

# Enrichment Academy TEACHER HANDBOOK

Thank you for your interest in teaching at Enrichment Academy. As you take the time to review the teacher handbook, we trust you will find Enrichment Academy to be a community of educators committed to excellence and built upon a consistent, positive moral foundation. We diligently seek energetic teachers who are homeschool-friendly and combine talent with a genuine desire to enrich students in a positive classroom environment.

Please check for updated information at [www.enrichmentacademy.org](http://www.enrichmentacademy.org).

**TEACHING/SUBSTITUTE TEACHING:** *Teaching positions require interview and submission of the following annually:*

☑ *Application*

☑ *Resume*

☑ *References*

**PLEASE NOTE:** *Teachers are not required to have a degree or official certification. Teachers should specialize in or have a genuine love of the area being taught. Substitute teaching positions will be open throughout the school year. These positions pay per class taught. All substitute teachers must be approved by a director.*

**WHAT IS ENRICHMENT ACADEMY?** *Enrichment Academy, Incorporated, is a Director- lead program that provides hands-on classes for grades K-12. The Directors, who founded the program, live a Christ-based life and have a personal belief in God. Therefore, Enrichment Academy expects positive, high moral standards to be reflected by its program and staff. Enrichment Academy does not have a statement of faith. Enrichment Academy is open to all homeschoolers currently filing intent to homeschool form with the State of Arkansas.*

**EDUCATION PHILOSOPHY:** *Enrichment Academy does not teach doctrine, scientific theory, or politics based on personal opinion to students enrolled in the program. Enrichment Academy strives to enrich not to teach core curriculum or other subjects that are parental responsibility to teach or not to teach. We ask that all staff respect these statements. Enrichment Academy strives to provide a positive, fun, educational experience for students enrolled. Enrichment Academy does not provide foundational education to students enrolled. Enrichment Academy's goal is to provide social interaction and extra curriculum activities in a classroom setting.*

**TEACHER EXPECTATIONS:**

1. *Teachers must have a genuine commitment to Enrichment Academy. They are expected to model Christ-like behavior and to evidence spiritual fruit consistent with their age and maturity.*

2. *All employees are servants of the Lord in ministry to Enrichment Academy families. Each one is to be mindful of the benefit that they provide others and the honor they give to the Lord.*

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3. In building community at Enrichment Academy, it is important to establish lines of communication that operate in a Biblical fashion. Employees are expected to use the Matthew 18 principle for resolving conflict. Simply put this means: speak first to the person most directly involved, and do not make the circle of knowledge any larger than is necessary to deal with the situation.

4. Employees are expected to work together cooperatively and enthusiastically. Promptness, attending required meetings, encouraging one another and giving and receiving constructive criticism all contribute to a healthy working atmosphere.

**COMMUNICATION IN THE WORKPLACE:** We ask that all staff present themselves in a positive manner at all times in front of parents and students. Enrichment Academy staff is expected to set the example. Discussing negative issues regarding Enrichment Academy undermines the program and the authority structure the students are expected to follow. Staff should work as a team having open communication, resolving conflict quickly and supporting each other thus portraying a positive, moral foundation for the families participating in the program. In any atmosphere, differences of opinion will occur, however the mature, honest, right behavior is to discuss those differences with the one the differences are occurring with, not others outside that realm. Enrichment Academy's goal is to provide a positive, moral, and safe environment for students and staff. This is an attainable goal when respect is given and open communication is top priority. This is what we hope to achieve at Enrichment Academy.

**TEACHER'S RESPONSIBILITY:** Prior to the first day of school all teachers must submit the forms listed below.

Complete W9

Complete Background Check

Teacher Payroll Agreement

Curriculum Policy Forms

**PAYMENT POLICY:** Payment for services rendered will be paid the last Tuesday of the month worked. Teachers are responsible for signing in each Tuesday. This will verify classes taught. Payment will be made using sign in sheet. The sign-in sheet will be located on the table marked "ENRICHMENT ACADEMY TEACHER USE".

**CLASSWORK:** Worksheets are not required but accepted. Educational games are accepted and permitted in the classroom.

**CLASS FEES:** Teachers submit student and/or class supply list to directors. Enrichment Academy will determine and collect student fees and use those fees for purchasing supplies for students. For any reimbursement questions, see Funds/Reimbursement Policy.

**COPIES:** If copies are needed for class; please plan ahead. Teachers may make copies before class begins, at break, or during lunch. Please do not use class time to make copies unless absolutely necessary.

**GRADES:** No grades will be awarded for K-12th student.

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**K-12th HOMEWORK:** *NO Homework will be assigned for K-12th grade students.*

**HIGH SCHOOL HOMEWORK:** *Teachers should not assign HOMEWORK to students. All work should be completed in class.*

**SCIENCE:** *All science classes will be taught from a Creation stand-point. It is parental responsibility to purchase required textbook/workbook for in class use. Enrichment Academy will not purchase required workbooks or textbooks for students in class use. Teacher textbook and lab equipment will be supplied for the teacher by Enrichment Academy for use while teaching Science class. Students are responsible for fees that apply to these classes.*

**ABSENCES:** *We understand that unforeseen and planned events may cause you to be absent from Enrichment Academy. Please contact us as soon as possible if you are going to be absent. Enrichment Academy is responsible for finding a substitute when needed. All substitute teachers must be approved by a director.*

**SCHOOL DISMISSAL DUE TO BAD WEATHER, POWER OUTAGE, ETC:** *Bad weather, snow or sleet sometimes makes it necessary to dismiss school. When in doubt, please tune to the local news stations. Enrichment Academy Directors will notify these stations if school is to be dismissed. Notification will also be posted at [www.enrichmentacademy.org](http://www.enrichmentacademy.org). Enrichment Academy does not schedule makeup days due to weather.*

**PROHIBITED ITEMS:** *Objects not pertaining to school-related activities are not to be brought on campus. This includes iPods, radios, tape-CD or DVD players, Game-boys or other type players, headsets, pagers, **cell phones**, toys, etc... The result of such action will be the confiscation of the object and held at the discretion of the administration. Guns, knives, or any items that are considered dangerous by the administration are not allowed at Enrichment Academy. These items will be confiscated, and the bearer will be subject to administrative disciplinary action up to expulsion from school.*

**DRESS CODE:** *Students, parents and teachers should use good taste, modesty, and common sense in selecting school attire and should not abuse these privileges as they are subject to revision by the Directors at any time. Anyone wearing clothing deemed questionable by a faculty member will be referred to the Directors for appropriate action. School rooms are meant for learning, thus any clothing that distracts from the proper climate will not be permitted. The following guidelines were established with consideration to good taste and personal hygiene:*

- 1. Proper undergarments will be worn but should not be visible outside of clothes.*
- 2. **NO TANK TOPS, CROP TOPS, BARE-BACKS, LOW-CUT OR TIGHT, FORM-FITTING STRETCHY TOPS ARE TO BE WORN.** Sleeveless tops should cover the entire shoulder and bra straps should not be visible. Plain white undershirts are not to be worn alone. **MIDRIFTS SHOULD NOT SHOW AT ANY TIME. TOPS SHOULD DEFINITELY BE LONGER THAN THE TOP OF PANTS, SKIRTS...***
- 3. No suggestive advertisements, pictures, or wording may be printed on clothing. This includes references to alcoholic beverages and tobacco products. If questionable, don't wear it!*
- 4. Skirts and dresses should be a reasonable length; i.e., no more than two (2) inches above the top of the kneecap.*

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5. Shorts may be worn, provided they are “walking shorts” or other full-cut shorts which are no more than two (2) inches above the top of the kneecap.

6. No cut-offs, gym shorts, wind shorts, bicycle pants or shorts. Leggings or tight stretchy pants (including capris) must be covered by a dress-length top.

7. No pajamas or house shoes!

**INAPPROPRIATE LANGUAGE:** Cursing or use of vulgar, profane, or obscene language is prohibited.

**TOBACCO:** Tobacco and tobacco products are not permitted at school or at school-sponsored activities at any time for any reason.

**INAPPROPRIATE SEXUAL BEHAVIOR:** No student shall engage in behavior which is indecent, overly affectionate or of a sexual nature in the academy setting.

**TATTOOS:** Tattoos must be covered and not visible while at Enrichment Academy.

**DISCIPLINE:** One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlies the whole educational structure. It is the training that develops self-control, character, orderliness and efficiency. It is the key to good conduct and proper consideration for other people. With an understanding of the purposes of discipline in an academy, you may form a correct attitude toward it, and not only do your part in making your academy an effective place of learning, but develop the habit of self-restraint which will make you a better person.

## **ENRICHMENT ACADEMY RULES OF BEHAVIOR**

1. Do nothing to disturb the learning of others.
2. Follow teacher’s directions first time given.
3. Respect for yourself, others, and the property of others.
4. Keep verbal communication positive and respectful.
5. Follow proper procedures for specific activities.
6. Keep hands, feet, and other objects to yourself.

## **STUDENT CORRECTION POLICY**

1. Follow Enrichment Academy Discipline Policy.
2. Send to Directors if behavior is dangerous or destructive, with written description of Behavior infraction.
3. Follow up with Directors to be sure student reported in and to discuss the situation.

## **ENRICHMENT ACADEMY DISCIPLINE POLICY**

First violation: Verbal Warning.

Second violation: Name on board.

Third violation: Student fills out a form that asks them to identify the rule they've broken and what they plan to do to correct the situation. (Teacher/Director keeps the form on file.)

Fourth violation: Student is removed from class and brought to Director.

Fifth violation: Parent/Director Conference

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***IN CLASS CONFLICT RESOLUTION:*** *If parent/guardian contacts a director regarding an in class conflict or concern directors will not discuss without first contacting the teacher. After teacher is contacted and notified of the complaint or concern, directors will then contact the parent and resolve the issue. Teachers are not expected to resolve conflict that involves parental complaints. If issue requires teacher participation the directors will mediate. Please follow Enrichment Academy discipline policy at all times. If necessary use appropriate discipline form and notify a director. This will help resolve possible questions regarding in class behavior. If teachers are contacted by a parent regarding an in class conflict, complaint, or issue please notify a director. This will insure that the communication lines are kept open and that we are all on the same page.*