

Lowell Learns Class Leader Expectation Sheet Agreement

I (Name) _____

Agree to abide by the Lowell Learns Class Leader Expectations.

Lowell Learns Teachers & Class Leaders will be expected to:

- Present themselves in a professional manner at all times while they are representing Lowell Learns.
- Read and Sign the *Lowell Learns Class Leader Expectations Agreement*.
- Read and Sign the *Safe Church Policy Outline Agreement*.
- All teachers AND substitutes need to have a completed CORI application on file with the office (Available at www.LowellLearns.com/Forms)
- Be on time and prepared for each lesson
- Notify Janet and John Hanson of any absences & get approval for any substitute teachers. ***This is a requirement. Substitute teachers who have not been approved may not conduct lessons.***
- Have substitute teachers fill out a *Substitute Contact & Expectations Agreement Form*
- Provide a written schedule with available lesson times if applicable.
- Each student will need to sign in to each lesson (private instruction only).
- Each teacher will be responsible for having each participant in their class(es) or lesson(s) fill out a Lowell Learns permission and contact form.
- Attend and participate in Lowell Learns required teacher meetings.
- Ensure all forms and documentation reach Janet so that they can be filed.

Signature: _____

Date: ____/____/____