

Teacher Contract

For:

Date Issued:

For the period of: The 2004/2005 School Year

Heritage Christian Online School (HCOS) hereby contracts «M_1st_Name» «Last_Name» to act as its representative and teacher as outlined more specifically below. I agree that I, «M_1st_Name» «Last_Name», meet the following conditions in order to be a teacher and representative of Heritage Christian Online School:

1. I am an Evangelical Christian, holding to the beliefs common to evangelicals across Canada. I would agree with the statement of faith as presented by the Evangelical Fellowship of Canada (EFC). Please see the following Endnote I
 - a. I am an active member of an evangelical church whose practices are consistent with the E.F.C. statement of faith and I attend and contribute regularly to the church.
 - b. My lifestyle and moral standards are consistent with those of evangelical Christians across Canada and I strive to reach a Biblical approach in my lifestyle and morality.

2. I support the Statement of Faith and Values of the Kelowna Christian Center Society. I would not teach or support any anti-doctrinal perspective contrary to this statement of faith. (Note this does not necessarily mean that I practice every aspect of the statement; it does mean that I am open-minded to it.) Endnote II

3. I fit one of the following criteria for my British Columbia Teacher Certification (Please indicate which one by placing the appropriate code in the box):
 - a. I am certified teacher of the B.C. College of Teachers in good standing, my certification is classified as: *Mark "P" if Professional; "S" if Standard; "B" if Basic; Place an "I" before the abbreviation if the certificate is interim , e.g. "IP, IS or IB"*
 - b. I am a certified teacher with the Independent School Branch of the BC Ministry of Education. *Mark "T" if Temporary; "P" if Permanent*
 - c. I am a certified teacher with the Independent School Branch of the BC Ministry of Education with restrictions to only teach the following subjects (*please indicate which subjects*):
 - d. I am presently applying for certification with, (indicate what type of certification you are applying for):

4. I agree with the philosophy of education as outlined on the OnlineSchool.ca website, specifically in reference to Home Schooling, the God-ordained responsibility of the parent and the role of the teacher in the life of the student and family. ^{See the Endnote III}
 - a. I will always speak and act in a manner consistent with this philosophy education toward those within and without the school.
 - b. I will always speak and act in a supportive manner of HCOS, its leadership, staff, families and students both within and without the school.

5. I understand the follow responsibilities as they pertain to my specific assignments with Heritage Christian Online School.
 - a. General Administrative Duties include:
 - i. Stay in frequent communication with the Administrative Office of HCOS through email and phone communication when necessary. This would include a quick response (1 to 2 working days) to communication coming from the Office or Administration Staff of HCOS.
 - ii. Follow the communication protocols as outlined by HCOS administration and policies.
 - iii. Give advanced notice if for any reason I am unable to complete my duties for a specific period of time (i.e. travel plans, health issues, etc.)
 - iv. Attend, if necessary at my own expense, any staff meetings, inspections, conferences as required by the HCOS Administration. (Note: this will require traveling to the HCOS offices in Kelowna at least 2 to 3 times per school year. When financially able, HCOS will help with the expenses.)
 - v. Take on any assigned general school duties such as course and policy development, website, forum, newsletter articles, online course enhancement, phoning, etc.
 - vi. Maintain my own computer equipment, office and communication equipment and internet connection to reasonably current standards. (I understand that HCOS will from time to time make available hardware and software. Hardware and Software should be within 3 years of current standards.) All teachers are required to have a phone answering machine.
 - b. I understand that my teaching responsibilities as a Homeroom or Individualized Teacher include:
 - i. Stay in frequent contact with my parents and students. I understand that the school expects me to be in contact with each of my students or parents on a weekly basis via email, phone or fax. If I am unable to make contact with a family for more than two weeks I will notify the HCOS office. (If arrangements are made ahead of time, then this communication is not necessary; instead a simple notification is all that is needed.)
 - ii. Answer my student/family emails, phone messages and faxes in a timely manner as outlined by the HCOS communication protocol and policy.
Endnote IV
 - iii. Creation and tracking of a Student Learning Plan for each student's core subjects and electives that coincide with the BC Educational Plan and BC Learning Outcomes (Fine Arts, Phys. Ed, Applied Skills and CAPP follow the HCOS's outcomes). This will be done through the school's administration program.
 - iv. Instruction and assessment for each student in their core subjects and electives to HCOS standards based upon the BC Educational Plan and BC Learning Outcomes. This is accomplished through weekly contact and

Student Portfolios sent three times a year with learning samples for each subject and courses. I will prepare a year-end report card for each student following the HCOS protocols.

- v. Serve as an advisor to families and students on issues of HCOS standards, the BC Educational Plan and BC Learning Outcomes. Where issues of advice are beyond my ability to respond then I will refer the questions, parent or student on to the HCOS administration or consultants.
 - vi. I agree to any other reasonable requests from the HCOS administration that would be deemed normal management and relational responsibilities between a teacher and their parents or students.
- c. I understand that my teaching responsibilities as an Online Course Teacher include:
- i. Frequent contact between me and my students that follow the HCOS communication policy and specifically points #6 and #7 of the policy document for purposes of instruction and advice within the course being taught.
 - 1. I will participate in the Online Course forums associated with my courses. I will monitor and participate in these forums and ensure that it follows the HCOS communication policy standards.
 - 2. Bitwise Chat room protocols also fit within the guidelines of point #1 of the HCOS communication policy. I am responsible to monitor communication within the group discussion. I am available for chat communication with my students to answer question and give instruction or special help during two separate hours of each week. If I cannot make the scheduled time I will email my students that I will be away at that time or post any news item within my course menu.
 - ii. I will mark the student's work within a timely manner. In most cases I will work towards a two week turn-around for any marking and will return the marked papers to the students for instructional purposes. I will follow the HCOS standards, BC Educational Plan and BC Learning Outcomes for such marking and assessment. I will prepare a year-end report card for each student following the HCOS protocols.
 - iii. I will familiarize myself with the Online Courses I am teaching and I commit to suggesting and, where possible, making revisions to the Online School Courses where I deem necessary to enhance the education of the HCOS students.
 - iv. I agree to any other reasonable requests from the HCOS administration that would be deemed normal management and relational responsibilities between a teacher and their parents or students.
6. If at any point I am unable to meet the terms of this contract I will notify the HCOS Superintendent immediately.
7. I understand that my remuneration from HCOS will be given in 10 monthly installments beginning Sept. 30 and concluding June 30th based upon the following calculations. These amounts are calculated at the time of this contract and are subject to change dependent upon student enrolment and Online Course sign up:

| «M_1st_Name» «Last_Name»'s Teacher Remuneration for 2004/2005 | | |
|---|---------------------------------------|---------|
| Home Room Teachers Responsibilities | | Amounts |
| Base Homeroom Teacher | \$1000 per student before adjustments | |
| Kindergarten Students | -\$500 for ½ the student funding | |
| Online Courses Taken | -\$200 per Online Course taken | |
| # of Fully Online Students | \$200 per fully Online Student | |
| # of Students in Grades 10-12 | \$200 per Student in the Grad Program | |
| Phone Allowance | \$10 per Homeroom Student | |
| Total Amount for Homeroom Teacher Responsibilities | | |
| Online Course Teaching Responsibilities | | |
| # of Courses Assigned | \$300 per Course being taught | |
| # of Seats (Students) | \$200 per Seat in a Course | |
| Total Amount for Online Course Teaching Responsibilities | | |
| Other Advance Funds (such as Computer, etc) | | |
| Total Annual Amount for All Teaching Responsibilities | | |
| Total Monthly Amount for All Teaching Responsibilities | | |

I herby agree and enter into formal contract as a teacher with Heritage Christian Online School.

Signed: _____ Date: _____

HCOS Superintendent Signed: _____ Date: _____

¹ The Evangelical Fellowship of Canada believes:

- The Holy Scriptures as originally given by God are divinely inspired, infallible, entirely trustworthy, and constitute the only supreme authority in all matters of faith and conduct.
- There is one God, eternally existent in three persons: Father, Son and Holy Spirit.
- Our Lord Jesus Christ is God manifest in the flesh; we affirm his virgin birth, sinless humanity, divine miracles, vicarious and atoning death, bodily resurrection, ascension, ongoing mediatorial work, and personal return in power and glory.
- The salvation of lost and sinful humanity is possible only through the merits of the shed blood of the Lord Jesus Christ, received by faith apart from works, and is characterized by regeneration by the Holy Spirit.
- The Holy Spirit enables believers to live a holy life, to witness and work for the Lord Jesus Christ.
- The Church, the body of Christ, consists of all true believers.
- Ultimately God will judge the living and the dead, those who are saved unto the resurrection of life, those who are lost unto the resurrection of damnation.

II Kelowna Christian Center Statement of Faith

1. We believe in the Bible to be the only infallible authoritative Word of God inspired by the Holy Spirit;
2. We believe that there is one God, eternally existent in three persons: God the Father, God the Son and God the Holy Ghost;
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His Bodily resurrection, in His ascension to the right hand of the Father, and in the blessed hope of His personal, visible and imminent return to this earth to receive to Himself His blood-bought Church, that it may be with Him forever;
4. We believe that the only means of being cleansed from sins is through repentance and faith in the precious blood of Christ;
5. We believe that the redemptive work of Christ on the cross provides healing of the human spirit and soul and body in answer to believing prayer;
6. We believe in the empowering of the believer by baptism with the Holy Spirit according to Acts 2:4, for the believer who asks for it, with the initial sign of speaking in tongues, as the Spirit gives utterance.
7. We believe in the resurrection of both the saved and the lost, the one to Everlasting life and the other to everlasting damnation;
8. We believe in the present day ministry of the Holy Spirit; in the indwelling of the Holy Spirit within each believer from the moment of spiritual rebirth; in the nine Gifts of the Holy Spirit as available to all Spirit-filled believers;
9. We believe in the spiritual unity of all believers in Christ
10. We believe that the recreation by the Holy Spirit is absolutely essential for personal salvation;
11. We believe in intensive world Evangelism and missionary work in accordance with the great commission with signs following (Matthew 28:18-20; Mark 16:15-18).

III From our Brochure

Heritage Christian Online School has been distinctly called to serve and support the home educator. Our Administration, Teachers and Support Staff are all devoted evangelical Christians. Our courses and curriculum will always lead and educate the home learner to a Christian Worldview and Perspective. We believe strongly in the integration of Biblical Truth in and through every discipline of learning. We take seriously the command of our Lord Jesus Christ to “go therefore and make disciples of all the nations ...teaching them to observe all that I have commanded you...” We believe it is important to provide qualified educators to support our families. Nevertheless, we also believe that the stewardship and the ultimate responsibility of caring for and educating our children rests with the parent.

We have been serving BC’s Christian Students for 17 years. We are a Group One School under the Independent School Branch of the Ministry of Education for Grades K to 12 and are authorized to grant the BC Dogwood Graduation Certificate upon completion of Grade 12.

We understand that our students learn best when their education is tailored to their interests, abilities, and needs. Every home educating family’s needs are different thus we have three design options to celebrate those differences. Being a Ministry funded program, we are accountable to the Provincial Learning Outcomes (PLO’s), but we offer a flexible approach maintaining your educational philosophy while meeting the PLO’s in a way that suits your family’s method of learning.

IV **Communication Policy:** HCOS will make every effort to meet the following protocols in their communication to parents and students as well as between other HCOS staff and administration:

1. Communicate in a positive, polite and supportive manner always keeping in mind the Christian nature of our school, its staff and families.
 - 1.1. In cases where the communication may reflect frustration or conflict then the HCOS staff are advised to include their administration or fellow staff person in the communication.
 - 1.2. This does not preclude communication that may be corrective in nature as a teacher often needs to correct a student. It does mean that such communication will be done respectfully and with positive reinforcement.
2. The school’s preference for communication is first email, then phone or fax.
 - 2.1. It should be noted that this is a preference only. If at any time a parent or student cannot make contact via email for technological reasons or for the necessity of clarity that comes with direct voice-to-voice communication, the HCOS staff will indicate an appropriate time to speak on the telephone. If the staff cannot be reached directly then contact will be arranged through the HCOS office.
 - 2.2. It is understood that the HCOS staff receives a telephone allowance for each student or if no allowance is arranged then the staff will be reimbursed for any long distance charges associated with HCOS business.

-
- 2.3. All HCOS staff are responsible to manage their email in an organized fashion within their email program. HCOS will supply all staff with MS Outlook for Windows and will support this program.
 - 2.4. All email messages sent to an Onlineschool.ca address and all outgoing messages are cc: to archives@onlineschool.ca. This archive is for backup purposes primarily but can also be used to verify that the HCOS communication policies are being adhered to.
 - 2.5. All HCOS staff will confine their email communication to their Onlineschool.ca email address and not use private email addresses for school business. If confidentiality is an issue then the preferred mode of communication should be made through phone contact, not email.
3. One day turn around in all communication with the exception of weekends and holidays where the time line will extend to the next working day.
 - 3.1. Each staff will have an expressed time in a day where they commit to download their email. If they haven't communicated a different time then that time will be 4:00 p.m.
 - 3.2. All emails, phone messages and faxes sent before the deadline the day before need to be answered by 4:00 p.m. the next day or the communicated deadline time.
 - 3.3. If an email, phone message or fax arrives after 4:00 p.m. (example: the email was sent at 5:30 p.m. on Tuesday) then the staff person is not responsible to return that specific email until the day after the next deadline. (Example: the staff must answer the above email by 4:00 p.m. Thursday.)
 - 3.4. If an HCOS staff can answer the communication sooner the quicker response is always encouraged.
 - 3.5. HCOS staff, parents and students should avoid the use of urgent markers in email (Importance: High !) unless the issue is truly urgent or time sensitive.
 - 3.6. A returned message does not mean that the issue is necessarily resolved within the timeline; it only means that communication has been returned. In the cases of marking papers, sending materials, and resolving tech support, the communication will try to specify projected time lines for resolution.
 4. In the case of extended time away from school responsibilities for travel, conferences, or health issues the staff person will communicate to both the HCOS administration first for authorization and then their families and students.
 - 4.1. If necessary the school will provide a "substitute teacher" who will take up the communication responsibilities.
 - 4.2. It is understood that in the case of emergencies grace will be extended to the staff. The HCOS staff should make all efforts to communicate with the office or have someone who can communicate on their behalf. In such cases the HCOS office will notify the families and students of the break in communication.
 5. In the case where communication is not being followed through in a timely manner as outlined in the previous points the parent or student should notify the HCOS office that they have not had a timely communication from their teacher.
 - 5.1. Initially this contact should be for the purposes of reestablishing communication and resolving the particular communication need.
 - 5.2. If after the first contact with the HCOS office is made and the communication issue is not resolved then the parent or student should make a formal complaint directly to the school administrator through the HCOS office.
 6. The Online Courses have forums associated with each class. These are monitored by the teacher and the same rules apply to these forums as per an email.
 - 6.1. Teachers should set up each forum so that they receive email notification when a student makes a post.
 - 6.2. Teachers are responsible to check their student's contributions to the forum and ensure that they meet the appropriate communication standards as outlined in point #1 of this document.
 7. Bitwise Chat room protocols should also fit within the guidelines of point #1 of this document. The teacher is responsible to monitor communication within their group discussion.
 - 7.1. Online class teachers will communicate that they are available for chat communication with their students during two separate hours of the week to answer question and give instruction or special help.
 - 7.2. If a teacher cannot make the scheduled time they will email their students that they will be away at that time or post an news item within their course menu.