Homeschoolers of Pinellas (HOP)
Fall 2026 Teacher Handbook

Teacher Fees

- Teacher fees are set at 3% of the total class fees collected for each class. Example: Bobby Sue teaches a tennis class with a fee of $50 per student for the semester. With 10 students registered, the total class fee is $500. The 3% teacher fee is $15, payable to HOP.
- Due date: The teacher fee is due by the end of the 2nd week of classes and can be paid by check (payable to Homeschoolers of Pinellas) or electronically on the Zeffy link provided at the start of the semester.

Teacher Policies & Responsibilities

1. Background Checks

- **All teachers must have a background check on file.**
- Can be emailed to the Board (hopboardofdirectors@gmail.com). If you do not have a current background check please contact the board for assistance.
- Any violent offenses will prevent teachers from teaching or being on campus. Other offenses will be reviewed and evaluated at the discretion of the HOP Board.

2. Syllabus

- A tentative syllabus must be submitted when you submit your class proposal. These documents must also be available to families at the Meet & Greet.

3. Classroom Management

- Teachers are responsible for managing their classrooms.
    - Address disruptive behavior immediately.
    - If behavior persists, notify the parent before the next class, and the parent may be required to attend the next class. You may also request an admin team member to sit in to observe at any time during the semester.
    - In the case of physical or verbal bullying, inform the HOP Planning Team immediately. A meeting with the parent, teacher, and a Planning Team member must occur before the next class.

    - If disruptive behavior continues, the student may be removed from the class without a refund.

Important Note: All interactions should be respectful and kind.

4. Classroom Cleanup

- Teachers are required to clean up the classroom at the end of each class: wipe down tables, pick up any trash, sweep if necessary, and bring lost items to the Lost and Found in the Common Room. Encourage students to help.

5. Teacher Punctuality & Absence Protocol

- Teachers must arrive before class starts and be ready to teach on time.
- If you need to miss a class due to illness or emergency, or if you will be delayed, notify the Planning Team immediately via text or phone call.
- All teachers are expected to teach all **12 weeks** of the semester.
- Teachers must have a substitute plan on file, including a full class-worth of activities in case of absence.
- **Substitute Fee:** Teachers will pay 8.33% of their total registered class fees to the substitute (unless the teacher arranges their own substitute).
- **Approved Substitutes:** HOP teachers, HOP parents, or pre-approved by HOP administration. *Student teachers must use adult substitutes.*
- **Non-compliance** with these policies will result in non-renewal of classes for the following semester.

6. Volunteering

- Teachers who have children registered for classes are still required to complete the family volunteer obligation for the semester.

Cooperative Classes

These $5 classes require parent involvement. Each parent will plan and teach at least one class (depending on how many students are registered for the class). A teacher/coordinator organizes the teaching schedule and receives the $5/student fee. (*Cooperative class coordinators are exempt from Teacher Fees.*)

Communication Requirements

Effective communication is essential for smooth operations. Therefore, we require the following tools:

- **Facebook Account**:

    - Join the HOP Teachers group for important updates and communications.
    - Join the HOP semester group for any class-related questions.
- **Mobile Phone**:
    - We may need to contact you via direct call, text, or group text.
- **Email**:
    - Teachers must have a frequently checked email account for communication.

Safety Protocols for Teachers

It is essential that you are aware of and adhere to HOP's safety protocols. If you have any safety concerns, please notify a Planning Team member *immediately*.

Emergency Contacts

- In case of emergency, always call 911 first.
- Planning Team Contacts:
    - Kayla Raddatz: (925) 338-4388
    - Dawn Miller: (601) 941-9132

Classroom Safety Rules:

- Never leave children unsupervised in the classroom.
- Teachers should not be alone with a single student in a classroom. If this happens, keep the door open all the way.

Bullying and Harassment Policy

- Teachers are required to take action whenever they observe:
    - Bullying
    - Harassment
    - Physical violence
    - Hate language

Fire Safety Procedure

- In case of fire or fire alarm:
    - Teachers, parents, and students must meet at the Fire Safety Spot (marked on all HOP maps).
    - Ensure all students are accounted for and reunite with their parents.
    - Stay in the Fire Safety Spot until the building is cleared for re-entry.

Teacher Instructions: Adds, Drops, & Payments

Below are the general guidelines for handling class **Adds**, **Drops**, and **Payments**. Please review them carefully. If you have any questions, feel free to reach out. More detailed information is available on our website: homeschoolersofpinellas.com

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Drops

- If a student drops your class before 12:00 PM on August 27, 2026, you must refund the class fee (excluding the prorated cost of the first class).
- Drops need to go through the planning team. If a parent reaches out to you to drop a class defer them to the planning team homeschoolersofpinellas@gmail.com or forward their email to us.

Adds (After Regular Registration)

- Regular registration ends on August 15, 2026.
- If a student wants to add your class after this date, they must register through Zeffy. You may choose to: charge the full class fee or prorate the fee, at your discretion.

No-shows

- If a student appears on your roster but does not show up on the first day of class, please: email the student's family and notify the Planning Team at: homeschoolersofpinellas@gmail.com

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Setting Class Fees

If you need help setting your class fee, please reach out to the HOP Planning Team.

Payments

- Be clear in your class description how you will accept payments (check, or electronic payments, and all of the necessary info for those payments)
- Full payment due on or before the first day of class.

IMPORTANT PAYMENT NOTES

- It is your responsibility to track payments from each family.
- We *highly* recommend accepting checks or electronic payments to avoid issues with cash.
- If a student does not pay on time:
    1. Contact the family directly.
    2. Notify the Planning Team.

Thank you for your attention and for helping make HOP a successful experience for everyone!

Sincerely,
The HOP Planning Team

Homeschoolers of Pinellas (HOP) Teacher Agreement - Fall 2026

Please read each item and initial next to each one. Return back to Kayla Raddatz at Meet and Greet or by email homeschoolersofpinellas@gmail.com.

_____ I agree to attend HOP's Meet and Greet on August 12th (or have a substitute stand in for me)

_____ I agree to pay the **3% fee per class** by or on the second week of classes.

_____ I understand and agree to have a background check on file yearly.

_____ I have read and agree to HOP's **Policy on Bullying and Harassment** online. I agree that I will always adhere to this policy and bring important matters to the attention of the Action Committee .

_____ I have read and agree to HOP's **Safety Protocols for Teachers**.

_____ have read and agree to HOP's **Classroom Policies**. Further information can be found on our website.

_____ I have read and agree to HOP's **Teacher Instructions on Adds, Drops, & Payments**. Further information can be found on our website.

_____ I agree to monitor my email and the HOP semester Facebook group for important updates (as outlined in **"Communication"** on **Classroom Policies** and found online)

_____ I know that the calendar for HOP's semester can be found the HOP website.

_____ I agree that it is my responsibility as a teacher to make sure my classroom is tidy prior to me leaving. This includes cleaning the tables, picking up trash on the floor, sweeping if necessary and bringing anything left behind by students to the "Lost and Found" in the Common Room.

_____ I agree to reset the room if my class is in 5th period; where applicable. You can be shown a picture of what it needs to be reset to.

_____ I agree to lead my class to the **FIRE SAFETY SPOT** in the event of a fire (or fire drill) and stay with my students until they reunite with their parents.

_____ I agree to request help with payments from admin (Kayla) as soon as a payment is in arrears.

_____ I agree that all of the information in this handbook as well as more detailed information is available on HOP's website homeschoolersofpinellas@gmail.com. I further agree to use the website to assist me in answering any questions.

Teacher Printed Name _____

Teacher Signed Name _____ **Date** _____