



## Teacher Guidelines and Responsibilities

In order to ensure an efficient, orderly and safe environment for each teacher, parent and child participating in classes at CERC, the following guidelines must be adhered to.

1. Teachers must submit a Teacher and Class Registration and Testimony committing to uphold our Mission Statement and Statement of Faith.
2. Subject matter must be taught from a Biblical Worldview and in a loving, Godly manner. (I Cor. 13)
3. Subject matter should not add to or subtract from our Statement of Faith.
4. Teachers must submit any requests for changes to schedule or curriculum to the Director of Education in a timely and courteous manner. Appeals to any decisions made by the Director may be submitted in writing to the Board of Directors.
5. Teachers must recognize that decisions of the Board of Directors are final in all matters.
6. The Board of Directors reserves the right to approve all teachers, classes, schedules and material fees suggested in the registration.
7. Teachers will be employed as independent contractors and will receive a payment according to the Teacher Payment Schedule. Materials fees will be received a month before class begins. Student late fees will be handled by CERC, and parent inquiries for special circumstances should be directed to the Director of Education. Teachers agree to keep their own financial records responsibly and report their income to the IRS. Form 1099-Misc will be issued to all teachers, and income will be reported to the IRS in accordance with IRS guidelines. No W-2 forms will be issued, or taxes withheld, by CERC.
8. Teachers agree to provide a syllabus for each student on the first day of class for each semester.
9. Teachers agree to provide a written grade for each student one week after each semester ends using the format suggested by the Director of Education. For high school, grades should be reported in writing (both percentage and letter grade) every 8 weeks.
10. Teachers agree to communicate regularly with parents and/or students throughout the semesters by phone or email.
11. Teachers agree to first address parents directly for discipline problems. You may insist on the parent attending the class for two or three weeks to help address the issue. Unresolved and/or difficult situations should be referred to the Director of Education. CERC agrees to follow Biblical principles of discipline. (2 Tim 2:24-25, 2 Cor 5:18-19)
12. All student class registrations for adding or dropping a class must be handled through the Director of Education. Please refer parents to the Director for questions about availability and special circumstances.
13. Teachers agree to be punctual to their class. Their students may not be unsupervised at any time in a classroom. If a volunteer assistant is needed, please request one under Special Classroom Needs on the Teacher and Class Registrations. Teachers agree to arrange a pre-approved substitute, online format, or make-up day if they are unable to be present or on-time to their class. It is the responsibility of the teacher to pay the substitute, communicate their absence with the Director of Education, and his/her students.
14. Once a teacher has registered to teach a class, it is considered a contractual agreement that the class will be taught through the entire semester or to year-end. Changes may occur for both students and teacher, but the class will need to be taught through the end of the year, by a substitute if need be. CERC makes a commitment to the parents and students for the classes offered, and this commitment should be honored. No changes to any class, including content, duration, or teaching personnel may be made prior to approval by the Director of Education and the Board of Directors, if necessary.
15. CERC agrees to communicate regularly with the teachers, either by email or phone.

I have read, agree with, and will uphold the CERC Teacher Guidelines and Responsibilities.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_