



<i>The Classical Academy</i>	<i>Policies and Procedures</i>
Policy Name:	Part-Time/Full-Time Programs and Requirements
Policy Number:	JG-TCA-S1
Original Date:	5/22/2003
Last Reviewed:	12/01/2023
Category:	Instruction
Author:	Registrar
Approval:	Director of Academic Services

## INTRODUCTION

The Classical Academy (TCA) offers part-time and full-time enrollment opportunities. This policy is a supplement to JG-TCA: Enrollment and Placement and outlines TCA's programs and enrollment requirements.

- **Traditional Program:** The Classical Academy (TCA) only offers part-time traditional Kindergarten which meets four half days each week, Monday-Thursday. All other grade levels (1-12) in the traditional program are full-time. Elementary (grades 1-6) meet four full days Monday-Thursday and a half day on Fridays. Junior High (grades 7-8) and High School (grades 9-12) meet five full days per week.
- **Cottage School Program:** Cottage School Program (CSP) is a homeschool partnership program offering part-time enrollment only. Kindergarten meets two half days and Grades 1-6 meet one full day per week.
- **College Pathways:** College Pathways (CP) is a hybrid-online program for Grades 7-12 and offers both part-time and full-time enrollment opportunities. Classes meet two hours per week per class for on-campus instruction with the remainder of the course work being completed online at home.

A student may not attend any TCA program on a part-time or full-time basis **and** be enrolled part-time or full-time in another public program or school (*excluding activities and sports enrollments that are not state funded*). Some secondary enrollments are considered in consultation with Colorado state law and federal requirements including enrollment in a private or umbrella school. All part-time homeschool students in CSP and CP are required to complete a Notice of Intent to Homeschool as applicable.

## COLLEGE PATHWAYS REQUIREMENTS

### Full Time Enrollment

Students must maintain a full-time schedule at CP to be classified as diploma seeking. These students are working toward CP Graduation Requirements to obtain a CP Diploma within 4 years (*see policy IKF-TCA-CP: College Pathways Graduation Requirements*). Full-time students must take 4-5 CP classes or 12-15 credits at PPSC, or students may take a combination of CP and PPSC classes in each semester. Credits above 15 require Director of College Planning approval. Students who wish to be diploma seeking must declare their intentions by the end of the 10<sup>th</sup> grade year; students entering at 11<sup>th</sup> and 12<sup>th</sup> grade must declare status at time of enrollment.

**Part-Time Enrollment**

Students may choose a part-time schedule at CP and will be classified as homeschool students. Part-time students may take only 1-2 CP classes or 11 or fewer credits at PPSC if the student is college ready. A part-time student may not take both a CP class and a college class simultaneously in the same semester as this is defined as full-time by the state. These students must remain part-time until the next academic year and are considered non-diploma seeking.

Exceptions to this policy exist when a student is taking the On Course class at CP (*see below*):

<b>Part-time Student On Course Schedule Options</b>	
Part-Time (Fall Semester – not College-Ready yet)	Part-Time with On Course (Spring Semester)
1-2 CP Classes	1-2 CP Classes + CP On Course <i>(no PPSC until Fall)</i> OR 3-11 cr. hrs. at PPSC + CP On Course
Part-Time with On Course (Fall Semester)	Part-Time (Spring Semester after On Course)
1-2 CP Classes + CP On Course OR 3-11 cr. hrs. at PPSC only + CP On Course	1-2 CP Classes OR 3-11 cr. hrs. at PPSC

**State Testing**

All College Pathways high school students are eligible to participate in state assessments, which includes the PSAT and SAT. Only full-time College Pathways junior high students are eligible to participate in state assessments, which includes CMAS.

**Legal References**

CRS 22-33-104.5 Home Based Education

**Cross References**

JG-TCA: Enrollment and Placement

IKF-TCA-CP: College Pathways Graduation Requirements

JHD-R-TCA: Exclusions and Exemptions from School Attendance (Home-Based Education) Procedure

IHCDA-TCA: Concurrent Enrollment

IHCDA-TCA-R: Concurrent Enrollment Procedure

**Policy Revision History**

<b>Date</b>	<b>Revision Details</b>	<b>Revised By</b>
5/22/2003	Creation of policy	Registrar
2/15/2013	Reformatted policy into new template. Completed annual review.	Registrar
2/15/2015	Revised to include all enrollments in all PT programs at TCA. Completed annual review.	Registrar
08/19/2019	Revised to add CP requirements for part-time and full-time students. Updated all program information, changed the policy number to a supplement of JG-TCA, and updated the policy name.	Registrar
5/18/2021	Removed references to CSP 7-8 grades. Updated department approvals.	Registrar

4/04/2023	Updated PPCC to PPSC. Minor wording adjustments for clarification. Updated policy number from JG-S1-TCA to JG-TCA-S1 for consistency.	Registrar
12/01/2023	Reorganize policy to clarify full time and part time. Specify requirement for diploma seeking students to be full-time.	Registrar