

U.M.C.A. RICH TREE ACADEMY



Parent-Teacher-Student High School Contract 2019-2020

Student Name (Print): _____

The purpose of this contract is to foster the development of a school-parent relationship to help all students achieve U.M.C.A. Rich Tree Academy high academic standards. It is the school's responsibility to provide a high quality curriculum and instruction in a supportive and effective environment that enables students to meet the Province's student performance standards and the goals of U.M.C.A. Rich Tree Academy. As part of that commitment, the school must address the importance of communication between parents and teachers on an ongoing basis through the development of a *Personal Education Plan* for each student, frequent reports to parents on their child's progress; and reasonable access to staff, opportunities to volunteer and participate in their child's class, and observations of classroom activities.

Since helping all students achieve high academic standards is our goal, any student in danger of failing or who fails any course is automatically on academic probation. *This means that the student must seek extra help and/or attend after school tutoring sessions until academic status has returned to a passing grade.*

In addition, failure to comply with the academic expectations or with the behavioral requirements listed in this contract may result in actions by the Principal including meetings with the student and parents to discuss the student's desire and commitment to the program. Upon receiving and signing this contract, you agree to all of the requirements in the contract.

The staff of U.M.C.A. Rich Tree Academy agree to encourage and support students' learning in this school by doing the following:

- Demonstrating care and concern for each student.
- Respecting cultural, racial, and ethnic differences.
- Providing clear and consistent instruction about how to safely use the materials and tools available to students in the classroom.
- Providing explanations of the standards students are expected to meet to demonstrate learning progress and distributing an outline of the curriculum intended to help them meet those standards.
- Providing quality texts, supplies, and materials that support instruction.
- Making efficient use of academic learning time.
- Letting students know when they are available for extra help to make sure an acceptable academic status is maintained.

As a *Parent*, I will encourage and support my child's learning by doing the following:

- Requiring regular attendance at school, as per U.M.C.A attendance policies.
- **Supporting the school's guidelines as explained in The U.M.C.A. Rich Tree Academy Handbook.**
- **Requiring my child to always demonstrate respect for teachers, peers and all other adults at school.**
- **Reinforcing the importance of observing all safety precautions when handling or working with science and technology equipment, as per the science laboratory safety contract.**
- Providing a quiet, well-lit study area.
- Establishing a regular time for study.
- Attending parent-teacher conferences.
- Encouraging students to do their best work.
- Setting an example for my child by being a life long learner myself.
- Regularly checking student progress through the U.M.C.A Rich Tree Academy website.

Signature _____

Date ____ / ____ / ____

As a *Student*, I will demonstrate that I am a trustworthy and responsible student by being an independent learner who is an active participant in my own learning by doing the following:

- **Reading, accepting and following the student guidelines as outlined in The U.M.C.A. Rich Tree Academy Handbook.**
- **Striving to do my best in every class, not just the ones that I like.**
- **Demonstrating by my actions and words respect for teachers, peers, and other adults.**
- **Respecting all school property and taking great care with our science/technology building and all of the specialized equipment that I am privileged to use.**
- **Following all safety requirements when using scientific materials or technical equipment, as per the laboratory safety contract.**
- Attending school regularly and adhering to U.M.C.A attendance policies.
- Bringing pencils, pens, paper, textbooks, and other necessary learning tools to class.
- Participating in classroom activities **and especially so by asking questions and seeking additional instruction if needed.**
- Cooperating with parents and teachers.
- Asking for help when needed.

Signature _____

Date ____ / ____ / ____

Rules for Full Disclosure

- Full disclosure is required for students taking Grade 11 and 12 courses. After the first report card is issued (midway through the semester), students will have 5 instructional days to withdraw from a course.
- After the 5th instructional day following the issue of the first provincial report card, a "W" will be entered in the credit column and the student's percentage grade at the time of withdrawal will be recorded. If a student repeats a course at a later date with the intention of improving the mark or to obtain a passing grade because the course was failed, all marks remain on the transcript. Students who wish to withdraw from a course at any time in the school year must contact the principal and complete the appropriate paper work. The signature of a parent or guardian is necessary to withdraw from a course.

What happens when students submit their assignments late or not at all?

- Teachers at Rich Tree Academy have a variety of options to deal with late or missed assignments. We respect the professionalism of our educators and want them to select an approach that fits their situation and builds their students' confidence, responsibility and time management skills. These options include setting up peer tutoring, holding parent conferences, preparing a full year calendar for major assignments, setting up student contracts and having major assignments due in stages.
- Deducting marks — and even assigning a grade of zero, based on the Ministry's Drop Due Date Policy— can also be done, but it should be a last resort.
- We feel it right to fully explain how and where your marks are being generated. Communication is key, and we strongly believe that our website does a great job in showcasing your progress, as we have specifically designed it to be easy to comprehend.
- As you know and have been told in class, you are being marked in 4 categories:

1. Knowledge/Understanding : subject specific content acquired in each grade/course and the comprehension of its meaning

2. Communication: conveying of meaning through various forms

3. Application: use of knowledge and skills to make connections within and between various contexts

4. Thinking: use of critical and creative thinking skills and processes

Each of the above 4 categories is worth a total of 25% of your total course work mark, which comprises 70% of your final mark. The other 30% is acquired through the final exam and ISU assignments. Your mark is formulated based on 3 separate assessment categories, which you will see on our website when you check your marks: AOL (Assessment of Learning), AAL (Assessment as Learning), and AFL (Assessment for Learning). What does this mean?

AOL – This includes unit tests, projects, assignments, and anything actually counting towards your final mark calculation. This is the only category that affects your final mark.

AAL – This category deals with all class work. It is designed so that a teacher (and you) may track your progress and comfort level with the course material. This mark does NOT count towards your final grade in the courses you are taking.

AFL – This category deals with all work that is assigned as homework in order to review or practice already covered material. It is meant to gauge your comfort level with the material away from the school environment. This mark does NOT count towards your final grade in the courses you are taking.

You will continue to see your results posted on the website for AAL and AFL categories, but they do NOT go in to the final mark, or course total column at the end of the grade book. This is just a means to track your progress and process through the course material.

We wish that all of our students grasp how our website works, and encourage anyone who may still harbour any confusion to discuss the matter with their teachers in order to gain better understanding.

Attendance and Unexcused Absences

- Plagiarism is unacceptable in all circumstances and will be treated equally in all situations. Any plagiarised work will immediately be awarded a grade of **zero and no opportunities to make up, or redo the assessment in question will be given.** Should a student repeat this offense a meeting with the principal, parents, student, and teacher(s) will take place in order to discuss the student's future at U.M.C.A Rich Tree Academy.
- Regular attendance at school is critical for a student's learning and achievement of course expectations. All teachers will keep a record of attendance which will be reported on the students' report cards.
- Students are expected to attend every class on time everyday unless there are valid medical or otherwise extenuating circumstances of urgent nature, which must be excused by the **School Administration.**
- All absences must be approved at least one week in advance to provide time for the teachers to adjust the students' academic assignments accordingly. An unexcused absence refers to a situation in which a student misses an academic class without permission from the school and will not be tolerated. Teachers will provide academic support during and after the academic day. However, faculty cannot provide support during absences not sanctioned by the school.
- Teachers will issue warnings to students acquiring a large number of absences. This will serve to update the student on their attendance record and discuss how we may work together to rectify future situations.
- Should a student be deemed a high level athlete, they must communicate this with administration as soon as possible in order for proper accommodations to be made. All game and training dates must be submitted as soon as possible in order to adjust content delivery methods by teachers
- Should a teacher schedule break times for classes 2 hours in length or longer, students must comply by the time set forth by the teacher. Should a student fail to return to class on time from a set break, they may not be permitted back into the classroom for the remainder of the class.

Signature _____

Date ____ / ____ / ____

1. GENERAL FEES

- The general fee is \$1000.00 per credit.
- For international students, there is an optional ESL class (English, Public Speaking, Creative Writing). The class costs \$1000 per month and includes three hours per day of instruction for 20 days of the month.
- The service fee for international students is \$3000 (only once)

2. DEPOSIT

Upon signing the contract, U.M.C.A. Rich Tree Academy shall be provided with 1 cheque of \$1000.00.

The cheque will be dated to the Registration date and the amount will be applied towards the last month of term 1.

Please make all the cheques payable to **UMCA Rich Tree Academy.**

Attention: there are no sick or vacation days in U.M.C.A. Rich Tree Academy.

The school requires two months notice for contract termination. However, there will be no refund for the payments.

Signature _____

OTHER MANDATORY FEES

Educational trip \$30 / trip

Graduation fee \$140

Sleepover camp \$300 (optional)

CHEQUES RETURNED FOR INSUFFICIENT

FUNDS

Any cheques for payments made under this agreement that are returned due to insufficient balance on the payer's account must be replaced with a **certified cheque or bank draft** for the outstanding amount, plus a **\$15** processing fee.

Signature _____

HOLIDAYS

-The School will be closed on all Statutory and Civic Holidays as required by law. All dates are subject to change as per scheduling of school activities. Changes will be notified in writing, through our email system, to all registered participants in advance.

- Term I – September 3 → January 31
- Term II – February 3 → June 19

Holidays:

- October 9th → Yom Kippur (**No School**)
- October 14th → Thanksgiving (**No School**)
- December 23-January 3 → **Winter Break, No School**
- February 17 → Family Day (**No School**)
- March 16-20 → March Break, (**No School**)
- April 10-13 → Easter Weekend (**No School**)
- May 18 → Victoria Day (**No School**)

Important Dates:

- September 3 → First official day of classes
- September 26 → Curriculum Night, Mandatory Meeting for Parents and Students
- Final Exam Week Semester I: January 21→30, 2020
- Final Exam Week Semester II: June 3→12, 2020
- June → Graduation Ceremony, exact date will be announced
- Parent – Teacher Interview (for full time students) TBA.

There are no classes during ISU time. It is a chance for you to work on your Independent Study Units assigned by your teachers. Please read the homework messages on the website.

It is an opportunity to practice responsibility and time management in order to complete your assignments by the due-dates.

If a student knows they will be missing classes, due to extra curricular activities or vacation time, they MUST notify the teachers of the courses they will be missing, NOT the administration. Please make sure to pick up all work that is to be missed prior to leaving, as it is YOUR responsibility to make up and catch up on all work. Teachers are NOT responsible for chasing you and scheduling extra time for make up classes.

OUR WEBSITE

Our Website is the primary way the school communicates with parents. Please do not forget to check our website weekly. Each student received a personal login and password in order to access the website. All course information and messages from the teachers can be found under the tab “Student Centre.” Should there be any issues accessing or logging in to our site, it is your duty to notify us immediately so that we may address the issue. Students will hold full responsibility for any communications issues that arise.

FOOD

High school students are expected to bring in their own healthy food to eat since the school does not provide food. However, students are welcome to order food from **Yummy Grill (905-771-7747)**, a restaurant which supplies our elementary school with their daily lunches. The food will be delivered to the school according to your lunch break. There is a menu at the school with all options to choose from and contact information.

Students who wish to bring their own food are responsible for cleaning up after themselves. There is a strict no food policy in all of our classrooms for safety and health reasons. Any and all food should only be consumed in the lunchroom area. Please keep in mind that we are a nut free facility.

MIDTERMS

The midterms will be on **November 18, 2019; April 13, 2020.**

Please ensure you are available on this day and manage your time accordingly. All teachers will assist in your preparation, yet it is the student’s responsibility to be prepared and ask for assistance if needed.

LETTERS OF RECOMMENDATION

UMCA Rich Tree Academy is proud to represent our students in written form for scholarships and other benefits they may be eligible for. However, no letters of recommendation will be signed by administration if the student does not prove their eligibility within the school community. Should you be applying for any scholarships or programs requiring letters of recommendation, please talk to your teachers and administration as soon as possible.

EXTRA CLASSES – UNIVERSITY PREPARATION

UMCA is offering students headed to post-secondary education extra preparation classes in the fields of English, Math, and the Sciences. These courses are generally geared to be pre-med preparation courses and pre-engineering preparation courses, however others are also available. These are extra courses to our normal course delivery and will be running during weekends on Sundays. There is an additional cost associated with these courses to be discussed prior to sign up. Classes are scheduled by appointment only and limited seating is available. Students will also be exposed to university style exams and assessments, as well as more detailed material delivery, matching the styles and topics seen in university.

PARENT-SCHOOL CONDUCT

U.M.C.A. has a safe, family-like environment. All the parents are expected to respect the educational philosophy of the School as well as the professional decisions made by the School Teachers. Should any parent treat a School Staff Member disrespectfully (i.e. verbal attacks, threats, or harmful accusations), the School reserves the right to terminate the family's School contract, should this be deemed necessary by the School Administration.

Upon termination of the contract, it is expected that parents abide by the following expectations:

1. It is inadvisable to speak about U.M.C.A. Rich Tree Academy in a defamatory manner. This includes statements that are hurtful, untrue and tend to discredit the reputation of our school.
2. Parents are not allowed to contact teachers outside of the school environment. This includes soliciting teachers as a way to gather information or obtain tutoring support.

Please be advised that we reserve the right to change this contract at any given notice. Students and parents will be made aware of any changes made through our website.

Date: _____

Parent’s Signature: _____

Student’s Name: _____