

While working with Bent On Learning and within the Department of Education, protocol is extremely important—both in concrete things such as attendance and more fluid things like chanting OM with the kids. You must always keep in mind that we are working within a bureaucratic system that is run very tightly. We must respect the rules of the schools in which we operate. Similarly, the schools count on us to be with a group of students when we have been designated—we are just as important to their school day as an academic class. Please follow our policies to the best of your ability.

1. **INSURANCE:** Every teacher must have her/his own yoga teacher's insurance. If you don't have insurance, you may get it through Yoga Journal Benefits Plus: <http://www.yogajournal.com/benefitsplus>
2. **CERTIFICATION:** You must send us a copy of your teachers' certification letter
3. **CONTRACT:** You must sign an Independent Contractor Agreement that simply states that you are not an "employee" of Bent On Learning, but rather, are an "independent contractor." You can find this form on our website at <http://bentonlearning.org/forms/agreement.pdf>
4. **PAYMENT:**
 - Send us a W9 form <http://www.irs.gov/pub/irs-pdf/fw9.pdf>
 - Submit an invoice to anne@bentonlearning.org for each pay period (bi-monthly). Every invoice must include Name, Address, and a list of the number of classes taught per day and date, per school (i.e. Wed Sept. 5. 2007 | PS132 | 3 classes | \$50/cl. | \$150). You may download and use our invoice from <http://www.bentonlearning.org/materials.php> or submit your own.
 - Paychecks are issued on FRIDAYS, on the dates below. Invoices must be received no later than the day BEFORE pay day. Late invoices will get paid in the following pay period.

SEPTEMBER: 21	JANUARY: 4,18	MAY: 2,16
OCTOBER: 5,19	FEBRUARY: 1,15	JUNE: 6,20
NOVEMBER: 2,16,30	MARCH: 7,21	JULY: 3
DECEMBER: 14	APRIL: 4,18	

5. **MATS:** If the mats at your school are dirty or in disrepair, please contact Bent On Learning's Program Manager.
6. **ABSENCES/SUBS:** **You are allowed ONE sub per semester.** If you know you will need to miss more than one class, please do not accept the position. We will provide you with a sub list, and you must arrange your own sub. Contact Bent On Learning to find you a sub only as a last resort. In case of a last-minute/emergency situation, you must call the school AND Bent On Learning (we shall call this an "act of God!"). As mentioned above, the schools absolutely count on us to be there with the kids. Additionally, our reputation is on the line. If you are confused if there is school (snowing, transit strike, etc) call 311 to get the information. And always consult your school calendar.
7. **EVALUATIONS:** We will provide you with a fitness test, assessment questionnaires and evaluations to fill out with your students at the beginning and end of the each semester.
8. **DOs & DON'Ts:** This is a very gray area, but some things to consider are: no OM, no chanting, don't use the words "prayer," "worship," "god/goddess/God," etc., and avoid music with the same. Remember, these are public schools, not private institutions—things can (and do) get twisted and misinterpreted. Holy cow (oops!)

