

# **PRA Classical Academy Policies and Procedures**

## **Family Support**

PRA Classical Academy holds high expectations for our staff, students, and parents. It is critical to have the full support of parents, both during and after school. As part of the enrollment process, it is important that parents thoroughly review and agree to the expectations for communication, homework, discipline, volunteerism and other school policies as specified in this document.

## **Parent Communication Policy**

Teachers are delighted to collaborate with parents to provide academic support. Parent-Teacher Communication is a key component to this process. Please remember to check emails frequently throughout the day as well as the PRA Classical Academy website for assignments and important information. If you should have questions or concerns, please speak directly with the teacher. If you still have questions or concerns at that point, then feel free to contact the PRA Classical Academy Director, Marti Bacon, at [mbacon@prak8.org](mailto:mbacon@prak8.org).

## **Carpool Drop-Off and Pick-Up**

Please make sure that your student arrives on time and is prepared to learn. Doors will open at 7:50 am. Students should enter the west basement entrance of the building between 7:50-7:55 am and be prepared for classes at 8:00 am.

If emergency contact information is different for a specific day, please email the Director or Office Manager. Emergency information should be kept up-to-date throughout the school year.

Families living in the immediate vicinity of Horizon Community Church may choose to have their students walk or ride their bicycles to and from school. Parents will assume all liability for their student's bicycles as well as for their child's physical safety.

Students will be dismissed and should be picked up promptly at 1:45 pm unless they are registered for, and participating in, after-school activities. Students enrolled in after-school activities or classes must be picked up immediately after those activities or classes dismiss.

Please notify the director at [mbacon@prak8.org](mailto:mbacon@prak8.org) if you have an emergency and are not able to pick up your child by 1:45pm.

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## Discipline Policy

Students are expected to treat classmates, parents, teachers, and property with utmost respect. PRA Classical Academy will not tolerate any form of violence or abuse including, but not limited to, actions, words or insults toward other students, parents or staff.

## Curriculum Policy

Textbooks and consumables will be provided for PRACAH classes during the school year. There is a \$195 per student charge for lab fees, textbooks and copying. All checked out materials must be returned at the end of the year in good condition. Parents will be responsible for paying for lost or damaged materials.

## Volunteer Policy

PRA Classical Academy believes that volunteers are a key component to the success of the school as well as to the education of our students. Each family is required to volunteer at least 30 hours per year or 15 hours per semester with three or more lunch/recess times per semester. Families may choose to pay \$180 per semester in lieu of volunteer hours.

Volunteers should:

1. Click the SignUp.com link that will be sent via email to access a program specific list.
2. Choose your options and sign up for at least 3 lunch/recess slots per semester.
3. Hours will be recorded on SignUp.com and will be used for reporting requirements.
4. If you are unable to fulfill your volunteer requirements for the day, please notify the director or office manager at least 24 hours in advance and use the PRACAH directory to find your replacement.

## Homeschool Expectations

PRA Classical Academy's curriculum requires commitment and dedication in the classroom and at home to ensure academic success. We ask that parents ensure that at-home assignments are neat, organized, and completed on time and in an environment that is conducive to learning. It is our intent to provide assignments that will enhance the student's learning.

PRA Classical Academy students are considered homeschooled. Parents should expect their students to spend approximately 4-5 hours each off-campus day working on school-related assignments. Seventh and Eighth grade students will be required to spend more time on assignments.

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## Dress Code

Students should be respectful in their clothing so as not to detract from the learning environment. Clothing should be modest and without visible undergarments, rips or tears, inappropriate language, or inappropriate symbols. Dresses, skirts, or shorts should be no shorter than fingertip length. Tights, leggings, or other types of hosiery should be accompanied by a fingertip length or longer top or dress. Students should not wear hats inside the school. This dress code may be modified as needed during the school year.

## Single Publicly-Funded Enrollment

Students may not be enrolled in any other public school or public online program while attending PRA Classical Academy.

## Electronic Device Policy

PRA Classical Academy students will be required to keep all electronic devices (including, but not limited to: cell phones, computers, kindles, ipads, etc.) in backpacks until the end of the school day. Parents may call the school at (720) 440-2576 if they need to contact their child during the school day.

## Math Placement

Each child will need to take the following free Saxon Math Placement test at the time of registration: [http://www.hmhco.com/~media/sites/home/education/global/pdf/placement/mathematics/k-12/saxon-math-homeschool/sms\\_plt\\_middlegrades.pdf?la=en](http://www.hmhco.com/~media/sites/home/education/global/pdf/placement/mathematics/k-12/saxon-math-homeschool/sms_plt_middlegrades.pdf?la=en)

Results of this placement test should be entered in the online portion of the registration packet. Please contact Patrick McDonald at [pmcdonald@prak8.org](mailto:pmcdonald@prak8.org) with any questions. Results of this test will allow you to assess your student's math level as well as his/her strengths and weaknesses. If your child does not test at the 6/5 level (for 5th/6th grade) or above, he/she will be placed in study hall during his/her math period. Math classes will begin immediately with new content. **Students are required to review the first 30 lessons in their Saxon math texts prior to the start of school.** These review lessons will be provided to students at the beginning of May. This allows parents to work with their child over the summer to fill any gaps that would prevent them from entering school on grade level.