



South Coastal District Extension Classes

Teacher Policies and Procedures Manual

The following policies and procedures must be followed by all teachers in the district extension class. We expect:

1. All of your students are to be first enrolled with the Education and the Ministry.
2. A minimum of a master's degree and some general teaching experience is required to teach a district extension class (Department of Education and Ministry).
3. The class, syllabi and teachers must first be approved by the District Ministerial Institute Director then final approval received by Dr. Wayne Richards at Education and the Ministry in Indianapolis, IN.
4. A class comprised of fifty (50) academic hours of course work including a minimum of twenty (20) in-class hours ("live hours") must be completed.
5. There is a six (6) month maximum time period to complete each class. A student should complete all requirements for one class before starting another.
6. All sessions of the class must be attended for full approved credit hours.
All class dates, times and locations must be approved by the Ministerial Institute Director.
7. All attendance and grade sheets shall be turned in to the Ministerial Institute Director for approval and for transfer to the Education and the Ministry.
8. The use of technology in education is greatly encouraged, as much as the integration into the learning process is beneficial for the student learning process.
9. Instructors will be paid \$100 per student and \$50.00 per audit student who is pre-registered and paid before for the class begins. Failure to attend the class after registering forfeits the class fee. The Ministerial Institute does not guarantee any minimum of students per class.
10. The teacher responsibility is not completed until all projects and papers have been graded and final report submitted to District Education Director and Department of Education and the Ministry.
11. It is the responsibility of both the Ministerial Institute and the instructor to help enroll students for the classes they teach. It is the responsibility of the teachers to contact their students in advance of class to verify attendance and preparation needs.

If you have any questions, please contact me at:

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