

# CREDO ACADEMY

*Investing the resources God has entrusted to us, toward the education of our children,  
in order that we may pass on a heritage of practical wisdom to future generations.*

## TEACHER INFORMATION

### **PURPOSE**

Our purpose is to strengthen our families by reflecting Biblical standards in our homes and marriages, as established in Ephesians 5:21-33. We are endeavoring to raise our children in the nurture and admonition of the Lord (Ephesians 6:4) through Godly instruction in these four primary areas: spiritual training, character development, academics, and practical life skills.

Believing that children are a blessing from the Lord (Psalm 127:3), and that it is both our privilege and responsibility to train our children in the ways of God, we at Credo Academy are committed to assisting one another with these responsibilities.

### **PHILOSOPHY OF EDUCATION**

The purpose of Credo Academy is to provide support and encouragement to the home schooling family by providing classes that supplement and compliment their own curriculum. Credo Academy is not a “school” in the traditional sense. Our assumption is that “school” takes place in the home and our enrichment classes are designed to support families in those efforts. Credo Academy operates as an educational clearinghouse, facilitating connections between Christian teachers/tutors, and home schooled students. It is a family-friendly environment where families can look forward to healthy social interaction with teachers and peers.

Credo Academy provides advertising, classroom space, student screening, and conflict resolution assistance to its approved teachers. For students and their parents, Credo assures that teachers have passion and expertise and will support a Christian worldview, provides opportunity for outside verification of achievement, and for development of community. We facilitate this primarily through initial interviews, class evaluations and syllabus reviews. If a teacher is having trouble making the transition to Credo’s culture, we work together with that teacher based on the class evaluations and the syllabus to improve his connection with students in our unique atmosphere.

## CREATING A CLASS

Credo Academy gives preference in filling studio space to courses which *best* meet the following criteria:

- ✘ The class does not duplicate another class offered by Credo.
- ✘ Classes at the High School level include an appropriate amount of work to award a credit for student transcripts.
- ✘ Academically or physically challenging.
- ✘ In academic classes, a Christian worldview is evident.
- ✘ In non-academic classes, a high standard of ethics, service to others, and sportsmanship is emphasized.
- ✘ Student achievement can be verified independently by nationally-recognized testing; academic club or honor society; competitive awards; physical fitness competition or certification; professional certification or business success.

If the class you wish to offer does not perfectly meet these criteria, you may still be able to offer it, but preference will be given to those classes which most closely match.

When you complete the Teacher Application, you will provide Credo with a description of your class and your qualifications and short biography, which Credo will use to publicize your offering. Think first about what parents and students need, when describing your class, so as to position it to attract their business. You are free to advertise your own class independently, but teachers are NOT authorized to speak for Credo Academy. Teachers who also teach at other institutions are asked not to recruit students out of Credo Academy.

You may combine the weekly in-person meetings with class forum sessions on the Credo website, or internet postings of papers and homework, etc. If you wish to hold a forum on the Credo website or to have a posting site for midweek homework checks, contact Monte Malenke at [webmaster@credoacademy.com](mailto:webmaster@credoacademy.com), to work out the details. You may also post announcements on the general message board. Memos to your students and xeroxed course materials will be the teacher's responsibility and cost.

The Credo Board of Directors handles management of policies and procedures and day-to-day operations.

## POLICIES AND PROCEDURES

1. **Independent Contractor Status:** Teachers are independent contractors who set their own prices. For first year teachers, we encourage you to set your prices & class sizes competitively to make your class successful. After establishing your reputation, classes you offer typically grow in size.

### 2. **Setting Class Sizes, Tuition & Fees:**

- Registering with Credo does not guarantee a set salary or number of students. Your own proficiency as a teacher and the desirability of your class offerings will determine that. We strongly encourage teachers to develop service, competitive and real-world application components to their courses in order to attract customers and to serve their need for outside verification of their students' achievements as homeschoolers.
- Because Credo teachers are independent contractors and not employees of Credo, they are free to structure their classes, prerequisites and tuition so as to serve their students and their own needs best. Professional tutors and music teachers charge \$20 - \$40 per hour for private lessons. Group classes succeed at 1/3 to 1/2 that hourly rate. *Group classes flourish at rates less than \$100.* Parents of high school students are willing to pay up to \$150/semester for a class that culminates in a nationally-recognized exam or qualification of some kind. Bear in mind that if the exam itself carries a fee, parents will be weighing the cost of your class-plus-exam against the cost of the class at the local community college.
- Credo collects only the students' registration fees and the teachers' administration fees. Most schools or co-ops keep 80-90% of the tuition for the classes they offer, and the teacher receives 10-20%. Credo reverses this trend, with our administration fees based on a tithe (10%) of your tuition. For example, for a one-hour class costing \$100/ semester, Credo will collect \$10 per semester per student from each teacher. No registration fee from the teacher will apply when a parent is teaching his own child.
- Registration fees are used to pay a tithe to the church for use of the facilities as well as insurance, advertising, web fees, and other administrative costs. At this time all administrators at Credo Academy are volunteers.
- Teachers receive priority registration for their own children because they are the first to enroll. Although this does not guarantee that a class will be available when they register there is a greater likelihood that their children will find classes to attend while they teach. The study hall room is available if you choose not to enroll them in classes while you are teaching.
- You will be expected to provide your own supplies and copies. If you need to collect a class fee for that, try to calculate the cost as closely as possible and provide the amount on the Class Information Sheet. Please plan carefully as materials and copies are NOT available from Credo Academy or Cornerstone Baptist Church.

### 3. **Classroom Guidelines:**

- Please begin five minutes prior to dismissal helping children gather their belongings and complete the following:
    - ✓ Rearrange chairs neatly in the order in which they were found prior to the beginning of class; clean desktops and table tops.
    - ✓ Attend to White board.
    - ✓ Vacuum room, as needed.
    - ✓ Set trash outside door as need arises during day (this must be done at end of day)
- NOTE: Enlist the assistance of your students, encouraging servant attitudes.

#### 4. **Facility Details:**

- We meet on Thursdays at Cornerstone Baptist Church of Lone Tree, 9941 Lone Tree Pkwy, Lone Tree, CO (On Lincoln Ave at Lone Tree Pkwy)
- Rooms will be set up for the first class of the day and we will work to schedule classes with like set-ups in the same rooms. If you must rearrange the room, please keep in mind that it will take away class time at both ends of class.
- Please work with one another to allow for smooth and gracious transitions between classes.
- It is important to teach our children to be good stewards of all that God gives us. Please take the time to reinforce this with your students by having them clean the room before they leave for the next class. This small step will bless everyone!
- You must supply your own dry erase markers and erasers for the white boards.

5. **Class Outline:** New teachers must provide be a class outline before the class starts. The outline is based on a 15-week semester (refer to the academic calendar for pertinent dates). Any changes to the class outline should be re-submitted as the semester progresses.

#### 6. **Registration for classes is handled through the Credo Registrar:**

- Only enrolled children who fit the age guidelines of the class may be in the classroom unless a written exception is granted at the time of registration.
- All new families are interviewed at which time the administrative team determines if we are a fit for their objectives as well as if they are a fit for our culture.
- It is imperative that teachers make no promises to any students about enrollment in any class but instead direct them to the Registrar.
- If a family has a question about the child's ability to perform in a class, please discuss the issue in terms of "if you are able to enroll, an exception could be granted."

#### 7. **Communications:**

- Credo will be sending updates for teachers primarily by email. We will also have a folder labeled with your name in the crate behind the Campus Supervisor's desk. These folders will be used to give you updates, and to allow students or parents to leave information, payments, etc. for you while you are in class.
- A weekly parent memo sent out via e-mail each Monday will also have updates and announcements with which you will want to keep current. If you do not have email you may always review the parent memo on our website as they are also posted there.
- *It is your responsibility to check your email and folder* for news and communications each week.

#### 8. **Grades and Reports:**

- Credo requires teachers to give progress reports to their students at least once per semester, and to report grades to our archivist, Mary Adrian [merryteacher@earthlink.net](mailto:merryteacher@earthlink.net) in addition to reporting the grades to parents. Your grades are due to Mary no later than two weeks after the last Credo class of the semester. Letter or numerical grades may be given.
- These grades will be used to produce transcripts for those graduating seniors who request it as part of their outside verification of achievement strategy for college admission. Credo will not be issuing group report cards each semester. Your direct evaluation of the students' work is the only evaluation your student will receive.

9. **Conflict Resolution:** Disputes will be settled on the model of Matthew 18. The parties to the disagreement should endeavor to solve their differences first by themselves in a spirit of humility and cooperation. If an agreement cannot be reached, and the matter needs to be settled onsite and immediately, the parties should seek out the Principal, who will put in place an immediate (possibly temporary) solution. If the matter can wait, the parties should seek out the Teacher Liaison (teachers and curriculum), Treasurer (financial and legal), and/or Registrar (students and records), depending on the type of dispute. These officers will hear the dispute and help to solve the difficulty. If this fails, all parties to the dispute will submit to the conflict resolution process provided by Peacemakers and described at [www.hispeace.org](http://www.hispeace.org). Costs of this process will be equitably distributed among the parties at the direction of Peacemakers. However, Credo Academy will not be responsible for any of these costs, unless Credo Academy had been the principal initiator of the complaint. All parties, by signing the teacher and/or student applications, renounce recourse to litigation. The intent of this policy is to minimize the number of people involved in any given dispute and to facilitate a timely remedy.
10. **Revocation of Teaching Privileges:** An approved teacher may have his/her Credo Academy privileges revoked by a majority vote of the Credo Academy Board, after both the complaint and the defense have been duly presented.
11. *In order to protect the reputations of students and teachers, Credo requires that at no time is the teacher to be alone with a student behind closed doors.*