

# Teaching Guidelines

## 3yr olds - 8th grade classes

- 12 weeks
- 5th-8th can be 16 weeks
- Ensure homework is listed on the class description so we can put it on the website.
- Encouraged to participate in the closing program (table presentation or performance)

## 9th - 12th grade classes

### CORE subjects (but not limited to)

- MUST be 16 weeks
- MUST provide syllabus, grade cards, and homework
- students will receive credit for the class
- Will NOT allow below grade level without teacher approval

### Elective classes

- 16 weeks
- To receive full 4 volunteer credit hours, must provide syllabus, homework, and grade cards: if not providing the above mentioned, class will count as 3 volunteer credit hours
- students MAY not receive enough class or homework time to for these classes to get full credits. (may be enough for a  $\frac{1}{4}$  or  $\frac{1}{2}$  credit, choice is yours)

### \*High School Exception\*

#### 12 weeks versus 16 weeks

- If the majority of the grades included in the class description are 9th - 12th grade, the class MUST be 16 weeks.
- If the majority of the grades included in the class description are grammar/middle school grades, the class can be either 12 or 16 weeks.

#### Examples:

##### **7th - 12th grade class = 16 weeks**

- Example: there are 4 high school classes (9, 10, 11, & 12) and 2 middle school (7 and 8th) classes this class would need to be taught as a 16 week class.

##### **5th - 12th grade class = 12 or 16 weeks**

- Example: there are equal amounts of both grades (9, 10, 11, & 12) and (5, 6, 7, & 8) the class can be either a 12 week or a 16 week class; Which ever the teacher desires.

##### **5th - 10th grade class = 12 or 16 weeks**

- Example: due to it having the high school (9 & 10) in the class description it can be a 16 week class if the teacher desires, but because the majority of the grades being taught are grammar/middle school classes (5, 6, 7, & 8) this class can also be taught for 12 weeks.