



JMJ Tampa Bay, Inc.

Catholic Homeschool Support Group

Established 2005

Teacher Expectation Letter

Dear Teacher,

We are excited that you are considering or have accepted to teach the children of JMJ Tampa Bay Homeschool Group! This letter serves to clarify expectations and guidelines, ensuring a smooth school year for educators and families within the JMJ Tampa Bay community. If you have any questions or would like further information about a particular section, feel free to ask! The Service Council can best be reached by emailing: ServiceCouncil@jmjtampabay.com.

Who is JMJ Tampa Bay?

The main purpose of JMJ is to provide support for homeschooling mothers and aid them in their effort to fulfill their vocation as Catholic wives and mothers. At the same time, we provide support and social opportunities to their families and come together as a Catholic community. This is done through the different activities offered to the group. [Excerpt from the JMJ Tampa Bay by-laws.]

Teacher Qualifications:

- Teachers must complete fingerprint-based background screening and Safe Environment Program training through the Diocese of St. Petersburg. This is renewed every 5 years. Reimbursement available by request.
 - <https://www.dosp.org/safe-environment/fingerprint-based-background-screening/> - \$50
 - <https://www.dosp.org/safe-environment/sep-certification/> - No cost.
- For each class, provide a name, description, minimum/maximum # of students, price per class, supply fee, materials students need [ie - textbooks, school supplies, specific apparel, etc], how checks should be made out, and any electronic payment options.
- Because our Catholic identity is at the heart of who we are, we ask that you keep this in mind when teaching your lessons. Teachers agree to not share information that is contrary to the teachings of the Roman Catholic Church, under the Bishop of Rome, Pope Leo XIV. Non-Catholics are warmly welcome, and all members must respect our Catholic teachings and traditions.

Communication:

- For every class, there is a Class Dashboard on the website that includes your roster - if there is a “medical kit” icon, click to see medical information. Teachers can access theirs by clicking on “Classes” at the top of the webpage or the graduation cap icon on a cell phone. Our website is “cell phone friendly!”
- Weekly communication through your “Class Forum” to parents regarding class activities is preferred. Parents are excited that their children are learning new things and like to be kept aware of what’s being taught in the classroom.
- If there is classwork/homework:
 - A syllabus should be provided at the start of the year, detailing assignments and evaluation methods. This can be added to the JMJ website.
 - Work should be graded or provide answer sheets to the parents for anything the students are assigned to complete at home.

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Classrooms:

- Classes are 50 minutes long and start on the hour.
 - Start on time. Arrive at least 10 minutes before your class. Plan ahead for traffic.
 - End on time. Please be respectful of a teacher's time who is teaching after you and needs to set up. Ending on time is also important for students that have back-to-back classes and may need to stretch and visit the restroom.
- Maintain classroom cleanliness. We want to take good care of the spaces the church has entrusted to us!
 - Students and parents are available to assist as needed.
 - Fitted table coverings are provided as are cleaning supplies.

Absences and Substitutes:

- Notify the Service Council of an absence (planned or unplanned) as soon as possible, along with arrangements for a substitute if possible.
- It is helpful to have a qualified substitute selected in advance as they also must be cleared with the Diocese of St. Petersburg and must be vetted by the Service Council. JMJ Service Council reserves the right to overrule the selection of a teacher's chosen substitute.
- A class must be taught by the substitute at the same caliber of instruction to not be counted as an absence for the teacher. A parent sitting in the room while students work would not qualify as a class being taught.
- Your substitute should be paid a fair wage.

Add/Drop Policy and Commitments:

- A two-week period is available for families to add/drop classes, after which they are obligated to pay for the entire year regardless of student attendance. If a class size goes below a teacher's minimum to run the course, while highly unlikely, you have the right to cancel the class.
- Once classes are started and tuition is received, teachers are expected to continue teaching despite any attendance fluctuations as payment is still received.
- JMJ Tampa Bay has one "Make-up Day" at the end of the school year for teachers to make up for a missed class. If no class days were missed, you will not need to teach that day.
- If more than one class must be cancelled, the missed class(es) will be deducted from the next quarter tuition payment. Teachers are obligated to refund money paid to you for classes you were not able to teach, such as for families who paid in full.
- Hurricane Make-up Day is only if JMJ Service Council must cancel a fall class day for an emergency.

Payment Structure:

- Teachers work as independent contractors. Families pay tuition directly to teachers by check or electronic payment options listed. Teachers and families are responsible for keeping track of payments made. Please let us know if you have any issues with receiving payments from a family. The Service Council takes seriously the importance of our teachers being paid in a timely manner.
- Families pay any supply fees and 2 classes in order to complete class registration. These funds are non-refundable.
- Parents may choose to pay for the year in full, semi-annually, or quarterly. Payment dates are designated on the JMJ calendar.
- Checks are picked up from teachers' envelopes at the coffee/hospitality table on designated days.