



Four Valleys Community School, Inc.
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Guidelines for Instructing with FVCS

We are pleased to have you as one of our instructors. In order to run a smooth, safe program a few guidelines and rules are necessary. Please familiarize yourself and your students with these rules.

General Guidelines

- **Please arrive 15 minutes prior to the time your activity is scheduled to begin.**
Stop by the FVCS office and pick up your attendance sheet and remind the FVCS Staff of any special needs your class may have (audio/visual equipment, special set-up or clean-up requirements, etc.).
- **It is your responsibility to ensure the room is left as it was found.** (Take a picture if necessary.)
The teacher's desk, children's desks and personal classroom items should be left untouched. Please do not erase things on the dry erase board when you arrive. Please do erase the dry erase board if used for your class and return all chair and tables to their original location. If you need materials, contact the FVCS office. **Please do not borrow any materials from the classroom.**
- **You are responsible for the behavior of those attending your class.**
If a problem should arise with a participant's personal conduct, contact the FVCS staff person on duty for assistance.
- **If you should ever need to cancel a class, notify FVCS staff as soon as possible.** We must know if you cannot instruct on any given day. FVCS staff will notify students of cancellation via e-mail and phone calls. You are also responsible to contact the FVCS office to arrange make-up dates.
- **Familiarize yourself with emergency procedures** by reviewing the fire exit maps posted in each Girdwood School room for location of wall fire alarms and exits. Should the fire alarm sound, facilitate getting all of your students calmly out to the school playground area and meet the FVCS staff person there. For classes at other facilities; use sound judgment; exit and meet outside as necessary.
- **If an accident should occur, notify the FVCS staff immediately.** A first aid kit and phone with emergency listings is available in the FVCS office.
- **For classes held at Girdwood School, enter and exit through the front main hallway entrance,** except in emergencies.
- **No eating or drinking** unless arranged previously with the FVCS staff. The Library and Music room are especially prone to damage from food, coffee and other drinks. Allergies to peanuts and sesame are another reason to not provide snacks with these items to your students.
- **Please use the restrooms** in the main hallway near the FVCS office.

- **If you need to use gym equipment for a class outside** of the gym, please check it out through FVCS office.
- **Students must remain in room designated for class** – do not allow them to roam school or throughout other facilities.
- **Proof of insurance** – In some cases, instructors will be required to provide proof of insurance. This includes instructors who operate as “contractors”, or provide instruction in their personal home &/or business or those who provide transportation of students. If you are a paid instructor teaching a high-risk class, it is suggested that you review your risk and insurance needs with your insurance agent.
- **Instructor Payment Policy** – It is the policy of the FVCS Board of Directors to utilize volunteer instructors whenever possible. Classes that have paid instructors must work out rates with the Executive Director. Paid instructors must fill out W-4 and I-9 forms prior to teaching. A W-9 and proof of business insurance may be submitted by those wishing to be employed as contractors. FVCS earnings will be reported to the Internal Revenue Service, as required by law.

Code of Conduct during FVCS Classes

As the instructor it is your responsibility to remind students of proper behavior and expected conduct during a class. If a problem does arise with a student, please contact a FVCS staff member immediately.

- **Remind school-age students that they need to follow** the same rules that they would during school:
 - * Keep hands, feet, and all objects to oneself.
 - * Use appropriate language and a polite voice.
 - * Treat people and property with respect.
 - * Act safely
- **Poor sportsmanship will not be tolerated.** FVCS class participants are expected to treat other participants and the instructor with respect. Derogatory language, rude behavior, or any other conduct that interferes with others’ enjoyment of the class may be grounds for removal from the class, practice, or game.

Classes Involving Children Guidelines

- **Instructors teaching classes to students under the age of 18 must undergo a background check.**
- **All FVCS activities involving children require “on the spot”, continuous adult supervision.**
- For after school classes, children must exit the building and then come back in for their classes.
- Please ensure all children remain in the assigned area and that all have secured rides or are walking home before releasing them at the end of the activity. Contact the FVCS staff if a child must wait for a ride for an extended period of time.
- **Students are the responsibility of the instructor for the duration of the scheduled class time. Please do not dismiss a class early.**
- Only students enrolled in class should be participating in class, please check your roster and take attendance each time.
- After class, remain on-site until all students have been picked-up. If a student has not been picked up and the instructor needs to leave, please bring that student to the FVCS office for FVCS staff to supervise.

- For classes taking place offsite (not at Girdwood School), instructors must review the “Policies and Procedures for Classes Taking Place Offsite and Outdoors.”

Girdwood School Gym use Guidelines

- Children are not allowed in the equipment room.
- Any equipment used during a class is the instructor’s responsibility. Please make sure everything is returned to its proper place and the equipment room is clean and orderly.
- Students are not to be hanging off of basketball nets.
- Anyone using the gym must wear non-marking gym shoes.
- Equipment must remain in gym (no balls in hallway).
- No food or drink (except for water) in the gym.

Meadows Community Center (MCC) use Guidelines

Please contact the FVCS office at 742-5317 *before the date* of class for access information.

- No food or drinks are permitted, unless prior permission granted. Water bottles are OK. Kitchen use must be approved in advance.
- Turn the thermometer timer on for ~ 2hours (leave temperature setting as is).
- Do not move or use furniture or equipment without prior permission (return to original place if used).
- Do not attach anything to walls or tables.
- Activities and children must be supervised at all times.
- Be sure the “French doors” downstairs are fully pulled shut and locked. Lock the upper door upon leaving (secure building).

Girdwood Community Room (GCR) use Guidelines

Please contact the FVCS office at 742-5317 *before the date* of class for access information.

- For classes that take place when public library is not open, you can tell folks to use the side door (that has “Do Not Use” sign) rather than keeping the main doors open, in order to keep random folks from coming in to foyer when the library is closed.
- Do not move or use furniture or equipment without prior permission (return to original place if used).
- Clean up any mess and vacuum carpet, especially the runners, after your class. Vacuum is in the closet to right of the refrigerator.
- When leaving, make sure all doors are locked and lights are turned off.