



INSTRUCTOR RESPONSIBILITY POLICY

Huron Academic Endeavors Education Center

As partners with the instructors and leadership, parents are expected to be involved in their child's school work and aware of their actions on campus.

1. As co-teachers with our parents, instructors are expected to actively participate in every student's education and prepare for dynamic classroom time during the week.
2. Remain active on Slack and email for regular assignment updates and communications with parents.
3. Conduct at least one hour of office time per week on a day when formal classes are not in session.
4. Provide assignments, lessons and homework suggestions for parents in the form of a syllabus, regularly provided to parents.
5. Conduct cooperative relationships with fellow instructors at HAE, in order to foster a positive environment throughout the entire campus.
6. Model such character traits of perseverance, respect, honesty, lawfulness, fairness, and patience.
7. Treat every student with kindness and respect, not showing any favoritism or partiality.
8. Promote security and fairness in their classrooms to maintain a professional learning environment.
9. Follow a professional dress code befitting our professional instructors: please dress appropriately, modestly and professionally for school.
10. Provide HAE leadership with updated contact information as necessary, making any amendments as necessary.