

L.A.M.S. FALL 2008

Dear LAMS teachers,

Thank you so much for joining our teaching staff for LAMS, FALL 2008 We are anticipating another successful and exciting semester of helping families enhance their homeschool experience.

DATES TO PUT ON YOUR CALENDAR:

Registration Day:

August 1 9:00 - 1:00 (Put this on your calendar now!)

Please plan to attend registration day. You will be given half a table to sit behind, display your curriculum and anything else you would like to use to make your class appealing. You will use this time to meet the parents and students and hand out your **class information letter**.

Teachers and staff will register their children from 9:00 to 10:00 and then the doors will open to the public.

It works best if you find childcare for this day.

Fall Semester Class Schedule:

September 5, 12, 19

October 3, 10, 17

November 7, 14, 21

Make up dates:

September 26

October 24

December 5

EXPO (end of semester program) TBA

Please include these make up dates on your calendar as we will use them as needed in the event that we have to cancel classes any given Friday.

WHAT SHOULD I DO IF I HAVE TO MISS A CLASS?

You are responsible for finding your own **substitute** in case you are not able to teach a particular day. This would most likely be your **TA** who has already been in attendance and is familiar with your class. Because of our policy of having background checks for everyone working in the program, your

substitute must be someone within LAMS or someone who has a background check on file with MSC. Please check with me if there is a question about your choice for a substitute. If you are not able to arrange for a substitute, please let me know so that I can help you. In the event that you do use a substitute please remember to **reimburse** them for their time.

Have a **emergency lesson plan** ready and discuss this with your substitute ahead of time in case he/she is needed to take your class for the day. Make certain that he/she has a copy of the plan and knows to come to the front desk to ask for the materials needed. We will have them stored in our LAMS closet.

Also, please turn in a copy of your **emergency lesson plan** along with materials needed for that lesson to the front desk. In the event that you or your substitute cannot conduct the class we will be able to assign a helper to substitute using your plan on file. This emergency lesson plan is due on **the first day of classes**. Because emergencies are never planned, it will be impossible to anticipate what lesson in your line-up to give your substitute so I would suggest that this emergency lesson plan be something related to your class subject but not part of your regular curriculum (a video, an extra craft project, etc.) Make it simple and related to your topic. The LAMS staff will check to see that it is turned in the first day of classes.

Some absences are planned (such as a vacation) and you can arrange ahead of time for your substitute to take your class. Other absences are not planned. If you cannot come any given Friday due to an emergency or illness, etc. you must call your **substitute** as well as a **LAMS staff member**:

TRACY DUSEK (cell) 512-630-1262

or

MARIAN GRACIER (home) 347-2690 (cell) 651-4625

HOW WILL I COMMUNICATE WITH THE PARENTS?

Please write a letter to each family about yourself and your class to be handed out on registration day. A list of guidelines will follow this letter.

HOW SHOULD I OPEN MY CLASS?

Please remember to open your classes with **prayer**. Also end at **10 mins.** before the hour to allow for passing. And don't forget to love on those kids

and build them up in the Lord!

Keeping attendance is up to you.

WHAT IF I HAVE A CONFLICT WITH ANOTHER PERSON IN THE PROGRAM OR A DISCIPLINE PROBLEM WITH A STUDENT?

If a problem should arise with another person in the program remember that the Lord has instructed us in **Matthew 18: 15-17** how to handle conflicts. Please follow this model before coming to the staff. Also encourage students who may be having a conflict with another student to follow this scriptural model.

If you are unable to resolve a particular conflict, come and speak to the director or a staff member and we will try to help you resolve it.

SHOULD I ISSUE A GRADE IN MY CLASS?

Be thinking about what "closure" is appropriate for your class and what that will be. Will you be issuing a grade, sending home an evaluation, giving a final test, or something else? It is up to you, but it is something to plan ahead for.

WILL I HAVE A TEACHER'S ASSISTANT?

Each class will have at least one **teacher's assistant**. If a younger child needs to visit the restroom, always have your assistant accompany him/her to and from the restroom.

IF MY CHILD(REN) ARE IN ATTENDANCE IN MY CLASS DO I HAVE TO PAY THE ENROLLMENT FEE?

No. Teacher's children may attend their classes free of charge. Please register them into your classes on the registration form along with other classes you are enrolling them in for the purpose of a head count.

IF I AM ENROLLING MY CHILDREN IN CLASSES, DO I HAVE TO FULFILL A VOLUNTEER POSITION?

No. Teachers do not have to fulfill any volunteer positions.

IF I NEED ANY SPECIAL EQUIPMENT (VIDEO/DVD PLAYER, ETC.) WHO SHOULD I LET KNOW?

Please email me with that request (specify which day/s) and I will make sure you have that equipment for your class.

Thank you for all the hard work you will do this semester for your class and for your students! We appreciate you!

Please email me with any and all concerns, problems, questions you may have.

Thank you and God bless you!

Marian Gracier 347-2690 (H) 651-4625 (C)
mmgracier@yahoo.com

CLASS INFO LETTER SUGGESTIONS

- Introduce yourself, give a little info on your background, why you have chosen to teach this class, etc.
- Talk about your basic class format (i.e. drills, games, discussion questions, etc.).
- Explain your expectations for homework and parent involvement.
- Explain what parents will need to do to help their child get the most out of the class.
- Explain your grading system, if you offer one. Be sure to emphasize that your grade is a suggestion based on class performance, and that the final grade is up to the parent. This may also be a good time to emphasize that neither you nor LAMS offer credits for high school classes.
- Explain your class behavior and attendance expectations.
- List any supplies or equipment that the students will need to bring to class.
- If you charge a materials fee, explain what it will be used for.
- Encourage parents to contact you with questions, and give them your phone number/email address, etc. so that they are able to do so!
- Finally, attach your Class Outline. It is a good idea to include a disclaimer explaining that the schedule may change slightly dependent on weather, class progress, etc.