

# The Rock Academy Partnership Agreement 2020-2021

Parents are considered teaching partners and must read and agree to this contract to participate with The Rock Academy. When you enroll with PRAXI, you will acknowledge that you have read this document and agree to its content.

## 1. All Enrolled Families:

### **Enrollment Process**

- Enrollment is online through PRAXI.
- Documents are on file or will be uploaded to PRAXI.
  - Birth Certificate, School Entry Physical, Current (up-to-date) Immunization Record (680) or Religious Exemption (681) Scoliosis Screening (6<sup>th</sup> graders)
- FACTS Account established and current—Registration Fees are PAID.
- For Returning Families—**ALL** obligations for the previous school year are completed and up to date.
- Students cannot attend on-campus classes if these requirements are not completed.

### **Agreement**

- I/We agree to **provide adult supervision** for my students up to and including the age of 15 during school days and hours.
- I/We agree with the Foundational Documents, Code of Conduct, and Dress Code.
- I/WE understand that it is my/our responsibility to read the Parent Handbook and Student Handbook and abide by the policies and procedures.

### **Training and Orientation** (*Schedule of on-line and live training opportunities will be communicated to all families.*)

TRA provides training for specific aspects of the school. Training is provided in mandatory meetings and videos.

- Training sessions are required. (*Families that are out of town or enroll after the TRA orientation must still complete the online training sessions and **MEET with the teacher** in order to enroll in on-campus classes.*)
- Students are not permitted to attend on-campus classes if the Parent/Teacher has not completed the required training and read the Course Overview for each course.
- Students are not permitted to attend on-campus classes if they have not attended and/or viewed the Student Orientation.
- Students are not permitted to attend on-campus classes if they have not read the Student Handbook.
- Records will not be received from at-home families if the required training has not been completed.

**Communication** TRA will make every effort to communicate consistently and effectively with families and students through the following methods. Parents/guardians are responsible for participation in ongoing communication.

- Monthly newsletter (emailed and posted on the website)
- Website (information, forms, documentation paperwork, training resources)
- PRAXI (grades, progress, teaching communication, important class information)
- Email (most common form of communication)
- Text (most teachers and admin texts)
- Parent/Teacher Meetings (October, January, April)
- Parent Conferences (scheduled as needed)

**Attendance for the School Year** Students are scheduled for 180 days or the appropriate instructional net hours as listed below.

- **Parents/teachers are required to keep 180 days of attendance** for these days using an approved TRA format.
- A minimum of one hundred seventy (170) actual school days and the **hourly equivalent** of one hundred eighty (180) actual school days
  - **Kindergarten** 540 net instructional hours (3 hours per day)
  - **Grades 1-3** 720 net instructional hours (4 hours per day)
  - **Grades 4-12** 900 net instructional hours (5 hours per day)

**Grades** TRA has an established grading scale that is applied to all courses both on and off-campus.

- Students get the grades they earn. Grades are earned by following the instructions of the teacher and/or curriculum, completing assignments on time, and by demonstrating independent mastery of the content. The focus is on **LEARNING**.
- Students earning a College Prep Diploma must earn grades of 70% or higher in **ALL** courses.
- Not all grades and credits transfer. Check with the administration and the High School Planning Guide for details.

**Standardized Assessments** Standardized testing is required for all enrolled students from grades 3-12.

TRA currently provides the BASI test. SAT, and ACT are also accepted for students in 10<sup>th</sup> -12<sup>th</sup> grades.

- Minimum test scores are required for graduation
- TRA Writing Assessment may be offered and/or required for students in grades 4-12.

**Additional Testing:** *Students may need diagnostic or placement testing before being enrolled or to determine progress. Fees may apply.*

## 2. On-Campus Students

### *On Campus Attendance Policies*

- Students will sign/log in upon arrival and sign out when they leave campus for the day.
- Students may only be dismissed to approved family members/friends that have a CAR TAG issued by TRA or have a valid driver's license on file with TRA and are on the parent approved driver list.
- Students must wait to be dismissed by the Staff member in charge of dismissal.
- Students that are in an on-campus class are required to attend the class. Students who miss more than **4 class periods in any one grading period** may be dismissed from the class. All tuition and fees are non-refundable.
- Student drivers must fill out a form verifying parental/guardian permission and parameters for student drivers.
- Students are NOT permitted to attend classes if they have a fever, are contagious, have head lice or are too sick to actively participate in class.

### *Absence—Excused*

- Excused absences for on-campus classes include but are not limited to: illness, travel, and emergency.
- Parents/guardians must call the school office ASAP to notify the school that a child will be absent.
- Students will have until the following week to turn their work in. Additional due dates **MUST** be worked out with each teacher if needed.
- Parents/guardians must contact the teacher(s) to discuss the material missed due to the absence and to work out new due dates. The teacher **IS NOT REQUIRED TO CALL YOU**.
- In the case of travel that you know in advance, students must obtain the **Planned Absence Form** and have every teacher sign it.
  - Students and/or parents **MUST** communicate with the teachers in **ADVANCE** of a planned absence.
  - The form indicates that the student or the parent has spoken with each teacher and both parties understand what is expected and what the due dates are.
  - The student/parent will turn the completed form in to the TRA Office.

### *Absence—Unexcused*

- Unexcused absences for on-campus classes include but are not limited to: oversleeping, taking the day off, or other absence where the parent/guardian does **NOT** contact the school the morning of the absence. **This is IMPORTANT!**
- Students may stay up with the syllabus, but everything missed in class the day of an unexcused absence **CANNOT** be made up for points. This includes tests, quizzes, presentations, etc.

**Tardiness** When students are tardy it causes stress for the student and a disruption for the classroom. There will **ALWAYS** be a lot of traffic, so please leave in time so that being tardy is a rare exception and **NOT** the rule.

- Students who are chronically tardy (more than 4 in a grading period) may be dismissed from the class.
- If a situation arises (such as a bad accident that causes you to be late), the parent/guardian or student will contact the school to inform them that they will be late and why. (Text or call)
- See Parent Handbook for complete tardy details.

# The Rock Academy Partnership Agreement 2020-2021

## 3. On-Campus Class Requirements

### *Parent/Teacher Responsibilities*

#### **Monitoring Grades**

- On-campus teachers will post grades (and comments where applicable) weekly on PRAXI.
- Parents/teachers **MUST monitor their child's grades** and should contact the teacher if they have any questions.
- Zeros indicate that an assignment was not received. Students can still turn work in the following week with a reduction in points. After that, the assignment is not received and the zero remains.
- **Parents/teachers must check PRAXI at least once per week.**

**Partnering with the On-Campus Teacher** The TRA partnership relies on faculty in the classroom and parents/guardians at home BOTH working toward the goal of student success. The experience of the classroom teacher combined with the passion, dedication and knowledge of the parent/teacher provides a remarkable education opportunity for students!

- TRA **requires parent/teachers to participate** in the education of their children at home.
- Parent/teachers must grade Saxon math homework and mark the ones missed at the top of each page.
- Parent/teachers will provide such assistance to their student at home including but not limited to proctoring some tests, proof-reading writing assignments, discussing literature, listening, following the teacher's instructions for parents and helping with time management.
- Parent/teachers will provide all materials necessary including required textbooks, materials, notebooks, etc. needed for each class.
- Parent/teachers should be aware of assignment requirements such as project and notebooks to assist their student in producing a quality product.

## 4. At-Home Course Requirements

### *Off-Campus Courses*

TRA provides a great opportunity for parents to teach at home or to partner with other approved educational vendors (such as music teachers, sports coaches, etc.). To verify the work and grades earned by your students according to the standards of our accreditation with FCCPSA, the following steps are required:

- All courses taught off-campus must be approved by TRA and taught at the appropriate grade level with integrity.
- A physical portfolio (3-ring binder or folder or digital version) must be maintained with the approved documentation paperwork/forms. Portfolios will be turned in 4 times per year at published due dates quarterly.
- NO grades or credits will be awarded for courses that are not documented in this way. Face-to-face review meetings will be by request only and will be scheduled as needed.
- Portfolios will include samples of work, a record of all recorded grades (on the approved forms) and a written record of hours invested (mandatory for high school credit to be earned) with final grades averaged and hours totaled.

### *FLVS and Ignitia*

Students taking approved virtual classes do not need to provide portfolio work. Grades are recorded to TRA automatically.

- TRA does not accept FLVS history or science as they do not meet the requirements set forth by our accrediting agency, FCCPSA.

## 5. Honesty and Integrity

### *Student Work*

- Students should always do their own work, not copy, plagiarize, or cheat. Students who do so may be dismissed from a class or from the school. (See the Parent Handbook Levels of Discipline)
- Take-home tests **MUST** be proctored and given within the guidelines the teacher provides.
- Parents may assist, guide and direct, but may **NOT** do the work in place of a student.
- Students or families who participate in dishonest practices will be dismissed from TRA.

## 6. Financial Obligations

- Parents agree to the Enrollment Options Tuition/Fees page, **sign and provide it to the TRA Office.**
- Families pay through FACTS and agree to abide by their rules and policies
- Failure to pay can result in dismissal from the school with the balance turned over to collections.
- All tuition and fees are NON REFUNDABLE. Families will be responsible for the entire contract once they have enrolled.

## 7. Withdrawal from TRA

**Voluntary Withdrawal** A family may choose to voluntarily remove themselves from enrollment with TRA.

- Parent/guardian must contact the TRA office and officially withdraw. (Withdrawal Form)
- Records will be transferred upon request by an official school **IF** all financial obligations are met and borrowed materials are returned.
- Records that are incomplete will be marked as such.
- All tuition and fees are NON REFUNDABLE. Parents will be required to pay the entire contract.

## 8. Dismissal from TRA

**Academic Dismissal** A student may be removed from a class or from The Rock Academy due to:

- continued poor performance (failing grades),
- repeatedly missing assignment due dates,
- sub-par work,
- lack of parent participation resulting in poor student performance, or
- inability to work within the TRA model for instruction.
- All tuition and fees are NON REFUNDABLE. Parents will be required to pay the entire contract.

### ***If a Student is Failing:***

A parent conference will be arranged and a Prescriptive Action Plan (PAP) will be written to work out a strategy to get a student on track. Failure to make the necessary changes or follow through with agreed-upon Plan may result in dismissal from the class or school.

**Behavioral Dismissal** A student may be removed from a class or from The Rock Academy due to:

- chronic or severe behavior problems that disrupt the on-campus community or
- violate the Code of Conduct (both on and off campus).
- Level II and III violations can result in immediate removal from the program.

### ***For non-severe/dangerous issues:***

A parent-teacher conference may be arranged (where applicable) and a Corrective Action Plan (CAP) for discipline and restitution (where appropriate) will be required. Failure to follow the CAP may result in dismissal from the class or school.

- All tuition and fees are NON REFUNDABLE. Parents will be required to pay the entire contract.

**Attendance/Tardy Dismissal** A student may be removed from a class or from The Rock Academy due to chronic absences and/or tardies (both excused and unexcused). Students with situations that keep them from attending class need to consider a strictly home-based program.

- All tuition and fees are NON REFUNDABLE. Parents will be required to pay the entire contract.

**Unresolved Conflict Dismissal** A family may be dismissed from The Rock Academy if they are engaging in ongoing conflict with TRA faculty, families, or administration that cannot be resolved.

- All tuition and fees are NON REFUNDABLE. Parents will be required to pay the entire contract.

# The Rock Academy Partnership Agreement 2020-2021

## 9. GUEST STUDENT Requirements

### **Enrollment Process**

- Enrollment is online through PRAXI (*new for 2019-2020*).
- Documents are on file or will be uploaded to PRAXI.
  - Birth Certificate, School Entry Physical, Current and Up-to-Date Immunizations (680) or Religious Exemption (681), Scoliosis Screening (incoming 6<sup>th</sup> graders)
- FACTS Account established and current—Registration Fees are PAID.
- Students cannot attend on-campus classes if these requirements are not completed.

### **Agreement**

- I/WE agree with the foundational documents, Code of Conduct and Dress Code.
- I/WE understand that it is my/our responsibility to read the Parent Handbook and Student Handbook and abide by the policies and procedures.
- I/WE understand and agree to the Withdrawal and Dismissal Policies listed in the sections 7 and 8 above

### **Training and Orientation** (*Schedule of on-line and live training opportunities will be communicated to all families.*)

TRA provides training for specific aspects of the school. Training is provided in mandatory meetings and videos.

- Training sessions are required. (*Families that are out of town or enroll after the TRA orientation must still complete the online training sessions and **MEET with the teacher** in order to enroll in on-campus classes.*)
- Students are not permitted to attend on-campus classes if the Parent/Teacher has not completed the required training and read the Course Overview for each course.
- Students are not permitted to attend on-campus classes if they have not attended and/or viewed the Student Orientation.
- Students are not permitted to attend on-campus classes if they have not read the Student Handbook.

**Communication** TRA will make every effort to communicate consistently and effectively with families and students through the following methods. Parent/guardians are responsible for participation in ongoing communication.

- Monthly newsletter (emailed and posted on the website)
- Website (information, forms, documentation paperwork, training resources)
- PRAXI (grades, progress, teaching communication, important class information)
- Email (most common form of communication)
- Text (most teachers and admin texts)
- Parent/Teacher Meetings (October, January, April)
- Parent Conferences (scheduled as needed)

**Grades** TRA has an established grading scale that is applied to all courses both on and off-campus.

- Students get the grades they earn. Grades are earned by following the instructions of the teacher and/or curriculum, completing assignments on time, and by demonstrating independent mastery of the content. The focus is on LEARNING.

**Standardized Tests** Guest students have access to standardized testing for a fee. See the Enrollment Options Tuition/Fees page.

### **Additional Testing**

- Students may need diagnostic or placement testing before being enrolled in a class or to determine progress. Fees may be charged where applicable.

In addition, Guest Students are required to abide by the guidelines in Sections 2, 3, 5, 6, and 7 above. Please read them in their entirety.

2. On-Campus Students
3. On-Campus Class Requirements
5. Honesty and Integrity
6. Withdrawal from TRA
7. Dismissal from TRA