



Gurus Education

Instructor Protocol and Procedures

Please review the following rules and procedures. Be advised that any unprofessional behavior has a direct impact on your job, and the company's reputation and financial position. **DO NOT** make decisions without consulting and getting the approval of management. Gurus must contact the Operations Manager directly if you have any questions, suggestion, or plans that could affect the class.

Our company works as independent contractors with the locations. We are not directly affiliated with the schools. For all issues and other administrative/management questions, **CONTACT** the **OPERATIONS MANAGER** immediately:

Erika Del Rosario

Cellphone: (510) 676-7235

Email: erika@bayareadebateclub.com

Main Office Line: (510) 573-2497

For every class assignment, you must request the following from the OPS MANAGER:

- ☐ Class Info (including Facility Address, Coordinator Contact Info, Room #, Important Instructions)
- ☐ Class Roster. A confidential form that bears any student's special care/medical info that the teacher must be aware of will also be provided to the teacher.
- ☐ Attendance Sheet Forms (**Gurus must maintain their own copy of the Attendance Sheet. Use Gurus Education Attendance Sheet; if the school provided a Roster with Attendance, you should fill it out and return it back to the school/center after the class**)
- ☐ Supplies: books, **ribbons, prizes, rubric matrix, debate dollars**
- ☐ Class Google Group
- ☐ Sign-out information for each of the students

THINGS TO DO AT THE FIRST CLASS OF A SESSION

1. Arrive at the location super early (30 minutes or so before the class).
2. Introduce yourself at the office.
3. Bring extra copies of the Sign-In/Sign-Out Policies and Procedures Form and issue them to the parents who haven't provided it. If you receive such form, you must forward them to the Operations Manager.
4. Issue the books to the students on the first meeting. Alert the Ops Manager immediately when books and other supplies are not enough. Note the name of any student/s who did not receive their copy of the book.
5. Inform students they might have to buy the book at an additional cost if they lose this book. They must bring the book, a separate notebook and a pencil every time to the class.
6. Introduce the Course, Objectives, Class Rules, and the rewards and prizes that the students can earn in the program.

7. If there are more than 16 students in your class, you are entitled for a TA, call operations manager if you want to have a TA.

THINGS TO DO AT EVERY CLASS

1. Always review and put into practice our instructor protocol including all additional information (policies, requirements of the school/center) coordinated to you.
2. Come prepared with the lesson plan for the class. Gurus must study the course materials and handbooks in advance. Gurus' top priority is to ensure the course is taught successfully.
3. Arrive at the assigned classroom at least 15 minutes early. There may be some locations where we are expected to arrive earlier. We will have to abide by the center/school's policy if they expect us to arrive at a specific time.
4. Depending on the location, it's strongly advised that teachers Sign-In at the school office upon arrival and Sign-Out after the class. You may also be required to escort students to your assigned classroom.
5. Do a roll call and take attendance every meeting.
6. After taking the attendance, inform the Ops Manager of all students who did not show up. Ops Manager will be responsible for finding out about the absent student and will provide the instructor an update by the end of the day.
7. If you have students who are not listed in the roster, get their full name, their parent/s' full name, email address, and phone number. Forward this information to the Ops Manager. All these information will be required in order for management to get an updated Roster and assist the parent if they need help registering.
8. Instructors are never to leave students unsupervised.
9. Refrain from using your cellphones unless for emergency purposes; Instructors are required to give their full attention to the class.
10. Students should go with a partner and both come together if they need to use the restroom during class.
11. Evaluate students on the rubric matrix and make plans to reward them with ribbons and prizes in the end of the course.
12. Plan to end on time to prevent any delay in our clients' schedule. It is prohibited to end the class earlier than scheduled.
13. Release the students based on the sign-out information provided.
14. For Late pickup, Instructors should call the parents. A late fee policy is compulsory. After 10 minutes of grace time, there is \$1 charge for every minute payable directly to the teacher.
15. You might have to escort some students after the class to an onsite after school care. You cannot do so until all the students have left for the day.
16. You cannot tell students to wait in the school office for their parents.
17. Instructors are not allowed to leave until all students are picked up by parent. No matter how late the parents are, we have to stay with our students.

18. When the classroom is vacant and all students have been picked up, instructors must inspect the classroom and return everything in the classroom back to its original state. All trash, clippings must be picked up before leaving the room.
19. Prepare the Class Summary and post it on the Google Group. Using the Google Group, instructors are required to prepare a weekly update email to each of your class Google Groups. **Deadline for preparing and posting the Google Group Class Summary is at 11PM of the same day.**
20. Motivate students by giving Debate Dollars or note down their points to reward students for doing their homework; bringing books, pencils, eraser, and notebook; class participation; good behavior etc. Students will be able to buy prizes with their debate dollars.

BREAK TIME

Gurus must provide adequate and effective supervision to the students during recess period and take all necessary steps to safeguard the students from harm (verbal or physical) that may be caused by intentional or negligent acts of others.

1. Gurus must refrain from engaging in any sport or vigorous pastime with their students. The Company may be held responsible for injuries to students caused by the teacher's failure to use ordinary care.
2. Ensure that students always wash hands after toileting, before meals, and after outdoor play.

FINAL CLASS OF THE SESSION

1. Organize an end of session presentation session for parents in the last class. (Start preparing students for this at least 2 weeks prior)
2. Email the parents in advance the invitation for the final presentation.
3. You might want to make it potluck party (optional)
4. Have students shop from your prize box with their points or debate dollars.
5. Award Ribbons
6. Invite your students and their parents to enroll for our other courses.

REQUESTING FOR SUB

1. Please make these to minimal (for emergency purposes only).
2. To request a sub, send an email to sub@guruseducation.com or call the Operations Manager as soon as you know.
3. Make sure you get the acknowledgment from the Operations Manager that she has received your request and she will process it.
4. You must also send your lesson plan and detailed instructions for that class to the operations manager. She will give it to the sub teacher.
5. If you request for a sub less than 24 hours prior to class time, you must make contact by phone. Email or texting is not enough.

6. An indicator that your sub request is processed is reflected by the fact that your calendar does not show the class anymore
7. Please help each other by accepting sub request for your fellow teachers. It is highly appreciated!