

# CCA PARTNERSHIP AGREEMENT



This is an overview of the responsibilities and expectations for CCA families. More information can be found in the current CCA Handbook.

## **Church**

We believe in the importance of the local church, which is made up of believers who gather for worship, fellowship, and teaching. We expect at least one parent is a confessed believer and regularly attends and is involved in a local church. A reference from an organized Christian church will be submitted to the church home of all new families seeking admission, and it is to be completed by the Pastor or a church leader. Discretion is given to the administration during the family interview to ensure the parents and school completely agree with CCA's statement of faith. A positive reference is required for acceptance. CCA reserves the right to randomly send follow-up questionnaires to a family's home church to confirm they are still in good standing and regularly attending.

Families that have been at CCA for three or more years are asked to submit a Follow-Up Questionnaire to their church home to be completed by the Pastor or a church leader. A positive questionnaire will be required for those returning families. Please see our [Concept of a Covenant Community](#).

## **Educational Model**

Classical Christian Academy families are required to teach their children at home. Families taking classes will implement assignments according to lesson plans provided by the teachers two days a week. CCA teachers are available by phone, email, or appointment to help parents with their school teaching at home. Please see the CCA Absence Policy in our Handbook for more information about the requirements of showing proof of completed school work.

## **Handbook(s)**

Each family enrolled will be responsible for reading the Handbook. Students in grades 8 – 12 will also be responsible for reading the High School Handbook for graduation requirements and information regarding the 5-year graduation plan for CCA students.

## **Honesty**

All parents should be honest with all information given to CCA. Providing information about past school grades, test scores, attendance, disciplinary actions, and past or current medical or mental status is critical to your child's proper placement at CCA.

## **Moral & Biblical Training**

Parents are responsible for actively pursuing their children's moral and biblical training at home. With enrollment at Classical Christian Academy, parents have entered a trust relationship between their family and the school regarding their children's moral training. CCA believes that parents are personally responsible for their children's moral and spiritual training as a matter of stewardship before God. Classical Christian Academy expects to maintain and support the training already taking place in your home.

## **Parenting Class**

Upon admittance into the school, parents should have completed an approved parenting course or have one year from admittance to complete one.

## **Financial Responsibility**

All parents are required to sign a financial agreement for each school year. All accounts must be current for a student to attend classes, access Jupiter Grades, receive a report card, and have records released and transcripts mailed. If an account becomes more than 40 days delinquent, the student is subject to dismissal. The student's records (except medical) will be held until all financial obligations are met. Tuition does NOT cover all of the operating expenses of CCA. By supporting our fundraising efforts, you are helping us continue to offer programs and courses to all families. For more information on our Financial Policies, please refer to your Financial Agreement or our website.

## **On-Campus ONLY**

### **Parent Training Courses**

You are required to take appropriate parent training classes concerning your child's curriculum, classes, etc. There is a lot to learn about our program, and we want you to be informed and "onboard." Meetings are held before the school year gets underway in online Webinars or actual meetings on campus. New families are required to attend a New Parent Orientation. Please check the posted school calendar for dates.

### **Curriculum and School Materials**

Parents are responsible for purchasing all curriculum and supplies for their child's education. **A student may not start school without their curriculum.** Consumable materials are purchased through CCA and will be paid in one payment or may be added to your tuition payments. The remaining required curriculum items will be posted on our website on or around June 1.

Half-day students will work with the primary teacher to complete additional homeschooling hours at home. These vary for each grade. Parents can use the same curriculum and lesson plans that CCA uses or choose different options. A minimum number of hours is required by law.

### **Parent Partnering**

Parents serve a minimum of 7 hours a day- 8:30 am to 3:30 pm and a minimum of 5 hours at History Day, including helping your House prepare and set up booths. Half-day families serve until noon. Families with Flex students taking more than one class on campus must serve a minimum of a ½ day. The number of hours serving on the day should equal the hours their student is taking classes. The number of parent partner days is evaluated each and based on enrollment. Below is the maximum amount of days a family will be required to serve:

- New Families serve five days a year plus History Day.
- Returning Families serve four days a year plus History Day.

### **Parent Meetings**

We are a community of parents and educators, and meeting together regularly is very important. During this time, breakout groups will meet for specific grade levels. House and committees meet to plan for future events. CCA is community-driven in most of its activities and events. We strive to balance our community responsibilities equally among each family. Attendance is taken at these

meetings. If you can't attend, you should notify an administrator. Having three unexcused missed meetings will require the parent to meet with an Administrator, and the parent will be assigned 1 or 2 additional Parent Partner Days for the next school year. Parents who miss parent meetings are expected to communicate with their House and Committee leadership and teachers. *No children at these meetings, please.* There are three meetings a school year. Flex families must attend two parent meetings a year but are welcome at all three.

### **Serving on a Committee and Involvement**

Parental involvement and volunteering are expected at CCA for Hybrid families and Flex families taking four or more classes. We understand that some parents can serve more often than others, but every family must serve on a school committee in some capacity. Committees regularly meet at the parent meeting, and many meet additional times. While Flex families don't need to serve on a committee, we certainly welcome it.

Parents are encouraged to find additional ways to make a difference at the school. At least one parent from every family will volunteer to help make our annual History Day a success. Examples of involvement in History Day are: Set up, clean up, working a booth, walking around with students, etc..... It takes our entire community to make History Day a success for our students. History Day is held during the 3rd quarter. Please refer to the "Parent Partnering" section for more information on expectations.

## FLEX ONLY

### **Curriculum and School Materials**

As a parent educating your child at home, you are responsible for deciding which subjects to teach and the curriculum and methods used in teaching. Each child is unique, and we encourage you to seek God's direction for what is best for each of your children. While CCA gives parents flexibility and freedom in determining their academic program, families must still adhere to the program requirements.

Parents are responsible for purchasing all curriculum and supplies for their child's education. CCA has provided a list of approved curriculum choices for 8th-12th grade. Please refer to the **High School Course Plan and Pace Chart and Approved Curriculum list** within the Handbook for the typical yearly course layout for 9<sup>th</sup>-12<sup>th</sup> grade and a list of approved curricula accepted.

### **Yearly Educational Plan**

Families are required to submit an educational plan at the beginning of each school year (no later than August 1). This plan should include a list of subjects and the curriculum you plan to use for each student. With K-8 students, you are free to utilize any of the hundreds of curriculum options available for homeschool families, as well as self-designed courses using library books, 4-H, or co-ops and classes offered throughout the community. Curriculum requirements for High School students are different - ***please see our High School Handbook for curriculum and graduation requirements.***

### **Community Requirements**

Each family must participate in TWO Community Opportunities every school year. Examples: Field Trips, Athletics, ECHO Community Service, and History Day.

## **History Day**

Each year, CCA holds a school-wide History Day. Flex students are highly encouraged to participate in this once-a-year event. This involves parents working together with their House to help create a "station" that is part of the school's interactive displays for history day. You will be notified of the theme by the middle of the school year. History Day is one of the highlights of the year for CCA students! If you choose to participate in History Day, you will be required to work with your House to create your assigned booths/station. A minimum of 5 hours is required. This can be achieved by helping set up the day before and attending/helping on the day of the event. Don't hesitate to contact your House Leaders for more information.

## **Parent Meeting Requirements**

All families are required to attend TWO quarterly Parent Meetings per school year. There are three CCA parent meetings per year, and Flex families must attend TWO. One parent from each family will be required to participate in the **year's 1st and 3rd CCA parent meetings**, generally held in September and January. The dates and times of the parent meetings will be given ahead of time, and there will be appropriate fellowship and learning opportunities provided. Failure to attend a minimum of two of the three meetings will require a meeting with an Administrator to continue future enrollment.

## **Attendance and Grade Reporting**

Department of Education requires us to track 180 days of attendance.

Attendance is due at the end of each semester. At the beginning of each year of enrollment, families will be provided with the deadlines for reporting. **Late reporting will result in a fine of \$25.** To keep our records up to date, families are required to report their attendance at the end of each semester. Grades must be submitted AT LEAST every semester, but you may also elect to report quarterly. At the beginning of the school year, each family is given a calendar with reporting dates noted. **Failure to meet the deadline for grade reporting will result in a warning & \$25 fine. A new due date will be set; failure to meet this "2<sup>nd</sup> chance" deadline will result in your student being withdrawn from Classical Christian Academy.** Withdrawal of a student by CCA for non-reporting does not release you from completing your financial responsibility regarding the tuition contract signed upon enrollment.

## **Yearly Evaluation Requirements**

Educational progress is evaluated in the middle of the year and during the school year's final quarter to provide accountability and guidance. Evaluation options are either testing or portfolio review. A fee is assessed based on which form of evaluation is chosen.

There will be one general review in December or January of every year done by phone or with a brief meeting. This short review will help you evaluate your curriculum and your child's progress for the first semester.

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