email for each teacher on the website.
 - You are welcome to forward it to your regular email so you don't have to keep checking it.
 - We will help you set up a forward if you don't know how to do this.
- Always include the parents as a CC on any email with a student or in any text with a student.

Google Classroom

- All teachers with students in grades 6-12 will automatically get a Google classroom for each class (outside of physical activity based classes, i.e. P.E.)
- This is the framework we require you to use for online classes, hybrid classes, and for credit high school classes.
- Why does this make things easier for you?
 - It includes a built in gradebook and grade reporting
 - Google Meet is built in for virtual class meetings.
 - You can assign and keep track of all grades, tests, and quizzes very easily.
 - You can email your entire class including parents with one click.
 - Students can scan and turn in assignments, upload videos, photos of projects etc.
 - You can preload and schedule assignments over the summer (or well in advance)
 - You can easily reuse material from past years if you choose to teach the class again.
- Anyone teaching active classes or younger students may request one.
- Reasons you may want one:
 - If you want to send materials or information to parents.
 - You can email all the parents with one click.
 - If you want the option to meet virtually with your students or parents in the event of a snow day.
 - You can use it to plan your lessons in advance and allow parents to see what's coming up in class.
 - You can use it to remind students/parents of upcoming in class activities.
- We will have time at the teacher meeting for you to log into Google classroom and get questions answered.



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Anticipated School Calendar

June 10	Open house
September 9	First Day of Classes
November 25	Thanksgiving Break
December 2	Last day of semester 1,
December 2	Christmas Party
January 6	Semester 2 First day of classes
April 7	Spring Break
April 28	Last day of classes
May 5	Field Day

Class Dates - In Person

September	9, 16, 23, 30
October	7, 14, 21, 28
November	4, 11, 18
December	2
January	6, 13, 20, 27
February	3, 10, 17, 24
March	3, 10, 17, 24, 31
April	14, 21, 28

Class Dates - Online

Sep 4th - December 2nd.
January 4th - April 28th

Friday Class Schedule

1st hour	9:00 - 9:55
2nd Hour	10:00 - 10:55
3rd Hour	11:00 - 11:55
Lunch	11:55 - 12:25
4th Hour	12:25 - 1:20
5th Hour	1:25 - 2:20

Class Meeting Location - In Person

First Southern Baptist Church of Westminster
7990 Lowell Blvd, Westminster, CO 80030



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In Person Teacher Policies

Teacher's Arrival And Departure

- Arrive at your classroom 5 minutes before class is scheduled to start to prepare and greet the children.
- NO early dismissal of classes.
- Arrange the room as it was at the beginning of your class. If you move tables and/or chairs, you must put them back. (Have your students help.)
- Tables and whiteboards must be clean before leaving the room.
- If your class is the last to use the room for the day, remove the trash and hokey the floor before leaving the room.
- If you have a class that is using the kitchen, you need to be sure all dishes are washed, dried and put back in the proper place, all tables, countertops and the stove are wiped down and the floor is swept. (Please have the students help with this)
- Remain in the room until parents come for their children when teaching PreK-1st grade, or at parent's request.

CLASS TIMES

- Each class lasts 55 minutes.
- Please clean your areas and dismiss at this time so the other classes can run on time.
- DO NOT dismiss students early!
- DO NOT dismiss younger children to find their parents. Be sure you have checked with parents regarding dismissal.

HALLWAY & LUNCH HELP

- Assist in the hallways between class periods, to ensure that students are moving from class-to-class in a reasonable manner (i.e. – no running, pushing/shoving, yelling, throwing things, etc...).
- Lunch is to be eaten in the designated areas only.
- Help maintain order, and set the standard with your own children.

CLASSROOM SPACE

- Please contact FACE admin if you need a change in classroom size; we will do our best to accommodate according to availability.
- The facility is generous, we are using all available space, please do NOT enter, or store your supplies in, a room if you are not scheduled to teach in that room.

CLASSES CANCELLATIONS

- If classes are canceled due to an act of God, i.e. snow days, there will be no refunds.
- We know some of our upper level classes need every last class day to make it through their curriculum. Please indicate in your class application if you will be moving classes online in the event of a snow day.

TEAM TEACHING & TEACHER HELPERS

- If you team-teach, please be sure your application states how the money should be split.
- If you use a student helper in your class they will receive community service hours towards their required 120 hours for graduation.
- Student helpers **cannot** teach a class by themselves.
- It is necessary to have an approved adult in the classroom at **all** times.

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SUBSTITUTES

- If you find yourself in a situation where you cannot teach your class(es) on any given week, you must make arrangements for a substitute.
- Substitutes must have the pre-approval of FACE Admin. They need to have a completed substitute teacher application on file.
- Just like teachers, substitutes must also agree with the FACE Teacher Policies, and FACE Core Values.
- Admin may at times recommend a student's parent, but they must agree with the FACE Core Values, and FACE Teacher Policies to sub as well.
- It is important that your substitute has materials or lesson plans to work with.
- Please email info@Faceschool.org with the name, and email of the substitute and the classes they will be taking on. We will deduct that week's pay from your paycheck to pay the substitute teacher.
- If you are unable to find a substitute, please call Megan or email info@faceschool.org for assistance.
- If FACE admin arranges for your substitute(s), compensation for those classes will be taken from your teacher's check to pay the substitute.
- High school teachers may hold a makeup class online using their google classroom if it makes more sense to do so.

VISITORS

- Visiting privileges are reserved for **NEW** families who are possibly interested in homeschooling through FACE.
- **NEW** families are allowed to take **one** week to "check us out", without obligation.
- All visitors must check-in at the Main table.
- Visitors will be issued name tags and may visit a single class session for observational purposes without financial responsibility.
- If you have a family that visits more than once, and is not on your class roster, please send them to the Main Table.
- FACE families that are not signed up for classes, may NOT visit classes unless there are extenuating circumstances.
- **Additionally**, children enrolled in other schools may **NOT** visit FACE classes due to lack of classes at their school, etc..., unless there are extenuating circumstances, and it has been **pre-approved**.

CLASSES

- Classes are optional, not required with enrollment.
- Enrollment is **REQUIRED** to attend classes if the student is 6 years of age or older.
- FACE families that are not signed up for classes, may NOT visit classes unless there are extenuating circumstances.
- **Additionally**, children enrolled in other schools may **NOT** visit FACE classes due to lack of classes at their school, etc..., unless there are extenuating circumstances, and it has been pre-approved.
- We are asking families to commit to semester long classes to better help our teachers plan and prepare. Existing families may change classes each semester or within the **TWO WEEK** withdrawal/cancellation period at the beginning of each semester.

NUISANCE ITEMS

- These items are not allowed in the classroom: gaming systems, iPads, Ipods, cell phones, or any other electronic device not intended for class purposes.
- Cell phones **must be silenced and put away while attending classes**.
- Laptops may be allowed in the classroom, but is at the individual teacher's discretion.
- Outside of the classroom, parents are to supervise and ensure the content is academically appropriate for the following: gaming systems, iPads, IPods, cell phones, laptops, tablets, or any other electronic device.
- Inappropriate materials and activities and role playing games are not allowed.
- **NO** weapons, including, but not limited to, knives, pocket knives, guns, imitation or toy guns, etc..., are to be on-site.
- There is a "zero tolerance" policy regarding weapons.
- If weapons, possible weapons, or inappropriate items are brought to school they will be confiscated and held at the Main Table.

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HEALTH INFORMATION

- While it is the parent's responsibility to make each teacher aware of said allergies, Admin will furnish a list of **known** allergies and health matters to all teachers. Please take the time to locate students that participate in your classes, so that you are aware of important health issues.
- **Children should not attend FACE Classes when one of the following occurs:** the child's temperature is 100 degrees or higher, the child has diarrhea, or the child has vomited in the last 24 hours.
- If you have a child in your class with any of these symptoms, please contact the parent AND the Main Table immediately.
- When children have been diagnosed with a communicable illness (hepatitis, measles, mumps, diphtheria, rubella, salmonella, tuberculosis, giardia, shigellosis, Covid-19, etc...) and have been in contact with FACE students, the school staff should be notified as soon as possible.
- Please notify the Main Table if you are aware of any situations involving any communicable illnesses.

EMERGENCY CARE

- If an emergency occurs in your classroom with one of your students, please contact the Main Table immediately.
- If the parent is absent, staff members will take necessary action with respect to emergency care.
- If the fire alarm goes off please exit with your class and go to the far East corner of the parking area. Parents will meet their students there.
- If need to lock-down, students and teachers will remain in the classroom until the "all clear" has been given.

DISCIPLINE

- Follow the guidelines below to deal with disciplinary issues.
- Teachers are generally responsible for the First Stage.
- The Face Administration will step in for Second and Third Stage Cases.
 - **First Stage:** Our policy at FACE is to use redirection, grace and courtesy. Redirection takes the student out of the difficult situation and presents new options and opportunities. Your understanding of normal development stages and allowing the student the room to grow through those stages are an expression of grace. Courtesy is the method we use to model the civil, kind and friendly behavior that is desired from the student.
 - **Second Stage:** When first stage discipline actions are not effective, a conference with the FACE director parent and student must be scheduled to find a solution for the given problem.
 - **Third Stage:** When the discipline program fails and the student is not responding, it is at the director's discretion to discontinue class enrollment.



FACE Teacher Info & Policies

Online Teacher Policies

Class meetings & communications

- Classes will be run via Google Classroom with synchronous meetings being done using Google Meet through the classroom link.
- If you need to pre-record lectures you may do so. We can help you get that set up if you need to.
- Teachers may select the day or days of the week and times for synchronous meetings. We suggest not meeting during in person face Friday classes to maximize your potential students!
- Classes should meet for a minimum of 1 hour synchronous class meetings per week.
- If you need to move the meeting date or if you need additional meeting time you must let both parents and students know.
- All emails and text messages must have the parent CC'd
- info@faceschool.org will be listed as a co-teacher and may not be removed. This is how we set them up, link parents to students, archive things, and add students to your class!

Class Requirements

Things to consider

- Course title - This can be descriptive, i.e. Intro to Computer Programming or fun i.e. Adulting isn't hard.
- What Date(s)/Time(s) will you be offering synchronous meetings
- How many hours per week of homework will be required
- Pre-requisites (What do they have to be able to do to succeed?)
- Grade level of the class (adults can sign up too).
- Any class books or supplies that will be needed.
- minimum number of students to have the class go forward (some are fine with single students, others require 2-4 students)
- A synopsis of what will be covered in the class

High School Teachers

- High school classes should have it clearly indicated if the class is for full/half/no credit
 - Full Credit (120 hours expected course work)
 - Half credit (60 hours expected class hours)
 - no credit (less than 60 hours expected coursework)
 - Count both in class meetings and expected homework or reading time for the class.
- Students' grades need to be reported to the student's parents in December and the first week of May.

Student Disciplinary Policies

- **Stage 1:** Any inappropriate or concerning postings should be addressed by discussion with the student. If appropriate please report to the parents, Please CC info@faceschool.org so we know what's up.
- **Stage 2:** When first stage discipline actions are not effective, a conference with the FACE director parent and student must be scheduled to find a solution for the given problem.
- **Stage 3:** When the discipline program fails and the student is not responding, it is at the director's discretion to discontinue class enrollment.
- Sometimes students exhibit questionable judgment due to lack of maturity. Please make your expectations crystal clear as to what is and isn't acceptable posting and speech in your classroom environment.
- If at any time a student (or parent) communicates something that makes you feel uncomfortable or unsafe or they are disrupting the learning environment please loop us in! You are not alone and we will support you.