



CEC/ECA 807 Mountain Rd NE Albuquerque, NM 87102

10th-12th Grade EARLY COLLEGE ACADEMY CONTRACT 2023-2024

STUDENT NAME (PRINT) _____

As a college preparatory school, Early College Academy (ECA) knows that the parents/guardians, students, and school must have shared expectations. The objective of this contract is to be clear about those expectations.

Parent/Guardian Commitment:

1. I will teach my child the value of respecting self, others, and property. I will also teach my child appropriate behavior and good manners.
2. I will read the ECA & APS Student Handbooks and follow all ECA and APS policies.
3. I will make sure my child is on time for school daily. I will notify the school of absences due to illness, etc., and follow school policy for make-up work.
4. I will ensure that my student has an appropriate working space for their 2-4 hours of homework each evening. I will monitor my student's progress weekly through ParentVUE in Synergy.
5. I will read all the information that the school emails/sends home and contact the school when I have a question or concern.
6. I understand ECA graduation requirements include that core classes are to be taken at ECA and that all students must complete a minimum of 16 dual credit hours while attending ECA to earn an ECA high school diploma.
7. If recommended by the school, I will ensure that my student participates in Literacy Strategies and/or Math Strategies intervention classes. Each class is 2 days/week from 2:00-3:00 p.m.
8. I understand that if my student has an F in one or more classes, they will be placed on an Academic Contract for a minimum of 4-6 weeks. This Academic Contract will be created in partnership with me and will contain expectations and strategies for student improvements. I will work with my student to ensure that they follow all aspects of that contract.
9. I will seek out school and community resources that support the well-being of my child.
10. I will ensure that the school has current contact information including email, phone numbers, address, emergency contacts, etc.
11. I will participate in school-sponsored activities such as Student-led Conferences, Next Step Plans, Parent Night, Open House, etc.

Student Commitment:

1. I will respect myself, others, and property at all times. I will also exhibit appropriate behavior and good manners.
2. I will read the ECA & APS Student Handbooks and follow all ECA and APS policies.
3. I will take responsibility for my schoolwork and learning.
4. I will attend school every day, be on time and prepared for classes.
5. I will follow school policy for make-up work. Late work policy for my grade level:

- 10th grade: 20% off earned grade for 1 day late; 40% off earned grade for 2 days late; no work accepted after 2 days.
 - 11th grade: 20% off earned grade for 1 day late; no work accepted after one day late.
 - 12th grade: No late work accepted.
6. I understand ECA graduation requirements include that core classes are to be taken at ECA and that all students must complete a minimum of 16 dual credit hours while attending ECA to earn an ECA high school diploma.
 7. I will ask for help from my parents and teachers when needed.
 8. If recommended by the school, I will attend Literacy Strategies and/or Math Strategies intervention classes. Each class is 2 days/week from 2:00-3:00 p.m.
 9. If I have an F in one or more classes, I will be placed on an Academic Contract for a minimum of 4-6 weeks. The Academic Contract will contain expectations and strategies to improve my academic achievement. I will follow all aspects of this contract.
 10. I will follow the school's *Academic Integrity and Honor Code* which includes, but is not limited to:
 - o Students will submit only authentic and properly cited work;
 - o Students will complete their own homework and assignments and not share their work with other students to be replicated or copied;
 - o Students will not submit AI-generated work as their own;
 - o Students will report academic misconduct; and,
 - o Students will be disciplined according to policy for cheating, plagiarism, or other forms of academic misconduct. This discipline may include being asked to leave the school

Teacher Commitment:

1. I will always conduct myself in a courteous and professional manner.
2. I will regularly post grades and communicate with students and families regarding academic achievement.
3. I will provide a challenging curriculum with high standards and expectations in academics and behavior, which meets all students' needs.
4. I will communicate in a clear, respectful, and prompt manner.
5. I will provide opportunities for family engagement.
6. I will provide students with encouragement and opportunities to succeed.
7. I will bring a growth mindset to professional development and professional learning communities.

Administrator Commitment:

1. I will create communication that is timely, easily understood, informative, and convenient between school and home.
2. I will create a welcoming atmosphere for students and families.
3. I will involve families in the educational process.
4. I will act as an instructional leader by supporting teachers in their classrooms.

Parent/Guardian Signature: _____ **Date:** _____

Student Signature: _____ **Date:** _____

Administrator Signature: _____ **Date:** _____