

# CCA PARTNERSHIP AGREEMENT



## **Church**

We believe in the importance of the local church, which is made up of believers who gather for worship, fellowship, and teaching. Therefore, we require our families to attend church on a regular basis. 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 administration during the family interview to ensure the parents and school are in complete agreement 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 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. Hybrid families 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 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 students who attend CCA. Each family enrolled in Connections will be responsible for reading the Connections handbook. If your child attends core or academic courses on campus, then families will also be required to read the Classical Christian Academy Hybrid Handbook for information regarding school conduct and practices.

## **Honesty**

All parents should be honest with all information given to CCA. Giving information about past school grades, test scores, attendance, disciplinary actions, and past or current medical or mental status are critical to the proper placement of your child at CCA. If at any time, it is revealed that the information given at the time of enrollment was either withheld or not truthful, your family will be immediately referred to the Board of Directors and your actions could be cause for grounds for dismissal.

## **Moral & Biblical Training**

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

## **Parenting Class**

Upon admittance into the school, parents should have completed an approved parenting course, or they will have one year from the time of admittance to complete one. Please see the handbook for further information.

## **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, have access to 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.

## **HYBRID 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 on-line Webinars or actual meetings on campus.

### **Community Service**

Each student must complete community service during the school year. K-2<sup>nd</sup> grade: 3 hours, 3<sup>rd</sup>-6<sup>th</sup>: 5 hours, 7<sup>th</sup>-8<sup>th</sup>: 10 hours, high school: at least 75 hours by graduation is required. As a school, we try to provide at least one opportunity to serve each year. Parents are responsible for logging the hours and turning them into the school once complete.

### **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.** The new curriculum list will be posted on the school website on or around June 1st.

### **Parent Partnering**

Parents must serve on campus each school year. Please see below for guidelines.

**4 Days service as Parent Partner (a minimum of 7 hours each day), plus History Day (a minimum of 5 hours). Total minimum number of hours required: 33 hours.**

In addition, returning families can choose to opt out of up to two Parent Partner (PP) days at \$65 per day. A parent partner sub will be hired to take your place. A parent must still serve once per semester at a minimum, plus History Day. You must either choose this option when completing your Financial Agreement or notify us in writing of your desire to opt out of your PP days, NO LATER than June 15th. Staff members working six or more hours a week at the school are exempt from the parent partnering requirement, other than History Day. Parents serving as a chairperson/co-chairperson on a parent-led committee may be excused from up to 2 PP days but not History Day.

Our parent partner program is absolutely essential to the success of our school. We recommend viewing the Parent Partner Webinar and the Parent Partner Guidelines before the start of the school year.

All parent partnering hours must be spent at the school. Parents are asked to spend the entire school day serving on campus. Please speak with the Parent Partner Adviser if you have a special situation requiring a different schedule. The parent partner advisor will assign your family's Parent Partner days for the entire school year. You will be notified when the Parent Partner Calendar is available online and a link will be sent. It is YOUR responsibility to check the calendar and note the dates you were assigned. Further, if you are unable to serve on your assigned day, you may switch with another parent and then notify the parent partner advisor of the change. Parents are responsible for finding their own replacement if unable to come on a scheduled day.

A school day is defined as 7 hours minimum a day or 33 hours total for the school year, including History Day. Parent Partners will arrive no later than 8:30 am to begin their day and are done by 3:30 pm. If you do not serve a full day, and the time is not made up, you will be fined \$10 for each hour not served. As an example: You serve 21 hours only. You would then be fined \$120 for the missed hours(12 missed hours).

In addition, families that do not show up to serve and/or make no attempt to find a replacement for their Parent Partner Day or History Day will be given an Infraction, fined \$75.00 and required to make up the day. If the make-up day or any additional days are missed, the family will receive the 2nd infraction, fined an additional \$80.00, and required to meet with the Principal regarding the situation. If after the 2nd infraction, the situation has not been reconciled, it is at the sole discretion of the Principal to give a 3rd infraction and recommend Board action.

It is expected that every family actively work on their assigned History Day booth and either help set-up or help on History Day. In addition to helping with their assigned booth, a minimum of 5 hours must be served between set-up the day before and the day of the event. Parents that do not help with their assigned booth will be addressed by the Principal and could jeopardize future enrollment. This is a huge event and cannot happen without the help of our entire community.

Exceptions will be made only for extreme illness or a death in the family. Failure to complete hours and fulfill this commitment will jeopardize future enrollment. Please see the handbook for the complete policy.

\*See "Serving on a Committee and Involvement" for more information on History Day

## **Quarterly 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. Attendance is taken at these meetings. Missing too many meetings or failing to participate on a committee may jeopardize future enrollment. *No children at these meetings, please.*

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

Parental involvement and volunteering are expected at CCA. We understand that some parents are able to serve more often than others, but every family must serve on a school committee in some capacity. Committees regularly meet at the quarterly parent meeting and many meet additional times as well.

Parents are encouraged to find additional ways they can 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 2<sup>nd</sup> quarter. Please refer to "Parent Partnering" section for more information on expectations.

## **CONNECTIONS ONLY**

### **Curriculum and School Materials**

Parents are responsible for purchasing all curriculum and supplies for their child(ren)'s education. CCA will limit curriculum choices for 8th-12th grade. Please refer to the Connections Handbook for a list of approved curriculum and a list of courses for each year of high school. The teaching parent for all Connections students must provide a list of courses and curriculum (Education Plan) before the first day of school each year. Failure to do this may result in the student being dismissed from CCA.

### **Grade and Attendance Reporting**

Grades and attendance must be kept for all students and submitted throughout the school year. Families are given a calendar with reporting dates noted.

### **Community Requirements**

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

### **Parent Meeting Requirements**

All Connections families are required to attend TWO quarterly Parent Meetings per school year. There are four CCA parent meeting per year and Connections families must attend TWO. One parent from each family will be required to attend the **1<sup>st</sup> and 3<sup>rd</sup>** CCA parent meetings of the year, which are 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.