



# 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 enrolled with the Education and the Ministry before enrolling in a district extension class with the exception of students that are auditing classes.
2. A minimum of a master's degree and some general teaching experience is required to teach a district extension class.
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 the Education and the Ministry.
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.
7. All class dates, times and locations must be approved by the Ministerial Institute Director.
8. 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.
9. The use of technology in education is greatly encouraged, as much as integration into the learning process is possible for each class.
10. A teacher will be paid \$100 per student enrolled/paid in your class.
11. Your responsibility as a teacher 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.

If you have any questions, please contact me at:

Cell-678-863-2660, Home-770-339-3109

Email [marks4470@aol.com](mailto:marks4470@aol.com)

South Coastal District – 1261 Parker Rd. SE Conyers, GA 30094