



APPLICATIONS ARE DUE Friday, JUNE 18, 2021

May 25, 2021

Dear Prospective Teacher~

Thank you for taking the time to supply all of the information requested on the following pages. It is important to supply all of the information requested, so that we can best serve your needs and the needs of our families. Missing information will result in a denied application. ***Only ONE TEACHER Application is required per teacher, no matter how many Class Applications are submitted.***

Please fill out a separate CLASS Application, for EACH class you desire to teach. Submission of an application is not a guarantee you will be teaching, we will offer classes according to the overall needs of the FACE families. The information on this form will be used to set up the 2021-2022 Friday Class schedule and sign-up sheets. Please note the following:

- It is helpful if you make the Class Name something interesting and descriptive.
- We will do our best to accommodate your Class Period Preferences, but ultimately we need to arrange the classes so that there is a wide range of interest and age offerings each hour. Also, classes will be approved on the basis of appropriateness for the school, its students, availability of space and schedule.
- Class Descriptions are *required*. Requests are repeatedly made for more information about the classes, especially from new families. Any textbooks/books being used **must** be noted in this area. Do **NOT** make changes once the application is submitted without prior agreement from the Administration. The other information requested under "General Class Information" will be helpful to you and the students. For instance, if it's clear up front that there is homework, it will save frustration after the class starts. This is also the area to note whether the class is offered for high school credit, and if a full or half credit.
- FACE Parents get first priority on the schedule. We will then take applications from outside of FACE Parents, based on need and space.
- If your class is selected to be offered on the FACE schedule, it is **MANDATORY** you be present at the Teacher Meeting to be held **Tuesday, June 29, 2021, 7pm-9pm, location will be announced later.** ***Failure to do so may mean the removal of your classes from the schedule.***

Before completing OR submitting the Classes Application, or the Teacher Application, be sure that you've read and understand the FACE Teacher Policies (See pages 6-8). It's important that all teachers are aware of these policies so that the classes run smoothly for all involved. Please keep in mind that acceptance of your class for the schedule is a contract between you and FACE and should be treated as such.



CLASS Application for Schedule (One for EACH class)

Make as many copies as needed

2021-2022 School Year

ADMINISTRATIVE INFORMATION

Class Name>Title:

Teacher Name(s): (If more than one teacher is teaching this class, only one CLASS Application is required, *but each teacher must submit a Teacher Application*, below)

If more than one teacher, how is pay to be split? (50/50, etc.)

You will be paid per student, how much do you wish to receive for each student in your class?:

\$ *This is NOT what is listed on the schedule, Please see page 6-7 for guidelines.*

Maximum number of students:

One-time fee for this class:\$

The one-time fee is for:

Room Requirements (i.e., white board, sink, piano, etc....):

Class Time Preference for this Class: **1st Hour (8:30-9:25)** **2nd Hour (9:30-10:25)**
3rd Hour (10:30-11:25) **LUNCH 11:30-12:00** **4th Hour (12:05-1:00)**

Class is appropriate for GRADE LEVELS (NOT ages):

Prerequisites for this class: *What is required, and/or useful, for the student know before taking this class?*

Approximate hours of homework per week:

Full or Half Credit (HIGH SCHOOL classes only): *Please see page 7 for guidelines.*

Materials to be supplied by the student: (Specific textbook, etc.)

GENERAL CLASS INFORMATION

(This information will be published for families to view and is VERY important)

Class Description:



FACE School
Serving families everywhere since 1996

FACE TEACHER Application (ONE Per Teacher) 2020-2021 School Year

Full Name:	
Street Address:	
City:	Zip Code:
Phone #:	Cell Phone #:
Email Address:	
Birth date:	(Must be 25 to teach)
Maiden or Other Names:	
Reason for wanting to teach at FACE:	
What do you enjoy most about working with children?	

What do find most challenging about working with children in a classroom setting?

Do you agree with the vision of FACE? Yes No

If "No", please explain:

I have read and agree to uphold the FACE Teacher Policies (Pages 5-8): Yes No

If "No", please explain:

Are you teaching anywhere else?:

If so, where? (rec. center, church, tutoring, etc.):

Please, include the amount of time this requires each week:

Please supply TWO references. (NO relatives, please)

1. Name:	Relationship:
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Street Address:

City:	State:	Zip Code:
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Phone #:

2. Name:	Relationship:
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Street Address:

City:	State:	Zip Code:
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Phone #:

Have you ever been convicted of or charged with a felony or misdemeanor? Yes No

If yes, please explain:

Submission of this application certifies that all of the above answers are true and correct to the best of my knowledge. Additionally, submission of this application authorizes FACE to investigate any statement contained in this application, and to obtain a background check as necessary to determine my qualifications.

I have read and agree to the Teacher Policies. Yes No

Teacher Signature*: _____ **Date:** _____

*A typed "signature" is acceptable when submitting this application by email - the email itself will serve as your signature

FACE Teacher Policies – 2021-2022 School Year

TEACHING WITH FACE IS A CONTRACT

- 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 (Sp, Oc, Nv, Jn, Fb, Mr, & Ap).
- 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. (Teacher Meeting: **Tuesday, June 29, 2021, 7pm-9pm, location to be announced later**)

TEACHER'S ARRIVAL AND DEPARTURE

- Arrive to your classroom 5-10 minutes, depending on the hour, before class is scheduled to start to prepare and greet the children.
- NO early dismissal of classes.
- Arrange the room as it should be according to the room layout posted in each room. (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 before leaving.
- 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 Brenda 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.

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.

CLASSES CANCELLATIONS

- Please be advised that should classes need to be cancelled due to weather or conflict with the facilities, there will be NO makeup classes and NO refunds.
- Cancellations will be announced via email and/or Facebook.
- At no time should a teacher cancel their class for any reason.

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 be an adult member of FACE, and have the pre-approval of FACE Admin.**
- **Students, and alumni of FACE under the age of 25, are not permitted to serve as substitutes.**
- Just like teachers, substitutes must also agree with the FACE Vision, FACE Teacher Policies, and FACE Statement of Faith.
- Admin may at times recommend a student's parent, but they must agree with the FACE Vision, FACE Teacher Policies, and FACE Statement of Faith to sub as well.
- It is important that your substitute has materials or lesson plans to work with.
- When you make arrangements with a substitute, it is also up to you to deal with compensation, if required.
- If you are unable to find a substitute, please call Brenda for assistance.
- If Brenda arranges for your substitute(s), compensation for those classes will be taken from your teacher's check to pay the substitute.

CLASS FEES

- When determining your pay, keep in mind that FACE has a reputation of quality classes at an affordable price.
- "What would I be willing to pay for a class of this quality?"
- Typical price per student for classes with no snacks or supplies and no, or minimal, homework to grade, to be \$10/student paid to the teacher.
- If you plan to provide supplies, and/or snacks, then \$12/student to be paid to teacher.
- Fees gradually increase according to the amount of homework to be graded and level of difficulty (high school credit courses).
- **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 discount and admin fees. This is what appears on the schedule.

ADMINISTRATION FEE

- The administration fee is required on ALL students.
- 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.

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 it is up to you, if appropriate, to compensate them (high school students can use this time toward their community service credit in lieu of pay).
- Student helpers **cannot** teach a class by themselves.
- It is necessary to have an approved adult in the classroom at **all** times.

HIGH SCHOOL CREDITS

- When offering a high school level class, please specify whether the course is for a full credit or a half credit.
- 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 an online method for parents and students to view grades, assignments, etc.
- FACE is not able to offer AP (Advanced Placement) classes, these have specific regulations and tests FACE doesn't provide.

CLASS LISTS & PAYCHECKS

- Paychecks are given out once a month.
- Attached to your check, is a list of students included in that paycheck.
- The lists 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 Main Table.
- If you have any questions about class enrollment/sign-up; please contact Ms. Brenda at blsanchezcm@yahoo.com.
- **The teacher, can NOT allow anyone in their class that is not on the roster, without first consulting Admin.**

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 nametags 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.

- NEW this year: 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 roll playing games are not allowed.
- NO weapons, including, but not limited to, knives, pocketknives, 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.

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, 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 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 Campus Coordinator 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, and/or campus coordinator, 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 and/or campus coordinator's discretion to discontinue class enrollment.

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 and Godly character.
- As a teacher you MUST be on-time to your class so you can greet students and prepare your classroom. 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 campus coordinator.
- **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, ALWAYS include the parent in your correspondences with minors/students. (Including emails when replying back to 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.

QUESTIONS?

If you have any questions or concerns about these policies and procedures, please don't hesitate to let us know.

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