



SCHOLÉ ACADEMY

CLASSICAL ACADEMIC PRESS

Contracting with a Scholé Academy Instructor

For a School, Co-op, or Group: What You Need to Know

Scholé Academy is an educational service provider within Classical Academic Press. Serving nearly 2000 students throughout North America and beyond, we offer hundreds of ecumenical courses as well as courses within 3 distinct Christian traditions: Anglican (Canterbury House of Studies); Catholic (Aquinas House of Studies); and Orthodox (St. Raphael School). All students are welcome to enroll! We offer families the opportunity to enroll *a la carte*.

At Scholé Academy we value the benefits of online learning and are always open to exploring how we can support other schools and co-ops when a mutually beneficial solution might be a good option. On a case by case basis, we are often asked if we are able to support schools and co-ops in the classical tradition through contracting with SA Instructors for teaching assignments. Most of the time, schools/co-ops are interested in securing a Scholé Academy instructor to host an exclusive course for their private group.

Over the last almost decade, we have explored a range of possible collaboration agreements and have learned some lessons and adopted some best practices which now inform how to proceed through new opportunities. In order to establish an effective partnership for all parties involved, there are requirements and guidelines we have established for your consideration. There are several important questions for both the school/co-op and Scholé Academy to consider when determining if assigning a dedicated Scholé Academy instructor to an individual co-op is a good idea.

- **The school or co-op should consider:**

- Is the school or co-op willing to adhere to the Scholé Academy Academic Calendar and the Scholé Academy bell schedule for the contracted class?
- Has the school or co-op leadership circulated through the community and secured with parents and interested students feedback and buy-in regarding the intended arrangement before official commitment is secured? This includes acknowledging that the school or co-op would be committing to providing an online – not in person – course solution for the community (which can sometimes be a sticking point), reviewing the Scholé Academy philosophy, grading, structure and attendance policy in the SA Student Parent Handbook.
- Have all parents read and agree to the policies of the SA Student Parent Handbook including the philosophy, grading, structure and attendance policy?
- Can the school or co-op guarantee that no more than 2 students will use the same laptop or desktop computer during the class sessions (whether students attend in a group in the community location, or in their private homes)?

- Can the school or co-op confirm that they will staff any group session with a classroom monitor to supervise students and support the online SA Instructor with classroom management? It's important to note that the room monitor is there to provide technical and behavioral support, not to serve as an extension of the teaching staff. The SA Instructor is the primary instructor and main point of contact for parents. The classroom facilitator will not hold teaching or grading responsibilities.
 - Can the school or co-op follow the SA class size recommendations not to exceed 18 in a classroom? SA Typically caps classes at 15 students. Classes with less than 5 students will not be approved for private SA course instruction.
 - Is the school or co-op willing to accommodate the use of the Scholé Academy Learning Management System (LMS) for all student-to-teacher and parent-to-teacher communication, assignments, and grading? At present, SA uses Canvas, and all courses hosted by SA and staffed by SA instructors will be run through Canvas.
- **Please also note the following financial information:**
 - Scholé Academy retains 60% of the tuition as a non refundable down payment.
 - Students who withdraw receive a 40% refund prior to the drop deadline.
 - Scholé Academy does not offer tuition discounts. Our instructors are paid on a per-student basis. This is the only way to honor our agreement with the instructors.
 - Tuition per student ranges from \$665-\$775 for yearlong courses. Please check the [SA website](#) for the standing cost of a given course.
 - Instructor compensation is determined by the Independent Contractor Agreement made with Scholé Academy and will be handled internally. No direct payments from the school or co-op will be made to the instructor.

Once you've had a chance to review the requirements and guidelines, if you have any questions and would like to further discuss your specific school or co-op need, please email support@scholeacademy.com, Attn: Presb. Maria Kouilanos, Manager of Tutoring Center

I look forward to hearing from you and exploring ways that Scholé Academy can support your institution!

Warm Regards,

Dr. Joylynn Blake

Joylynn Blake, Ed.D.

Scholé Academy Director

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515 S. 32nd Street, Camp Hill, PA 17011

1-866-730-0711, ext. 3471

www.scholeacademy.com