

# HOME SCHOLARS' ACADEMY/ACADEMY FOR CHARACTER EDUCATION

## Instructional Services Contract

Between HSA/ACE and \_\_\_\_\_ (contractor) from \_\_\_\_\_ to June 30, 2017

### Section I

#### Prior to contracted instruction beginning, contractors agree to provide ACE with:

1. Documentation showing completed ODE required fingerprinting & FBI background check, as prescribed Oregon law & Charter Cchool Registry filed with TSPC.
2. Contract signed by both parties.
3. (New tutor only) Completed "Instructor Information" form with required documents.

### Section II

#### Contracted instructor agrees to the following (Full-Time = FT; Part-Time = PT):

1. Choosing students matched to his/her Highly Qualified status, knowledge, training, & skills;
2. For Core Content subjects, arranging with ACE administration to use only instructional materials aligned to ODE standards;
3. Providing instruction only at approved locations (student's home, District office, ACE facility, public location, etc);
4. Instructing only when student's parent/guardian (or other adult listed on Parent Designee form on file at ACE office) is on premises;
5. At **each** instructional session, ensuring parent/guardian/designee verifies instruction by initialing *Time Document*, & then signs at bottom monthly;
6. Submitting completed *Time Document* & ACE specified monthly work samples for each subject taught; FT students, also submitting monthly *Coversheet*;
7. Never transporting students in connection with ACE instruction;
8. Allowing ACE's administration to observe any class being offered to ACE student;
9. If requested by ACE administration, attending one annual paid instructor meeting as scheduled by ACE;
10. Acknowledging being an Independent Contractor provider for HSA/ACE, & thus releasing HSA/ACE & its directors, officers, employees, agents, & volunteers from all liability from any cause whatsoever in connection with HSA/ACE instruction;
11. Understanding no benefits are offered, no taxes will be retained from pay resulting in instructor responsibility for all taxes, and that no payments will be issued for incomplete documentation (i.e. missing signatures, missing work samples);
12. FT only: between **July 1, 2016 & June 30, 2017**, scheduling for each student required # of tutorial sessions (32-34 sessions including at least one session in July & one in August; sessions length for Grades 1-8, .75 to 1.5 hours per session; for Grades 9-12, up to 2 hours per session) – # required sessions pro-rated for late enrollees;
13. FT only: reviewing student's completed AIM's form to determine placement level for student & any noted gaps needing attention;
14. FT only: by 9:00 PM each Wednesday, upgrading each student's JupiterEd's record to show current assignments, missing assignments, grades, & any cancelled sessions;
15. FT only: arranging with ACE Office Manager/Media Support to check out necessary math materials prior to beginning instructional sessions & returning these at contract's end;
16. PT only: conducting & reporting on *Time Document* student's monthly fire/earthquake drills.

#### ACE agrees to pay Instructor:

In accordance with HSA's suggested pay schedule or as noted below, based on actual instructional time;

By the 15<sup>th</sup> of the month (full-time students), by the 25<sup>th</sup> of the month (part-time students) for all the previous month's instructional time properly documented & submitted by 5:00 PM on 2<sup>nd</sup> of month following instruction to ACE drop-box or by mailing to Dave Curl, 76504 Poplar St, Oakridge, OR 97463 & completing Google Drive monthly Summary Sheet AND

Following HSA/ACE suggested pay scale for attendance at one annual instructor meeting, if such meeting is scheduled.

#### ACE Suggested Pay Schedule:

HQ Certified Teacher - \$30/hr.      HQ Registered Teacher - \$25/hr.      HQ Paraprofessional - \$20/hr.      Instructors' Meeting - \$15/hr.

#### Instructor's Specified Pay Rate:

Per single student: \$\_\_\_\_\_ (specify hourly rate)

Each additional student: \$\_\_\_\_\_ (being instructed at same time; must be reduced rate from one-on-one rate)

Additional travel costs if designated on *Time Document*: \$\_\_\_\_\_ per trip (divided between all students at that location)

#### FT Student's SIF accounts are charged for Homeroom Tutor costs over \$135/month/Grades 1-8 & \$180/month for Grades 9-12.

Any of the two parties signing this contract may rescind this contract by notifying, in writing, the other party effective immediately upon receipt of that notice. Instructor understands by signing below that he/she is entering into a contractual agreement and agrees with and will comply with Section I and Section II of this agreement. Non-Compliance is a breach of contract. Instructor also agrees to follow board policies including those on Harassment/Discrimination and Confidentiality where it is required to keep student and personnel information in the strictest confidence and are legally prohibited from passing confidential information along to any unauthorized individual (authorized persons are **only** student's parent/guardian, South Lane School District Assistant Superintendent, ACE Administration, & ACE student's Academic Dean).

\_\_\_\_\_  
Contractor

\_\_\_\_\_  
Date

\_\_\_\_\_  
ACE Administrator

\_\_\_\_\_  
Date