

Harbor City International School Academic Commitment Contract

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 to be designated a Minnesota State Reward School for three years in a row. 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 doing all we can to ensure student success and learning. The following is a contract to be signed by students, parents/guardians, and a school representative upon student intake/scheduling.

As a school, the following are our responsibilities:

1. Provide a safe campus and classroom climate of mutual respect.
2. Provide clear posted standards of student behavior within classroom (1. Be Prepared 2. Respect and Listen 3. Do Quality Work 4. Be Engaged 5. Keep it Clean).
3. Provide for the individual needs of students and effectively facilitate student learning.
4. Provide information regarding a student's learning challenges to SAT (Student Advocacy Team) or the special education team.
5. Provide opportunities for makeup work for excused absences according to student handbook and teacher syllabi.
6. Provide posted teacher office hours for support outside regular class hours.
7. Provide homework lab opportunities for extra student support four days a week.
8. Provide updated teacher websites weekly with assignments, tests/quizzes, due dates, and policies.
9. Provide up-to-date academic progress through PowerSchool.
10. Provide quarterly progress reports or grades via mail.
11. Conduct monthly academic conferences with students during basecamp.
12. Teacher/Case manager will contact parent through phone or email monthly if student is receiving a D in any class.
13. School representative will contact parent to set up meeting if student is failing any class.
14. 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 _____

As a student, the following are my responsibilities:

1. I will be here! Good attendance is vital to ensuring a quality education.
2. 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.
3. I will contribute positively to the HCIS community!
4. I will check teacher websites several times a week to prepare for classes and ensure assignments get finished.
5. 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 D or below.
6. I am responsible for approaching teachers for missing work due to absences, and for getting it finished and turned in in a timely manner.
7. It is my responsibility to finish assigned work and homework, and to know all my teachers' late work policies.
8. 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.
9. I am expected to pass all my classes every semester. Failing classes can result in credit recovery and/or not being promoted to the next grade level.
10. (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.
11. I will check my school email regularly (at least weekly).
12. I will adhere to all the school policies.

Student Signature _____ Date _____

As a parent/guardian, the following are my responsibilities:

1. I will encourage my student in the following areas: completion and return of homework, regular attendance, and prompt arrival.
2. 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 homework labs, if necessary.
3. I will talk to 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.
4. I will stay on top of what is going on at HCIS by reading school emails, newsletters, and checking the website for announcements and upcoming events.
5. I will attend parent conferences, school meetings, and other activities sponsored by the school.
6. I will communicate with teachers and HCIS staff with any questions or concerns about my student by phone or email.
7. I will be familiar with the guidelines and consequences outlined in the HCIS Student Handbook. I will support HCIS in enforcing these expectations.
8. 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** _____

Interventions

HCIS offers:

- Homework Lab (Monday – Thursday 3pm-4pm)
- Morning Math Lab (Monday – Friday 7:45a – 8:25a)
- Before/after school teacher office hours
- Individually working with Promise Fellows (9th and 10th graders)
- Basecamp 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. Parents/Guardians, students, and staff must fulfill these responsibilities or the students' opportunity to learn at, and graduate from Harbor City International School will be jeopardized.