



# FAMILY CHRISTIAN ACADEMY

## PARENT & SCHOOL CONTRACT



### A STUDENT INFORMATION DO NOT COMPLETE THIS FORM UNLESS ENROLLING IN AN ON-CAMPUS OR ONLINE PROGRAM

Family Christian Academy and \_\_\_\_\_ do hereby enter into contract with the following understanding:

- Initial Here \_\_\_\_\_
1. We understand that FCA will do its best to keep the parents/guardians of its students adequately informed of the student's progress (or areas of concern). In turn, we agree to bring any and all questions or areas of concern directly to teachers and the administration for proper consideration. FCA reserves the right to update policies and procedures throughout the course of the year that will improve standards of academic excellence.
  2. We, the parents/guardians of the enrolling student, understand it is the responsibility of the student/parents to cooperate with the learning process FCA provides. FCA is not responsible for forcing a child to learn. Rather, FCA will provide your child the best education, in the safest environment we are able to provide.
  3. We agree to abide by the Financial Contract entered into with Family Christian Academy as well as all policies and procedures agreed to at the time of enrollment. We understand that FCA hires teachers, purchases curricula and establishes its budgets based on the financial commitments of its parents. Any bank draft which is returned from our bank for "Insufficient Funds" will incur a penalty of \$35.
  4. Family Christian Academy reserves the right to administratively withdraw a student if the parent or student does not cooperate with the school or the educational process. We agree that this decision may be made at the sole discretion of the administration. Withdrawing a student from the school does not absolve the parents/guardians from fulfilling the financial policies to which they have agreed.
  5. This contract may not be voided except by action of the Board of Directors.
  6. We have read this Contract carefully and agree to abide by its terms.
  7. ON-CAMPUS ONLY - We agree to keep a correct contact number with the school and understand that we will be contacted if the student needs removal from the school or school function. If contacted, we will immediately come to the school or function and remove the student upon the school's request.
  8. ON-CAMPUS ONLY - We agree that the student will be dressed in the proper school uniform while on campus. (see FCA's On-Campus Policies for Dress Code details). Students not adhering to the dress code will first be required to purchase dress code items from the school uniform shop and billed to parents, or the student will be sent home.
  9. ONLINE & ON-CAMPUS ONLY: Changes to classes may be made by Change Order only. Changes will be approved based on availability and at the discretion of the administration. If student is transferring to a program with a lower monthly tuition fee, it is agreed that the tuition payment will remain the same as original plan agreed upon. Change orders are \$50 and parent is responsible for purchasing any new books or curriculum that may be needed. (No refunds on curriculum or online coursework).
  10. ONLINE & ON-CAMPUS ONLY: Should we fail to meet any of the financial commitment to which we have agreed: Family Christian Academy will place a hold on student's online work or refuse admittance to on-campus enrollees until the finances are brought current.
  11. ONLINE & ON-CAMPUS 4th-12th ONLY: I/we understand that we are the supervisors of our student's online coursework. We will keep our student motivated to complete his/her coursework in a timely manner so teachers may do the work of helping and encouraging our students and the Administration may provide grades in a timely manner. We will continually monitor our student's progress as well as the student-teacher messages. We also agree to provide FCA, not later than the due dates, with Attendance & Progress reports for all schoolwork completed that is not online.
  12. ONLINE & ON-CAMPUS 4th-12th ONLY: We understand that the work our student submits through the On-line Academy must be solely the student's own work. Both quizzes and tests must be completed by the student independent of any help. All quizzes (self-tests) are open book, meaning that the student may exit and return to the daily lessons to find answers to any quiz questions to which he/she is uncertain. Tests are not open book and students are encouraged to review all lessons and quizzes (self-tests) before attempting to enter a test.
  13. ONLINE & ON-CAMPUS 4th-12th ONLY: No student may receive less than a 85% ("B") on any daily work or the program will return the lesson to be redone. Students may request to have their minimum acceptable grade raised to an "A" which will require the student to earn a higher grade before advancing (on lessons only). Although the program requires a minimum "B" average on lessons, scores for the quizzes (self-tests) and tests are final and the grades earned by student will be averaged in with his/her daily lessons.

### B PARENT QUESTIONNAIRE

What expectations do you have of Family Christian Academy regarding your child(ren)?

Will anybody besides parents be picking up student at school? If yes, please list their names and relationship to student. Any names not listed will not be permitted to pick up student.

In which ways would you like to volunteer to help the school?  Field Trip Chaperone  Special Events  Teacher's Aide  Office Work  Achievement Testing  Cafeteria Help  Cleaning  Fundraiser  Other

Parent's Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_