

Get to Know HSML's Policies and Procedures



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ATTENDANCE

The student's schedule should allow for regular class attendance. Students and/or parents are expected to communicate with the teacher if the student will not be able to attend class. If your student needs to miss a class, it is not a problem. Class recordings are posted on the Class Page a few hours after class ends and the student is expected to view the entire class recording and complete the homework assignment before the next class just as if they were present in the live class. If your student is going to be absent, they can email homework questions to the teacher before class and the teacher can include answers to those questions on the recording so that your student will have the homework help even if they are not able to attend. If your student must come late, leave early, or miss a class on a regular basis, please communicate that information to your teacher as well.

CLASS PARTICIPATION/CHAT FEATURE

It is good practice to tell your student to sit down at the computer about 5 minutes before class begins. They should have their homework, [calculator \(if applicable\)](#), and questions readily accessible so that they are prepared for class.

HSML feels it is important to have parent involvement for monitoring class-time behavior. Notetaking is an important skill students need to learn. Check to see if there are notetaking guides available and compare your student notes with the class OneNote notebook. Students should, of course, be viewing the instruction, not surfing the web.

Students should participate in class by using the private chat feature to ask and answer questions during class. Students should be respectful of their teacher and classmates by showing kindness and courtesy in their words on the chats. Students are not allowed to private chat other students during class. This is both for internet safety and for the courtesy of giving full attention to the teacher. Teachers use private chats to communicate with students, so it is important for HSML to leave that feature active. It is the responsibility of the parent to monitor their students to ensure that all private chatting occurs between student and teacher.

Every chat that your student sends or receives is automatically saved on the computer the student uses to attend class. Parents should periodically check the chat logs and ensure that all private chats are communication between the teacher and the student. If your student ever receives a private chat from another student, please make the teacher aware of the situation. Private chats between students will result in disciplinary action.

HOMEWORK

We assign homework that students are expected to complete between classes. Math concepts build upon themselves quickly and must be practiced and repeated to be mastered, thus providing the necessary skills to do well on assessments. Student preparation for class is essential. We do not ask that the student turn in the homework, so if your student needs to be held accountable for finishing homework, please set up a plan to monitor their work.

Assignments can be found on the “Syllabus” that is linked on the Class Page of the HSML website. Students should do a few problems, check the answers in the back of the book and/or class online OneNote notebook, correct any incorrect answers, and repeat until all practice problems are completed. Students should mark the problems that they are unable to complete correctly. Class time always begins with an opportunity for students to ask questions about the homework, so students can come to class with a few questions and the teacher will help them.

If the student has several questions, there will not be time to answer all of them in class. Students should re-watch the class recording, look at textbook’s examples, and/or look back at the online class notebook to review the examples the teacher used during class. Also consider requesting a meeting with the teacher to go over additional questions and/or scheduling tutoring either through HSML or another source. The teacher will request that your student submit their homework and notes prior to an individual session in order to provide additional support and feedback for your student’s success and improvement.

If your student needs additional support in their climb to math success, we can help! We also welcome input from you, the charter school teacher.

During Class Students Should

1. Participate!
2. Ask questions in class.
3. Answer questions in class.
4. Let your teacher know what's going on!

Between Classes Students Should

1. Re-watch class recordings. This will help you review for assessments and remind you how to correctly work out problems. Take notes AGAIN!
2. Review your class notes in OneNote.
3. Be sure to check your homework with answers and/or solutions provided. CORRECT YOUR HOMEWORK if applicable!
4. Re-work your homework problems and class examples.
5. Students can email their teacher with questions. Sometimes a picture of what they have done can receive an immediate response about where they went wrong or what they should do next.
6. Schedule a meeting with your teacher – see below.
7. Check out other free online resources.

One-On-One Help

When a student has more questions than the teacher is able to answer during class, teachers can meet with them either before or after class or at another time that is convenient to both parties. Teachers will request that the student email their notes/homework so that the teacher can most effectively see where the student is having difficulty with the concept(s). Rather than offering office hours, which would require the students to fit a particular time into their schedule, HSML teachers are available on an as-needed basis. If the student needs a significant amount of help, they are encouraged to employ a tutor. HSML offers tutoring for HSML students at a rate that is lower than our standard tutoring rates. This tutoring could be provided by the same teacher or another HSML teacher. Of course, the family is welcome to find another tutor outside of the HSML organization if they prefer.

High School Math Live students have access to two online OneNote notebooks.

1. One notebook is the “**Class Notebook**” that the teacher will write in during class. A link to this notebook is on their Class Page on the HSML website and students can view the class notes at any time.
2. The second notebook is your student’s **personal grading notebook**. After the first quiz of the semester, the HSML teacher will send you and the student and parent a link to that notebook. When the teacher grades an assessment, she will send an email to let you know to check the notebook for the grade and feedback. The email will not list the grade.

HSML teachers give excellent feedback in the personal grading notebook, but if the feedback is not read, it will not be helpful at all! When the student registers with HSML, there is an agreement to check the student’s personal OneNote notebook that contains assessments, teacher’s feedback, and grade updates each week. Please make every effort to weekly view the feedback and see what the HSML teacher wrote.

About OneNote

- a) Viewing Microsoft OneNote notebooks on a smart phone does not give the best view for reading/organization of notes/pages. Please use a computer, tablet, or other device to have the best view of our OneNote notebooks.
- b) Microsoft OneNote allows you to print a page. If you need a record of graded assessments, you can print them at any time.
- c) Parents have access to a link to view a brief tutorial using Microsoft OneNote with HSML.

DISCIPLINARY ACTIONS

There are three situations in which a student will be subjected to disciplinary actions by HSML:

1. Lack of academic integrity.
2. Using the private chat feature with another student during class.
3. Being disrespectful to the teacher either verbally or through chat or email.

Each of these is handled on a case-by-case basis. Possible consequences could be, but are not limited to, a written reminder of expectations, a grade penalty, and/or suspension from the live class attendance for an appropriate period. Students who are suspended from class are still expected to watch the recorded class and continue to keep up with the schedule during the time of their suspension.

Although these situations are rare, we are prepared to help your student to understand that actions have consequences.

GRIEVANCE OR COMPLAINT POLICY

If the parent has a grievance or complaint, please follow the process below.

1. Parents must first communicate with the teacher their disagreement by phone conversation or email to resolve the issue.
2. If the problem is not resolved, the parent should contact Brenda Barnett at Brenda.barnett@highschoolmathlive.com .