

Community Learning Alliance Handbook

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1. Mission Statement

At Community Learning Alliance (CLA), the mission is to elevate and empower homeschooling in the community by providing high-quality group tutoring in core academic subjects for students from Kindergarten through 12th grade. CLA is a drop-off tutoring service (not a school) that partners with and supports families in their homeschooling journey within a family-centered environment built on integrity, connection, empowerment, and excellence.

2. Our Community Pillars

- Integrity — Upholding truth and moral character.
 - Connection — Demonstrating warmth, sincerity, and compassion.
 - Empowerment — Sparking courage, curiosity, and discovery.
 - Excellence — Pursuing mastery with dedication and passion.
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3. Program Overview

3.1 Schedule

- Days: Monday, Tuesday, Wednesday
- Campus Hours: 8:20 AM – 3:30 PM
- Academic Year: 32 weeks (two 16-week semesters)
- Class Length: variable depending on grade level

3.2 High School Program

High school students attend two days per week (Monday and Wednesday) from 8:20 AM – 3:30 PM. Classes are 75 minutes, with 90-minute blocks for science labs, and 60 minutes of Math Lab.

3.3 Educational Philosophy

The program blends classical instruction with Charlotte Mason–inspired methods. Community Learning Alliance provides tutoring for 89 days per year, with families supporting a parent-driven homeschool schedule two days per week. Students prepare for lessons at home, receive guided instruction on campus, and complete mastery-based reinforcement assignments at home. Consistent at-home reading and coursework are required for successful completion of each high school–level course.

4. Membership & Costs

4.1 Membership Fee

- Single Student (K–8): \$1,000 per year

- Family Membership (2+ students): \$1,500 per year
- High School Student (Individual): \$100 per year
- High School Student (with Family Membership): \$0

Membership fees are non-refundable and non-transferable. Membership fees are private-pay only and not payable by charter vouchers.

4.2 Payment Options

- Yearly Payment: Full amount paid upfront with a 10% discount. (High school excluded)
- Semester Payment: Two payments (every 16 weeks) with no discount.

4.3 Class Fee

Class Fees (Paid Directly to Tutors)

- TK–8th Grade: \$400 per class, per semester
- K-1st and 2nd-3rd Language Arts classes: \$400 per class + \$100 (private pay to the class assistant*), per semester
- 9th–12th Grade: \$500 per class, per semester
- 9th–12th Grade Science Labs: 1 day/week, \$250 per semester, plus \$100 lab fee per semester

* K–1 and 2nd–3rd grade Language Arts classes include a reading assistant trained in reading instruction who provides leveled phonics support to promote strong early reading development.

4.4 Refund and Withdrawal Policy

Enrollment in a CLA class constitutes a full-semester or full-quarter commitment, as applicable. All membership fees payable to CLA are nonrefundable and nontransferable. After a class begins, no refunds will be issued, and families remain responsible for the full class fees for that term, which are payable directly to the tutor. Class assistant fees for K–3rd grade reading classes are private pay and are paid directly to the class assistant.

If charter funding does not cover the full cost of a student’s class fee for any reason, any unpaid amount remains the responsibility of the family. Families are expected to review their charter school policies carefully and confirm funding arrangements before the class begins. CLA tutors may accept both private-pay funds and charter vouchers.

4.5 Volunteer Requirements

Volunteer Requirements

Families at CLA are required to contribute **10 volunteer hours per student per semester**. These hours support the smooth operation of CLA and help maintain a safe, clean, and welcoming environment for all students.

Buy-Out Option

Parents may choose to opt out of the volunteer requirement by paying \$600 **per student per semester** as an opt-out fee. This option is available at the time of enrollment or as otherwise communicated by the CLA administration. **All fees and requirements are subject to change and notification.**

Incomplete Volunteer Hours

Volunteer hours must be completed by the end of each semester. Any unfulfilled hours will result in parents being charged the pro-rated opt-out rate for the missing hours.

Available Volunteer Opportunities

The following shifts are regularly needed to support daily facility operations. The number of volunteers required for each shift is noted.

- **Morning Drop-Off Shift:** 0.5 hours (includes bathroom check) – **2 volunteers needed**
- **Lunch Shift:** 1.5 hours (includes bathroom check) – **4 volunteers needed**
- **Afternoon Pick-Up Shift:** 1 hour (includes pick-up duties and bathroom deep cleaning) – **2 volunteers needed**

Additionally, **substituting for a tutor** who is absent counts toward volunteer hours at a rate of **1 hour per class** covered for K-8 and the equivalent time of each HS class.

Volunteer schedules and sign-up details will be shared through the CLA's communication platform. We greatly appreciate the time and dedication of our parent volunteers, as their support is vital to the success of our learning alliance.

5. Policies and Procedures

Community Learning Alliance is committed to providing a safe, respectful, and productive learning environment for all students. The following policies and procedures support student success and help maintain a positive community atmosphere.

5.1 Behavior Policies

CLA follows three simple Conduct Standards that apply to all individuals on campus — students, parents/guardians, tutors, and visitors:

Be Kind. Be Safe. Be Engaged.

Be Kind

- Treat others with respect using appropriate language and tone.
- Avoid name-calling, teasing, bullying, exclusion, rude comments, or gestures.
- Respect the property and personal space of others.

Be Safe

- Follow all safety rules and remain in approved areas.
- Use materials and equipment properly.
- Keep hands and feet to yourself.
- Avoid unsafe or physically aggressive behaviors (such as throwing objects, hitting, or pushing).

Be Engaged

- Arrive on time and prepared for class.
- Follow directions the first time.
- Stay focused, listen attentively, and participate actively.
- Help maintain a distraction-free learning environment.

5.2 Serious Violations and Removal from the Program

Community Learning Alliance is a private tutoring service, and enrollment is a privilege rather than a right. CLA reserves the right to remove a student temporarily or permanently from tutoring services if, in the judgment of leadership, the student's conduct disrupts instruction, interferes with the learning environment, or threatens the safety, wellbeing, or property of any student, tutor, staff member, or guest.

Serious violations must be reported to leadership within 24 hours and include, but are not limited to:

- Violence or threatened harm
- Destructive behavior or intentional damage to property
- Sexual misconduct or other inappropriate behavior of a sexual nature in an educational setting
- Theft or attempted theft of property
- Bullying, harassment, or intimidation, including cyberbullying
- Defiance or refusal to follow tutor or staff directions

Consequences for serious violations may include immediate safety measures, a required parent conference, a Behavioral Improvement Plan, temporary removal from class, or immediate dismissal from the program. Behavioral Improvement Plans may be used for repeated conduct concerns and include clear expectations, supports, timelines for improvement, and ongoing parent involvement in instructional support and communication.

CLA retains sole discretion to determine the appropriate response to misconduct, including immediate and permanent dismissal from the program when warranted. The tutoring program is not required to follow the suspension, expulsion, or other disciplinary procedures applicable to public schools and may contact parents, guardians, law enforcement, or other appropriate authorities when circumstances require.

5.3 Academic Honesty Policy

Students are expected to do their own work and demonstrate integrity. Academic dishonesty includes cheating, plagiarism, copying another student's work, or using unauthorized aids during assessments.

Any incident of academic dishonesty will result in a zero on the assignment, parent notification, and possible further disciplinary action depending on the severity and frequency.

5.4 Dress Code & Modesty Guideline

Students should dress modestly and appropriately for an active learning day.

“Touch Your Toes” Self-Check: Raise your hands high overhead, then bend to touch your toes. If any midriff, undergarments, chest, or upper leg is exposed, the clothing is not appropriate.

- Shoes must be worn at all times on campus.
- Clothing should allow for comfortable movement during PE, recess, and hands-on activities.

5.5 Drop-Off and Pick-Up Policies

Community Learning Alliance operates as a drop-off program. Students may be dropped off beginning at 8:15 AM and must be picked up no later than 3:30 PM on program days. Families are expected to arrive on time, remain reachable by phone during program hours, and maintain current emergency contact and authorized pick-up information on file. Student K-8 must be enrolled in a class when on campus. If they would like to use the Study Hall, in lieu of enrolling in a class, a parent must be present each day during that class period and accompany their student in Study Hall. High school students may use the study hall between classes without a parent.

Students will be released only to a parent/guardian or authorized adult listed in the student's records, and identification may be required. If a student must leave during the day for illness, appointments, behavior concerns, or any other reason, a parent or authorized guardian must pick up the student within 30 minutes of being contacted.

Repeated late pick-ups, failure to remain reachable, or failure to arrange timely pick-up may result in a parent conference or review of continued enrollment in the program. While CLA

operates as a drop-off program, drop-off is a privilege; when a student's learning needs or conduct require increased support, active parent or guardian participation on campus may be required as a condition of continued enrollment.

5.6 Health and Safety Policy

Illness Guidelines

To protect everyone's health, please keep your child home if they exhibit any of the following:

- Fever (100.4°F or higher)
- Vomiting or diarrhea
- Persistent cough or difficulty breathing
- Sore throat, runny nose, or congestion (if contagious)
- New, unexplained rash
- Any other contagious condition (such as flu, strep, or pink eye)

Students must be symptom-free and fever-free for 24 hours (without fever-reducing medication) before returning to CLA.

Medication

Prescription and over-the-counter medications may only be administered by a parent/guardian. If your child requires medication during the day, please make arrangements for parents to administer it by communicating with the Director.

Allergies & Medical Conditions

Notify the Director of any severe allergies, asthma, or other medical conditions so that appropriate precautions can be taken.

Emergency Procedures

CLA maintains an active safety plan, including fire drills, lockdown, and evacuation procedures. In case of a serious emergency, parents will be notified as soon as it is safe to do so.

5.7 Parking and Traffic Safety

- Drive slowly and carefully when entering and exiting the campus.
- Follow all directional signage and parking instructions.
- Do not block driveways, fire lanes, or other vehicles.
- Yield to pedestrians at all times.
- During drop-off and pick-up, remain in your vehicle and use the designated flow lanes unless directed otherwise by staff.

5.8 Lost and Found

All lost items are placed in the Lost & Found bin near the entrance and kept for two weeks. Unclaimed items will be donated. Please label your child's belongings (backpacks, jackets, water bottles, etc.) to help prevent loss.

5.9 Volunteer Requirements

- Fingerprinting: Guardians who wish to volunteer or supervise students on campus must complete fingerprinting through AMR Notary & Live Scan (Shingle Springs).
- Mandated Reporter Training: Adults volunteering 32+ hours per year must complete mandated reporter training.

5.10 Student Technology & Phone Use

Phones and personal devices must remain in backpacks and powered off from 8:20 AM to 3:30 PM, except when specifically permitted by a tutor for educational use.

5.11 Additional Policies (Bathrooms, Food, Pets)

Bathrooms and Privacy

- Students are not allowed in stalls together.
- Only assist your own child in the bathroom.

Food

Communal food sharing is not permitted except during approved educational activities or special events with prior permission.

Pets

Pets are not allowed on campus without prior Director approval.

6. CLA Homeschool Partnership Disclaimer

CLA is designed to serve as a supportive supplement to homeschooling by partnering with families to encourage academic growth, accountability, and enrichment. Students participate in tutor-supported classes alongside parent-directed instruction at home. While tutors provide instruction, guidance, support, and academic assistance in core subject areas, CLA is not intended to replace the parent's primary role in directing and overseeing their child's education.

Because CLA meets for less than half of a traditional school-year calendar and students attend classes for only a limited portion of their academic instruction time, families remain fully responsible for ensuring that coursework, assignments, reading, studying, testing, and continued instruction are completed on non-CLA days. Students are expected to remain actively engaged in their homeschool education throughout the week outside of class meeting times.

Parents are responsible for selecting and purchasing curriculum, overseeing assignments and at-home instruction, maintaining educational records, and issuing final grades and transcripts as needed. CLA tutors do not issue official grades, diplomas, transcripts, or academic credits.

CLA tutors do not communicate with homeschool charter schools, PSPs, umbrella schools, or HSTs on behalf of students or parents. Any required communication, documentation, work samples, attendance reporting, or compliance requirements remain the sole responsibility of the parent or legal guardian.

By enrolling in CLA classes, families acknowledge that CLA functions as an academic support and enrichment program intended to complement — not replace — the parent-led homeschool education model.

7. Acknowledgment & Contact Information

By enrolling at Community Learning Alliance, you agree to abide by all policies in this handbook and understand that CLA provides supplementary tutoring support only. Failure to follow the policies outlined in this handbook may result in the loss of privileges or removal from the program.

Community Learning Alliance is a public benefit nonprofit organization governed by a Board of Directors.

Contact Us: CLA.communitylearningalliance@gmail.com