



Fireside Academy

Community Co-Op for Homeschoolers

Codes of Conduct for Fireside Academy TEACHERS:

- As a Fireside Academy (FSA) teacher, I will be mindful and respectful of others and their children. If I have a difference of opinion, I will contact a board member so that they can help us to work things out.
- I will keep FSA updated IN WRITING on any email, address, phone, or medical changes.
- As a teacher, I will follow through with any commitments made to FSA and/or their students, including being on time and prepared for my class(es). When I can not make it to class, I will notify the substitute coordinator or director.
- I will turn in a syllabus at least a week in advance of the semester (unless I begin teaching after the semester begins, in which case I will turn one in within a week of starting)
- I agree to take attendance for every class I teach.
- If a student is absent, I will either send home what was covered in class along with homework assignments, or post it online at our website "members" section no later than the following evening of class.
- I will turn in receipts for all material spending to obtain reimbursement. I realize that I must stay within my original estimate given for materials fees for each class.
- I understand that all children are different and some will have special needs. I will work to accommodate them in as many ways as possible, keeping in mind that we can not change everything to one person's specific needs. I will work the parents to make **reasonable** accommodations whenever possible.
- I will make sure to have students clean up any mess they have made in class in a timely fashion, giving consideration for the next teacher using the room.
- I will notify the board and parents in the case of any major behavior issues.
- In the event that there is a behavior issue concerning any child(ren), I will follow these steps:
 1. The child will be spoken to directly.
 2. I may seek out a board member to find a parent so that the problem can be resolved immediately; thus the child will only miss part of the class.
 3. If a parent can not be reached, the child may sit out of the class in study hall until the parent can be contacted.
 4. Parents may be asked, in writing, to attend class with their child if unacceptable behavior continues.
 5. If unacceptable behavior still continues, as student will be asked to leave FSA for the semester. Before returning for the following semester, parents will have to meet with the board to determine if the family is ready to re-enter Fireside Academy.
- I understand that I can at any time, contact a board member to help resolve any issues, concerns, or ideas that I have.

Teacher's signature: _____ Date: _____

Classes/clubs teaching: _____
