

SATURDAY SCHOOL
FOR SCHOLARS AND LEADERS

College of Education

One Park Place, Suite 821
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Teacher Policies for Saturday School for Scholars and Leaders

Included is a list of salient points regarding the logistics of our program. **Please review** all points and return the signed Teacher Agreement form on the last page.

- Saturday School sessions consist of **Five Saturdays**. For Fall and Spring sessions we offer two class times, **Morning (9-12pm)** and **Afternoon (1-4pm)**. Summer sessions consist of four Saturdays and only have morning class times. Day camps are for duration of one week and the time is to be determined.
- **If you cannot teach one Saturday** due to an emergency, **you** must arrange for your own qualified substitute. You can negotiate a portion of your salary, since no allowance for substitute pay has been made in our budget. Substitutes are discouraged; however, if you must have a substitute, please inform Saturday School staff no later than **one week** prior to the missed day. This way we will be able to offer extra assistance and contact the sub in case of an emergency. The chosen substitute will abide by all Saturday School policies.
- **If you cannot teach the duration of the Saturday School session** you will not be reimbursed for your time or materials purchased. When agreeing to teach for Saturday School you are agreeing to teach for the complete session. Salary is based on a complete session and Saturday School will not pay for incomplete sessions. If a material fee has been collected from parents the fee must be returned in full to the parents.
- **For new teachers**, it is highly recommended that you make arrangements with us prior to the beginning of the session to **visit the campus** to see the various classroom configurations, locations and teaching aides that are available to you. *Classrooms are booked months in advanced so make your requirements known as early as possible.*
- All classrooms are equipped with a teacher computer, projector, internet connection and DVD/VHS player. Computer labs are available upon request. **GSU requires a minimum of three weeks notice for software to be installed in the computer labs.**
- Our dress code is conservative, comfortable and casual. Remember, you're working with children. We trust your judgment.
- Room lists showing **the location of your classroom** will be available on our website or at the Saturday School Reception Desk. Your room number will also be located on your Teacher Folder which you will pick up each week at the reception desk.
- **A Teacher Folder will be created for your class.** Your Teacher Folder is to be picked up at the Saturday School Reception Desk located on the 2nd floor lobby of Classroom South each Saturday. At check in each week you will receive your Teacher Folder containing your roster/attendance sheet, student information, and any other communications. At the end of each day you will turn this folder in. Checking in and out at Classroom South is **mandatory**.
- Students and parents will be requested to go directly to classrooms to sign in. Please ensure that you be at the Classroom South Building reception area **at least 30 minutes before the scheduled start of class. You will be required to sign in at the reception desk.** Any teacher who doesn't arrive 30 minutes prior to the start of the class and is not ready in their class 15 minutes prior to the schedule will be docked \$25 from their salary for each occurrence.
- **Teachers may park in the G-Deck for free.** Please notify the parking attendant that you are with Saturday School.

- In order to ensure the safety of students, **students will be dropped off and picked up inside the classroom.** Parents/Guardians are required to sign their child in and out for each Saturday. Please speak to parents on the first day to make sure they are aware of this and if there is anyone with which the child should not leave.
- Parents have been asked to pick their student up at the classroom promptly at the scheduled end of class. However, parents are sometimes late so **please plan to wait with students for at least 10 minutes.** If you should have any students uncollected after 10 minutes please take them to the Reception Desk and notify a Saturday School staff member.
- Please prepare an outline of subject matter you plan to cover over the five weeks (lesson plan in brief). **It is mandatory to provide us with a copy of this plan.** Also, distribute this plan to parents on the first day of classes.
- **Do not take students to other locations** unless Saturday School staff is notified.
- **Students are not allowed to change classes** without the approval of Saturday School. If a class change is requested by parents, please refer them to the Reception Desk. Only Saturday School staff can add or remove a student from the roster.
- **We document student social behavioral problems.** Teachers are here to teach. Students are here to learn. Parents pay for instructional time. Student Discipline sheets can be found in your Teacher Folder. In the event of an incident, notify a Staff member, fill out the Discipline sheet and talk with the parent. We work on a two strikes and you're out policy.
- Break time can be chaotic; please use your best judgment regarding the closest and/or less crowded facility. We recommend students **do not use the vending machines.** If students lose money in any of the machines, **we are unable to provide reimbursement.** Teachers are required to monitor students during break time and all class time.
- **Students are to be escorted to the bathroom.** GSU is an open facility and this is therefore required for student safety. Designating bathroom breaks works efficiently with the students. This allows the teacher to take all students at once as they would in a traditional classroom environment. Saturday School Staff will be available for assistance.
- **Copies of all class material** can be made by Saturday School (within reason) without charge. **Please provide the material before the day of class.** Requests can be made by email.
- **Each class will be given a Basic Materials Box.** The box includes: paper, pencils, pens, construction paper, markers, crayons, scissors & glue. Each teacher is also given up to **\$75 in purchases for their class per session.** Any amount over the allotted amount is the teacher's responsibility.
- **Saturday School will compensate up to \$75.00 of your purchases.** GSU will not reimburse without the receipts. Receipts must reflect only Saturday School items (no personal items). **Items which are purchased for the Saturday School program which are not consumed during the course and for which a teacher is reimbursed become the property of the Saturday School for Scholars and Leaders program. These items must be placed in the teacher box for each class.** Place receipts in the Reimbursement envelope in your Teacher Folder. The compensation for the expenses will be reflected in your pay (subject to income taxes), which you will receive approximately one month after the conclusion of the session. **There are supplies such as markers, crayons, scissors, colored paper, etc. that can be made available upon request. Request early so if we are unable to provide, you will have to purchase them.**
- Classes with material requirements that exceed the \$75.00 material reimbursement may require that students pay a **Student Material Fee.** This fee requirement must be indicated when submitting the teacher application. The fee may not exceed **\$10** per student. Material Fee payments must be made by check only with the check made payable to GSU. Material fee payments will be deposited in the Saturday School account and paid out in reimbursements to teachers. Teachers are responsible for collecting the payments from parents and giving them to the Saturday School staff. Checks made payable to the teacher will not be accepted. To be eligible to receive the student material fees

reimbursement, you will have to submit receipts for materials purchased. You will be reimbursed only up to the amount of submitted receipts and up to the amount parents have paid that session. Receipts must be dated no earlier than one week prior to the beginning of the session and no later than the last day of the session. Receipts submitted must be for materials used in the current session's class. Remember, that materials and equipment for which you are reimbursed and are not consumed during the course, are the property of the Saturday School program and must be left in your class box at the end of the session. As per our regular policy, material fee reimbursements will be added to your pay. Remember, adding a materials fee to your class increases the cost of the class to parents and may discourage parents from signing up for your course.

- **Saturday School tee shirts** may be available for purchase at the Saturday School Reception Desk in Classroom South.
- **Open House** is held for the final 30-45 minutes of the last class in the session in order to showcase student learning to parents and friends. Please make the necessary and appropriate arrangements. An Open House form will be placed in your folder on the 4th Saturday of the session. Please fill this form out and return it to the Saturday School Reception Desk.
- At the end of the session:
 - We will provide **Teacher Report Forms** for each student. These will be provided on the 4th Saturday. Please plan to fill them out and give them to parents on the 5th Saturday along with the certificates.
 - You will also be asked to turn in three types of **Evaluations**: parent, student and teacher. You will be responsible for handing out and securing the completed evaluations from students and parents on the final Saturday.
- **Teacher's payment is made through the GSU Payroll Office. It is a requirement that individuals, who have not worked with Saturday School within the last year, visit the Payroll Office in person to complete New Employee forms.** The office is located on the 3rd Floor, One Park Place, South Building. (8:30am-5:00pm, Mon-Fri, tel. # 404-651-2380). Delays in completing the forms properly will certainly lead to delays in payments being made.
- Compensation for teaching the session will be **\$750.00**. If you teach both morning and afternoon your compensation for teaching the session will be **\$1500.00**. Pay will be received approximately one month after the conclusion of the session.
- **Directions, campus map, and the Room List** of class locations will be available on our website.

Finally, **please sign and return the agreement form** to acknowledge that you have read all the requirements and agree to teach the class accordingly.

We look forward to working with you this session. Thanks for all of your hard work. You are the reason Saturday School is so successful.

Sincerely,
John E. Kesner, Ph.D.
Executive Director

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Teacher Agreement Form

I, _____, hereby agree to teach for Saturday School for Scholars and Leaders for the _____ session. I understand and will comply with all rules and regulations of the program.

Teacher Signature:

Date: