

Name: \_\_\_\_\_ First \_\_\_\_\_ Grade \_\_\_\_\_

## Harbor City International School Academic Commitment Contract 2017

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Harbor City International School's purpose is to improve pupil learning and student achievement; HCIS is committed to providing students with a high quality education.

- We are proud of being the only public, college preparatory school in Duluth.
- We are proud of our recognition as an MDE Minnesota Reward School for five consecutive years, 2012-2016.
- In keeping with our mission and our goals, it is important that the school, the teachers, the parents/guardians, and (most importantly) the students commit to these responsibilities.

The following is a contract to be signed by students, parents/guardians, and a school representative upon student enrollment at Harbor City International School.

### As a Harbor City student, these are my responsibilities:

I will be here. Good attendance is vital to ensuring a quality education.

I will be punctual. I will be on time for classes, with all the necessary materials. I understand that if I am not on time, or if I am not prepared for class, I will be marked tardy. An accumulation of tardies/absences will result in detention and/or loss of credit.

I will contribute positively to the HCIS community.

I will check teacher websites several times a week to prepare for classes and ensure assignments get finished.

I will utilize homework lab in the afternoons, math lab in the mornings, or work directly with my instructors on a daily basis before and after school to ensure my success if my GPA falls below 2.0, or if I have any grades that are below a C.

I am responsible for approaching teachers for missing work due to absences, and for getting it finished and turned in in a timely manner.

It is my responsibility to finish all coursework, and to know all my teachers' late work policies.

I will keep the four R's: Respect, Responsibility, Relationship, Reach, in mind when conducting myself at school and when I represent HCIS in the community.

I am expected to pass all my classes every semester. Failing classes will result in credit recovery, summer school and/or not being promoted to the next grade level. Graduation will be delayed if credits are not earned.

(Juniors and Seniors) I understand that if I do not have enough credits to be a junior or a senior, or if I am failing any classes, I will lose the privilege of going off campus for lunch.

I will check my school email regularly (at least three times per week)

I will adhere to all Harbor City School policies.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

### As a Harbor City Parent or Guardian, these are my responsibilities:

I will encourage my student in the following areas: completion and return of homework, regular attendance, and prompt arrival.

I will ensure my student has an environment which supports academic success by providing a healthy diet and adequate sleep hours, by limiting outside school responsibilities (i.e., work hours), and by arranging transportation in order for my student to attend before/after school homework labs, if necessary.

I will speak with my student about how things are going in their classes, and I will regularly check PowerSchool and teacher websites to monitor my student's assignments, assessments, and grades.

Our authorizer is Volunteers of America of Minnesota; phone (612)-270-1998.

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\_\_ I will read school emails, newsletters, and check the school's website for announcements and upcoming events.

\_\_ I will attend parent conferences, school meetings, and other activities sponsored by the school.

\_\_ I will communicate with teachers and HCIS staff with any questions or concerns about my student by phone or email.

\_\_ I will be familiar with the guidelines and consequences outlined in the HCIS Student Handbook. I will support HCIS in enforcing these expectations.

\_\_ I will ensure that my student will stay for math lab or homework lab if they have any grades that fall below a C.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

### As a school, these are our responsibilities:

- Provide a safe campus and classroom climate of mutual respect.
- Provide clear posted standards of student behavior within classroom.
- Provide for the individual needs of students and effectively facilitate student learning.
- Provide information regarding a student's learning challenges to SAT (Student Advocacy Team) or the special education team.
- Provide opportunities for makeup work for excused absences according to student handbook and teacher syllabi.
- Provide posted teacher office hours for support outside regular class hours.
- Provide homework lab opportunities for extra student support four days a week.
- Provide updated teacher websites weekly with assignments, tests/quizzes, due dates, and policies.
- Provide up-to-date academic progress through PowerSchool.
- Provide quarterly progress reports or grades via mail.
- Conduct monthly academic conferences with students during basecamp.
- Teacher/Case manager will contact parent through phone or email monthly if student is receiving a D in any class
- School representative will contact parent to set up meeting if student is failing any class.
- If students are receiving special education services, staff will consistently collaborate to support the student's IEP and promote their academic success.

School Representative \_\_\_\_\_ Date \_\_\_\_\_

### Support available at HCIS:

- Homework Lab (Monday – Thursday 3pm-4pm)
- Morning Math Lab (Monday – Friday 7:45am – 8:25am)
- Before/after school teacher office hours
- Base camp conferences
- Teacher conferences
- Parent meetings

Failure to maintain continuous academic progress, grade level expectations, or desirable work habits will result in a conference with administration to review the interventions.

**These commitments are essential to the mission of our school.**