

# **POLICIES & PROCEDURES FOR INSTRUCTORS TANQUE VERDE YOUTH PROGRAMS**

Tanque Verde Youth Programs is run by the Tanque Verde Unified School District. Individual class instructors are TVUSD contract employees and must adhere to the Policies and Procedures laid out in this document.

1. Request To Teach Forms
  - a. Instructors must submit the Request to Teach form by the due dates indicated on the Master Calendar.
  - b. Late forms will not be included in the printed catalog that is distributed to students, but potentially can still be added in the online store.
  
2. Instructor Pay
  - a. Instructor sets the registration fee.
  - b. Instructors will receive 75% of the registration fees.
  - c. Materials cost must be included in your registration fee.
  - d. Instructors must submit completed W-9 in order to be paid (district employees exempt).
  - e. Instructors and assistants must submit a copy of Fingerprint Clearance Cards with Request to Teach form (TVUSD employees exempt). In the case of a business that hires instructors to teach on behalf of their organization, a Fingerprint Clearance Card for any person working with the children must be submitted.
  - f. TVYP Coordinator will submit your request for payment from the district after two weeks of classes have completed.
    - i. There is a lag of approximately 2 weeks until you receive your check in the mail.
    - ii. TVUSD employees' pay will be added to your next payroll check.
  
3. Registration
  - a. Instructors set the minimum number of students – must be 5 students or less
  - b. Instructors set the maximum number of students – 2 instructors are required for more than 20 students.
  - c. Instructors will receive a class list with emergency contacts for each student a minimum of one day before the class starts.
  - d. Classes may be cancelled due to lack of enrollment (your set minimum) and you will be contacted via email and given that option no less than 3 days in advance.
  - e. Students register through the district website [www.TanqueVerdeSchools.org](http://www.TanqueVerdeSchools.org) and pay online.
  - f. Late registration
    - i. A paper registration form (found on our website) must be submitted to the office by the end of the second week of classes.
    - ii. No registrations will be accepted after the second week of classes.
    - iii. Registration form must be accompanied by a check made out to Tanque Verde Unified School District in an envelope labeled Tanque Verde Youth Programs
    - iv. There are no prorated rates for late registrations.
  
4. Student Refunds
  - a. If a student would like to withdraw from your class, they must contact the TVYP Coordinator before the end of the second week.

- b. Refunds cannot be made unless the parent contacts the TVYP Coordinator before the end of the second week – instructors cannot request a refund on behalf of the student.
- c. No refund requests will be granted after the second week of classes is complete.
- d. During Summer Programs, refunds cannot be granted after the start of the second class.

#### 5. Attendance

- a. Upon arrival at the school, instructors will check in with the registrar and show her your registration list and ask if there are any absences or early pickups.
- b. Instructors will take attendance within the first 5 minutes of class. If there are any students missing:
  - i. Call the office and request an announcement be made on the PA for that student to report to your location.
    - 1. Agua Caliente Elementary School (520) 749-2235
    - 2. Tanque Verde Elementary School (520) 749-4244
    - 3. Emily Gray Junior High (520) 749-3838
    - 4. Tanque Verde High School (520) 760-0801
  - ii. Ask the office staff to call the bus depot to see if that student accidentally got on a bus. The driver can bring them back to school.
  - iii. Call parents/emergency contacts if the student is not located.

#### 6. Student Supervision

- a. Students (K-12) must be supervised at all times. This includes before class and after class.
- b. Instructors need to be in the classroom or area where class is taking place by at least 10 minutes before the start. During the school year this is 2:30 (1:10 on Wednesdays) at the elementary level to supervise before class starts.
- c. Instructors must wait with all children until they have been picked up after class, and never leave students unattended during class.
- d. Junior High & High School classes should be adjusted accordingly for their release times – see district web site for school bell schedules.

#### 7. Punctuality

- a. It is important that you are not late to teach class or cancel at the last minute.
- b. The TVYP Coordinator will evaluate each instructor's performance during each quarter and or semester & if he/she feels that an instructor has not met the requirements to teach classes, that instructor will not be invited to return.

#### 8. Absence

- a. In case of emergency or illness, it is your responsibility to either get a substitute to teach the class or make the calls and/or emails to parents to let them know.
- b. If notifying of a class cancellation the day the class is supposed to be held, an email is not appropriate – personal phone calls must be made to ensure students will be picked up after school.
- c. You must also advise the school office & TVYP Coordinator. We will notify teachers not to send students to your class.
  - i. TVYP Coordinator (520) 909-8718
  - ii. Tanque Verde Elementary School (520) 749-4244
  - iii. Agua Caliente Elementary School (520) 749-2235
  - iv. Emily Gray Junior High (520) 749-3838
  - v. Tanque Verde High School (520) 760-0801
- d. Every effort to schedule a makeup class for the cancelled class is required.
  - i. Notify the TVYP Coordinator and office staff

ii. Notify the parents of agreed-upon makeup date/time.

9. Printed Media

- a. All media for classes will be created and distributed by the TVYP Coordinator.
- b. If you want to have your class advertised online, please email pictures & descriptions to TVYP Coordinator at YouthPrograms@tanq.org.
- c. No individual class flyers will be sent home with students.

10. Facilities Use

- a. TVYP classes do not pay for facilities use.
- b. Classes will be arranged on a first come first served basis.
- c. Room use will be coordinated through TVYP Coordinator and the school offices.
- d. Rooms must be left clean and undisturbed.
- e. Students in your class should not touch or handle items around the room.
- f. Instructor must be present in the room or space at all times.
- g. Students should never be left alone on TVUSD campuses.

11. TVYP Coordinator Contact

- a. The preferred method of contacting the TVYP Coordinator is via email at YouthPrograms@tanq.org (smart phones ensure this method is just as timely as a phone call)
- b. If you have an emergency, please contact (520)909-8718

12. Agreement

- a. By signing the Request to Teach form you are agreeing that you understand & agree to abide with these Policies & Procedures.