

Sancta Familia Academy
Uwf gpv Code 'bf 'Conduct

It is by deeds that young people distinguish themselves, if their conduct is pure and right. Proverbs 20:11

- Students should treat each other with compassion, grace, and kindness just as God commands us.
- Students should show respect to adults and fellow students at all times.
- The school campus should be kept clean, orderly, and in a manner that shows an attitude of gratefulness.
- SFA operates on an honor system with its students. This means that students are expected to be truthful, honest, and upright in their words and actions as a matter of personal conscience and beliefs. Violations of the honor system in matters pertaining to any facet of school life can result in consequences that lead toward expulsion.
- Plagiarism is “the act of passing off as one’s own the ideas or writings of another.” In every class at SFA make sure your work is either original or cited.
- Students must keep to the Dress Code on campus and at school sponsored events.
- Complete all assigned course work at home and *return it on time*, as requested by teacher.
- Arrive promptly with a good attitude and be ready to fully participate in my classes.
- Eating during class is not permitted.
- The use of profanity is not permitted.
- Public displays of affection (PDA) are not permitted.
- Students should not bring CD players, iPods, MP3 players, and other electronic devices to school unless specific permission is given by the school administration. However, students may carry cell phones, but they must be silenced during class.

Father’s Signature

Mother’s Signature

Student’s Signature

PARENT-SCHOOL PARTNERSHIP

I/we realize the importance of my role in my child’s educational and spiritual growth and agree to be actively involved in his/her weekly lessons and assignments. Also, I agree to actively participate and support the SFA administration and the faculty in the programs they provide.

I/we agree to place priority on attending Parent Meetings and the Parent Education Classes if offered, to better understand my role in a parent-based school.

Realizing that SFA and many parents desire to keep tuition affordable, I/we agree to participate in at least two SFA fund raisers per year. If I opt out of this participation or am not able to participate as committed, I understand I will incur a \$200 charge per family.*

I/we understand and acknowledge that continued enrollment of my child, if admitted, is subject to timely payment of all tuition and fee’s, compliance with the code of conduct, SFA policies and procedures, statement of purpose, parent-school partnership, etc.

*For students who only take between 1 and 3 classes the fundraising fee will be prorated. 1 class will be \$25 dollars, 2 classes will be \$50, and 3 classes will be \$75 a semester. Please note that if a family has at least one full time student (4 or more classes in Secondary or an elementary student) they will be required to pay the entire fundraising fee of \$100.00 a semester.

Acknowledgment of Non-Refundable Registration Fee Commitment Monthly Tuition Payments and Attendance

I/we acknowledge that the family registration fee and the student enrollment fee are non-refundable. I/we further acknowledge that our student(s) will not be fully enrolled in SFA until such time as our complete registration and enrollment package is received and completed in its entirety. Failure to complete the forms as required or any missing documentation will result in unnecessary delays in processing.

I/we also acknowledge that tuition payments and attendance are due the 1st of each month August through May, and that a late fee of \$10 will be assessed after the 15th of each month if attendance has not been submitted. Late fees for tuition and monthly payments of enrollment fees may also be assessed a late fee.

*Attendance Forms are due September 1 through June 1 for all Campus students and August 1 through July 1 for students choosing to school on a year-round schedule.

I/we have read and understand this Agreement and the Parent Responsibilities and agree to abide by the guiding principles of Sancta Familia Academy in all of its educational programs.

Father’s Signature

Mother’s Signature



PARENT RESPONSIBILITIES

As parents, you play an integral part in the learning process of your student while teaming with Sancta Familia Academy teachers. Parents must be committed to the parental responsibility for providing a quality, Christian education for their children in accordance with existing law.

- Parents must be in agreement with the school's purpose and spiritual objectives, and be willing to abide by the school's rules and regulations.
- Parents are responsible for enforcing the Student Code of Conduct should discipline become an issue.
- Parents are responsible for purchasing curriculum and supplies as outlined in the curriculum guides for each grade level before school starts, unless provided by SFA.
- Parents will be requested occasionally to help out with transportation for field trips, act as chaperones, or assist in special events.
- Parents are required to serve approximately 4 times each school year, helping in their child's classroom, cleaning the school, maintaining the outside of the building, etc. This requirement is broken down by semester of mandatory 2 cleanings per semester. You may elect to pay \$20 for each required duty instead of serving so that we may "hire" someone to fulfill your responsibility.
- Parents are requested to advise teacher(s) of any change in the home or student's environment that would affect the student's academic performance (i.e. vacation, prolonged illness, etc.).
- Parent questions or concerns regarding student performance or work should first be directed to the SFA teacher. If a parent is not satisfied with the outcome, the parent may request a meeting with the school Administrator. If satisfaction is still not obtained, the parent may request a special meeting with the School Board. Any decision of the School Board will be final.
- At least one parent must attend the mandatory parent meetings.
- Tuition must be paid on time, which is by the 15th of each month. A late fee of \$25 will be assessed if tuition is received after the 15th of the month. If tuition falls behind more than one month, your student(s) will not be able to attend classes until tuition is brought up-to-date. For example, September's tuition is due September 1st. If by October 1st, September's tuition has yet to be paid, then your student(s) will not be able to attend classes in October. If you are having financial difficulty, please contact the Administrator.
- Attendance forms are due by the 15th of each month. A \$10 late fee per student will be assessed if they are received after the 15th of the month. Please attach them to your tuition payments. (August attendance should be sent in with September tuition before September 15th.