

# 2022-23 Courtyard Classical Academy Contract

## The Academy agrees to the following:

- To adhere to classical models and Christian ideals in education,
- To provide high quality instruction in the courses selected,
- To meet regularly, on time and as scheduled, except in the unusual case of an unavoidable emergency,
- To maintain an orderly classroom and encourage participation from all students,
- To respect all families' faith and personal lifestyle choices,
- To encourage students to go to their parents with questions about personal faith and/or the Bible,
- To involve parents in any discipline issues which are not resolved by simple verbal correction,
- To maintain an open-door policy for parents to visit classes with their students,
- To keep parents informed of all upcoming assignments and assessments,
- To grade and return all assessments submitted on time.

## The Family agrees to the following:

### Payment of Fees

The cost to attend the classical academy is charted in other documents. In sum, the family agrees to pay the stated fees by the stated dates. If the fees are not paid by the agreed-upon dates, late fees will be assessed. If the complete payment, including the late fees, is still withheld beyond the final listed date, this will constitute breach of contract, and the student/family may be dismissed without refund of any prior fees paid.

### Consumable and Non-Consumable Materials

CCA provides textbooks, workbooks, and many other materials needed for class. Non-consumable textbooks and teacher's manuals are the academy's property and ultimately remain with the academy to help keep costs manageable and assist with growth; as such, they should be considered "borrowed" property and kept clean and undamaged for use by future students. You are, of course, welcome and even encouraged to purchase your own additional copies of non-consumable texts for your student to mark, annotate, and use to the fullest, should you desire.

### Visitation

We maintain an open-door policy for our classes. Upon checking in at the front office, parents may visit at any time, with or without an appointment, any class in which they have a student. However, other children will not be permitted to attend; they are disruptive to the classroom environment even when they are well-behaved. The sole exception to this rule is an occasional visit from a sibling who will enroll in the academy the following year, but this child must still be accompanied by the parent. Parents who arrive with small children in tow will of course be permitted to see their student immediately (and pick the student up if necessary), but will then be asked to reschedule their visit for a day when they have arranged for childcare. Visits should normally remain brief and as non-disruptive as possible.

### Attendance

Attendance is critically important. Students should expect to attend every class session, barring illness or emergencies. Please contact the teacher(s) if your student must miss class for any reason; work will likely need to be picked up in order for the student to be ready for the next class session. Frequent absences will almost certainly be detrimental to the student's progress in the course.

### Illness

Please *do not* send students to class if they are ill! Students should not have a fever, nausea, or diarrhea, coughing or sneezing, or other significant symptoms of illness. Keep them home until they are well. This is particularly important with COVID-19.

### Punctuality

CCA's doors open at 8:00am, and all students should be present and settled in by 8:15am. Arriving late not only hinders a student's own learning but is also disruptive to the other students and to the teacher's delivery of the lesson. Students should arrive on time, prepared, and ready to begin. Of course, once in a while the unexpected happens and a student may be late, but this should be the exception and not the rule. Repeated tardiness may constitute breach of contract.

### Preparedness and Homework

The student schedule/syllabus indicates readings and assignments that should be completed before class that week so that the lesson may include a review of the assignments. *Not all work will be completed during class; there will be homework.* Naturally, the first week or two may be a bit slow, or something may *occasionally* come up to prevent completion, but normally completing assignments for the week should not pose a problem. Please see the teacher if completing work on time is a significant, repeated problem.

### Late Work

Submitting work late on a regular basis is disrespectful and inconvenient to the teacher. It is up to the discretion of the teacher under what circumstances to accept late work after the first two weeks of classes. Late work may be graded by the parent, who is welcome to do so using the teachers' manuals at the academy, if a key is available for the assignment, but these manuals may not be taken home.

## Quizzes, Exams, and Other Assessments

Because our limited time in class should be spent teaching, discussing, and learning, some quizzes, exams, and other assessments may be given to parents to administer at home. Unless otherwise noted, all assessments should be proctored by an adult, and the student should not have access to any resources, including books, workbooks, study guides, or electronic devices. Quizzes and exams are not normally timed, but please see the teacher for specific instructions. Quizzes or exams taken through an online source may be automatically timed. Unethical academic work and testing practices may constitute breach of contract.

## Behavior

Students are expected to be respectful, kind, honorable, and courageous. They should, when given an instruction by an authority figure, obey the first time with a good attitude. They should not be destructive toward anyone's person or property. They should be honest with themselves and others while maintaining a sense of compassion, "speaking the truth in love." They should be responsible, fulfilling their obligations without complaining. They should always strive to do the right thing, even when it is difficult or unpopular.

## Food and Drinks

Students should bring their own lunches and snacks and expect to clean up after themselves by placing all trash into trash cans and wiping their space for crumbs, drips, etc. In the interest of protecting those with nut allergies, please do not bring foods or drinks containing nuts or nut products. Students may have water in class in cups/bottles with lids.

## Appearance

Class is a public event and lasts all day; therefore, students' clothes should be both modest and comfortable. Official CCA gear is always permitted.

- **Pants/Shorts:** Khaki, navy blue, black, or grey—denim is acceptable in these colors, but please follow a more "slacks" appearance rather than "jeans." All pants/shorts should sit comfortably at the waist, and shorts should be of reasonable length; with fashions as they are, this will almost certainly be easier for boys to accommodate than for girls. We will not be rigid with measurements because people are built differently, but please do your best to find shorts of a modest length if you choose to wear them. No jeans, cargo-style pants/shorts, athletic wear, or material with sequins/glitter/tulle/etc.
- **Shirts/Blouses:** Polos or button-downs, any color, or an official CCA T-shirt. No other T-shirts or sleeveless shirts/blouses.
- **Skirts/Dresses:** Polo dresses or jumpers over blouses, any color; skorts or skirts in khaki, navy blue, black, or grey. Please use the same guidelines as shorts for length. Slip-shorts, bike shorts, or leggings worn under skirts/dresses (especially short skirts/dresses) are strongly encouraged.
- **Outerwear and Hats:** Hats and hoods should normally be removed when indoors. Outerwear should not display vulgar, violent, or offensive words or images, nor should it display advertisements or affiliations. Sweatshirts and hoodies may be worn indoors, following the rule for shirts/blouses.
- **Shoes:** Sneakers, loafers, dress shoes, and sandals are allowed. Heels should be *very* low or flat for safety as we will often have to climb stairs and/or be outdoors. No high heels, flip-flops, slippers, basketball slides, etc. Please note that science labs will require closed-toe shoes. Socks should be worn with all shoes that accommodate socks.
- **Hair styles:** Self-expression is encouraged, and a variety of styles and colors are welcome, but please exercise good judgment regarding what may be perceived as distracting and attention-seeking. Natural hair styles, colors, etc., are always acceptable.
- **Jewelry:** Jewelry is allowed but should not be excessive or distracting. Faculty may use discretion in requesting excess jewelry be removed if it presents an issue in class, such as being noisy, hindering classwork, etc.
- **Cosmetics:** Makeup, like jewelry, is allowed but should be modest and understated.
- **Fragrances:** Please *limit* cologne or perfume wearing. If you enjoy wearing a fragrance, it is permissible, but one "spritz" or "dab" of fragrance is enough.
- **Hygiene:** Personal hygiene is important, not only for your own health but also for the comfort of those around you. Please come to class clean, well-groomed, teeth brushed, and wearing deodorant of some kind as appropriate.

Please be sure that your clothes are clean, in good repair, and that they fit; they should not be extremely tight or so loose that they are falling off. Policing personal appearance is unpleasant for everyone, both for the person being called out and for the person doing the calling. Please take these guidelines into consideration for your personal appearance on campus.

## Electronics

Phones and tablets are not prohibited in general, but they will not be allowed during class. Students are expected to have their devices silenced and put away during class time unless explicitly asked to do otherwise. If the student cannot abide by this rule, the parent will be informed and asked to correct the problem behavior. Parents, please keep texts to a minimum during class times and be patient in waiting for a response. Electronics are also discouraged during lunch and any breaks; students should try to take the opportunity to socialize with each other in person rather than relying upon a device for entertainment.

***NO WEAPONS, ALCOHOL, TOBACCO, OR OTHER DRUGS ARE ALLOWED ON THE PREMISES. NO EXCEPTIONS.  
NO BULLYING OR THREATS OF ANY TYPE WILL BE TOLERATED. NO EXCEPTIONS.  
Violations will normally result in immediate and permanent dismissal. We are all better than this.***