



# Charter School Teacher Handbook

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## WELCOME

### Welcome to the family of High School Math Live!

We are honored to partner with you for math success and are looking forward to a great year together. HSML uses the feedback we receive from students, parents, and teachers to adjust our policies each school year. Whether you are new to HSML or are a returning teacher, please read through this handbook so you will be ready for a smooth start to the school year.

**Our Mission:** The mission of HSML is to provide home educating families with access to excellent math instruction with consistent accountability and expert feedback.

**Our Purpose:** High School Math Live's purpose is to partner with home educating parents for success in math education by providing excellent math instruction, consistent accountability, and expert feedback. By demonstrating a love for mathematics and holding students to rigorous standards, teachers strive to help students advance in math education. HSML values the achievement of excellence in logical and analytical thinking and problem-solving skills and the mastery of mathematical concepts that are introduced in each course. HSML believes that it is important for students to demonstrate an understanding of the interconnectedness of mathematics by their ability to apply previously learned concepts in increasingly abstract problem sets.

**Our teachers:** HSML partners with credentialed and experienced teachers who work as independent contractors. HSML teachers adhere to a high standard of professionalism both in the communication of mathematical principles and in their relationships with the students and parents. Our teachers hold students accountable to excel in both their mathematical ability and in their growth and maturity as students, demonstrating increasing responsibility for their learning as they move into higher levels of coursework. We provide excellence but not conformity. Variation among teachers and their teaching styles should be expected.

#### Our goals are...

- To provide excellent Instruction – live, interactive, and engaging online classes.
- To provide weekly accountability – weekly quizzes/chapter tests proctored by the parent, graded by the teacher.
- To provide expert feedback – grades returned quickly with individualized feedback so that progress can be monitored.
- To provide rigorous scope and sequence – preparing students for upper-level course work in high school and beyond.
- To teach and assess in a way that encourages students to learn to think.
- To challenge students to verbalize and demonstrate their problem-solving process.
- To demonstrate a love for mathematics.

**Learner Outcomes:** HSML learners will:

- a) Demonstrate knowledge and skills that result in recognizing and applying appropriate algorithms to a variety of mathematical concepts.
- b) Solve level-appropriate complex and diverse problems by applying mathematical techniques, identifying a variety of methods that can be utilized in a problem-solving situation.
- c) Use technology as an aid to solving complex functions both visually and computationally when appropriate.

## WE ARE WASC ACCREDITED! YOUR STUDENT CAN EARN A-G CREDIT TOO!

HSML is included on [UC's list of Online Course Publishers](#) so in most instances, your student can earn A-G credit by completing our courses. Please confirm that HSML is A-G for your charter school.

High School Math Live has been granted accreditation by the Accrediting Commission for Schools, Western Association of Schools and Colleges (WASC). HSML's accreditation status extends through June 30, 2025, and is a testimony to the dedicated faculty, staff, and other stakeholders committed to high-quality learning and well-being for all students through a continuous improvement process.

HSML would also like to thank the accreditation visiting committee for their perspectives throughout the visit based on the WASC criteria. The visiting committee report noted the following areas of strength exhibited within our school community:

- The SEP (Supplemental Education Provider - HSML) has developed a mission and purpose that guides their decision making.
- There is evidence of stakeholder commitment to the program and through interviews of stakeholders, the program is helping students meet their individual learning goals and reasons for attending the program.
- They provide an engaging and interactive online learning experience that is rigorous with demonstrated student growth in math.
- There is demonstration of student learning growth through both quantitative and qualitative data.
- Teachers are qualified to teach students in the subject based on their education, training and professional experience.
- Curriculum is well developed, and standards aligned and include course outcomes.
- They have appropriate use of assessment data to assess student progress and their processes for collecting and using data to drive decision-making is emerging.
- They have developed strong partnerships with a variety of other education institutions and charter schools who use their curriculum to enhance their program's quality.

The Accrediting Commission for Schools, Western Association of Schools and Colleges (WASC), works closely with the Office of Overseas Schools under the U.S. Department of State. Accreditation is a collaborative self-reflection and evaluation of all aspects of the school's program and its impact on student learning and well-being based on the WASC research-based criteria. Furthermore, accreditation is a certification to the public that the school is a trustworthy institution of learning and well-being that is committed to continuous improvement.

WASC accreditation demonstrates:

- the school is substantially accomplishing its stated purposes and functions identified as appropriate for an institution of its type, and
- the school is meeting an acceptable level of quality in accordance with the WASC criteria adopted by the Accrediting Commission.

Through the WASC accreditation cycle, the school conducts an in-depth self-study, normally every five or six years; hosts an accreditation visit by fellow educators; and engages all stakeholders in a follow-up process of implementing, monitoring, and refining the resulting schoolwide action plan. The visiting committee's report and recommendations are submitted to the WASC Commission for review and action on accreditation.

To learn more about WASC and the accreditation process, visit [www.acswasc.org](http://www.acswasc.org).

## WHO WE ARE AND WHAT WE DO...

HSML uses experienced, credentialed teachers offering live and interactive online classes that meet twice weekly. We also offer self-paced (AMP) classes. Our courses are:

- [Pre-Pre-Algebra \(7th grade math\)](#)
- [Pre-Algebra \(AMP and on-level\)](#)
- [Algebra I \(AMP, on-level and honors\)](#)
- [Geometry \(AMP, on-level and honors\)](#)
- [Algebra II \(AMP, on-level and honors\)](#)
- [AMP Statistics \(available fall 2023\)](#)
- [Pre-Calculus with Trigonometry \(AMP, on-level and honors\)](#)
- [Calculus I \(AMP and on-level\)](#)
- [AP® Calculus AB](#) (College Board Approved)
- [AMP Calculus II](#)
- [AP® Calculus BC](#) (BC Content Only – College Board Approved)

[Click here for information about self-paced \(AMP\) courses.](#)

## HOW TO DETERMINE IF HSML IS RIGHT FOR YOUR STUDENT

It is important to ensure that your child has the skills needed to be successful in an online environment. [Here is a list of necessary skills.](#)

[Click here](#) for a sample class from our Algebra II. You can see sample classes from each of our teachers on their bio page, but this is a good example of how it looks/feels to be in a High School Math Live classroom. Please note that the video has not been edited and is from an actual HSML class.

HSML partners with parents for math success. [Here is what the parent agrees to](#) when registering their student with HSML.

HSML has posted a ["checklist" for families](#) to read through to be sure HSML is the best fit for their family.

The family needs to review and agree to [HSML's Tuition Policy](#).

[This list of 10 reasons](#) that HSML may NOT be a good fit for your student can help you determine whether what we offer is best for your student/family.

You are more than welcome to contact [support@highschoolmathlive.com](mailto:support@highschoolmathlive.com) if you have additional questions.

## REGISTRATION INFORMATION

### CHOOSING THE RIGHT COURSE/SUBJECT FOR YOUR STUDENT

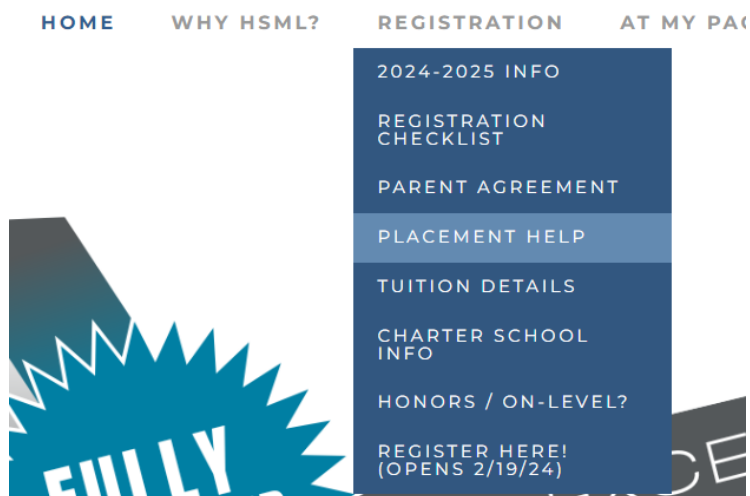
High School Math Live wants families and charter school teachers to be well informed. We want your student to be placed in the appropriate course so that they will be successful and challenged while learning the beauty of mathematics. Use these tools to help you choose the best course for your student:

[Click here](#) for our suggestion of course progression.

Our "[Course Preparedness](#)" document will be a good indicator of whether your student is ready for each course. The **Placement Help** page in the registration tab will also direct you to the Course Preparedness Documents. Although it is not required that your student complete these problems, it is a helpful tool that we have prepared for you to use that may help you "connect the dots". If the "Course Preparedness" documents show there is a gap, our summer [Brush Up on Math Workshops](#) could help with missing concepts for Algebra II students and below. If your student will be in Pre-Calculus or Calculus, please email [support@highschoolmathlive.com](mailto:support@highschoolmathlive.com) for further discussion on how HSML can help your student be prepared.

[Click here](#) for a discussion on our on-level and honors courses.

You are more than welcome to contact [support@highschoolmathlive.com](mailto:support@highschoolmathlive.com) if you have additional questions, we are always happy to help!





## CHOOSING THE RIGHT CLASS FOR YOUR STUDENT

Once the best course for your student has been determined, the next step is for you and the family to choose a class.

On our website, choose the **Year Info** page in the registration tab. This will link you to an informational page listing all our courses with schedules.



You can also choose the **Register Here** page in the registration tab. There are subpages for individual courses. After choosing the applicable course page, in the details section, click on the teacher's name to be directed to their bio page. On that page, you can view a sample class as well as find student/parent comments from our latest surveys. These sample class videos will help the family and you determine if the High School Math Live classroom is a good fit for their needs. Videos can also be used to decide between different teaching styles if more than one class fits your schedule. Please note that the videos have not been edited and are samples of actual HSML classes.



## HOW TO REGISTER A STUDENT

**Step 1:** HSML has posted a ["registration checklist"](#) for the family and the student to read through to be sure HSML is the best fit for them.

**Step 2:** The next page in the registration tab is a **Parent Agreement** page. The parent needs to read through the information to be sure HSML is the best fit for them.

**Step 3:** From the website, the family will choose the applicable course for the student. Go to the registration tab, in the tab there is a **Register Here** page with subpages for each course. Choose the applicable course. [Click here](#) to be directed to the section in this handbook "Choosing the Right Class/Section for Your Student".

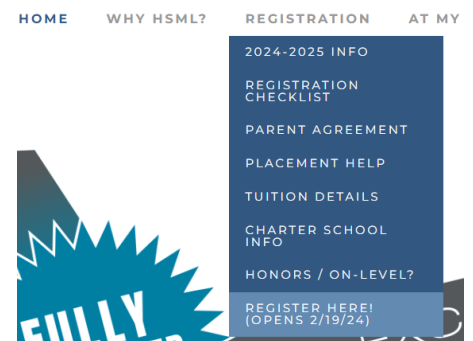
**Step 4:** Choose the class that fits your student's schedule.

**Step 5:** After deciding which teacher/day/time to register for, **the parent** will click on the applicable teacher's name to fill out the registration form. *The form includes a financial agreement that requires parental review and consent, so the parent needs to complete the form, not the charter school teacher.* [Click here](#) to view our tuition policy. To the side is an example of what to look for. The teachers listed, of course, will vary depending on which course is chosen.

Once the form has been completed **by the parent**, the student's seat is reserved. No payment is required at the time of registration. At the end of the registration form, the parent agrees to some responsibilities.

Please contact [registration@highschoolmathlive.com](mailto:registration@highschoolmathlive.com) if you have additional questions regarding registration.

**Step 6:** The charter school teacher submits TWO purchase orders, one for fall tuition and one for spring tuition. If possible, both should be submitted, with appropriate dates, in the fall. When a student registers, we presume they are planning to attend both semesters. Registered students are responsible for the full tuition and are subject to withdrawal dates as defined in our [Tuition Policy](#).



**For Homeschooling Families  
Paying Through a Charter School**

Register by clicking the teacher's name below and filling out the form. Your seat is reserved once the form is complete, no payment is required at this time.

[Ellis](#)   [Wolff](#)

**Please note: When a student registers in the fall, the student is signing up for the entire school year.** If a student withdraws from second semester, HSML must be notified by December 1 in order for the family to have no withdrawal fees.

**Step 7:** Purchase the student's textbook. Textbook information is on the course registration page on the course pages of our website and also on the class page that the student's family and if requested, the charter school teacher will have access to in early August.

## WHAT HAPPENS NEXT/DURING THE SUMMER?

### IMMEDIATELY AFTER REGISTRATION

After registration, the parent will receive a copy of their registration form. That is the confirmation that their student's spot is reserved. No other communication happens until the Teacher Welcome email in June. If a family has any questions, they should email [support@highschoolmathlive.com](mailto:support@highschoolmathlive.com), or, should there be a change in the course or class, please email [registration@highschoolmathlive.com](mailto:registration@highschoolmathlive.com).

### TEACHER WELCOME EMAIL

In June, the student's HSML teacher will send an email to both the student's parent and to the charter school teacher. This email will include more information about their course.

### ACCESS TO THE HSML TEACHER'S CLASS PAGE

In early August, each family and if requested, the charter school teacher, will be granted access to their student's teacher class page on the HSML website. We set up one account per family using the family's primary email address. If requested, as a charter school teacher, you will be able to access all of your students' class pages using a single login. Students, parents, and charter school teachers will receive a notification from the HSML teacher that the class page is available to view. On the HSML teacher's class page, there is a TON of information! You'll find links to the syllabus/homework schedule, the class recordings, the online class notebook, the HSML calendar, and other resources the teacher has made available for the students to access.

## WHAT HAPPENS DURING THE SCHOOL YEAR?

### ROUTINE HSML TEACHER AND FAMILY CORRESPONDENCE

After the first assessment, the HSML teacher will send the parent, student and the charter school teacher a link to the student's personal OneNote file where all assessments, teacher feedback and grade updates (first tab) are stored. Parents have access to a link to view a video that demonstrates how HSML uses OneNote as a grading notebook, including a sample grade report page.

Each week during the school year, the HSML teacher will email the parent a quiz or a test. When the HSML teacher has graded an assessment, provided feedback, and updated the grade, the teacher will send an email to the student, parent, and charter school teacher to let them know that their feedback and grades are available for viewing in the student's personal OneNote file.

OneNote is best viewed from a tablet or computer, not a phone.

## HSML'S TUITION POLICY FOR CHARTER SCHOOL STUDENTS

A student is considered registered for a full year course and will be responsible for the full tuition unless HSML is notified of a withdrawal according to the dates below. Charter school students should submit purchase orders for the entire year as soon as possible. Tuition can be paid with one purchase order that can be invoiced immediately or with two purchase orders that can be invoiced each semester.

### **For students paying tuition in two payments.**

- 1st payment (half of the tuition amount) is due when fall funds are released. The purchase order should be sent to High School Math Live, LLC.
- 2nd (final) payment (remaining tuition) is due when spring funds are released. The purchase order should be sent to High School Math Live, LLC.

### **High School Math Live Withdrawal Policy for Charter School Students:**

- If a registered student withdraws on or before August 1, the parent will be required to pay a \$130 withdrawal fee.
- If a registered student withdraws from 1st semester after August 1, the parent will be responsible for any portion of the first semester tuition that the charter school is not able to pay. (First semester tuition is one-half of the annual tuition price of the class.)
- If a registered student withdraws from 2nd semester after December 1, the parent will be responsible for any portion of the second semester tuition that the charter school is not able to pay. (Second semester tuition is one-half of the annual tuition price of the class.)

## PARTNERSHIPS

### WHAT HSML TEACHERS NEED FROM THE CHARTER SCHOOL TEACHER

To ensure student success as we partner with you, if your charter school requires documentation that is not already provided in our process, please contact [support@highschoolmathlive.com](mailto:support@highschoolmathlive.com) and we will be happy to work with you to provide that information.

If a student has a 504/IEP, please send a copy of that to [registration@highschoolmathlive.com](mailto:registration@highschoolmathlive.com) so that we have it on file.

### WHAT CHARTER SCHOOL TEACHERS CAN EXPECT FROM HSML TEACHERS

The HSML teachers will:

- Give the charter school teacher access to their class page on the website.
- Send a link to the student's grading notebook.
- Copy the charter school teacher on each email sent to the student/parent.

We desire open, two-way communication in order to partner with the charter school teacher for student success!

## WHAT PARENTS CAN EXPECT FROM THE HSML TEACHER

High School Math Live teachers are experienced, credentialed, and love to teach mathematics! They strive to show the interconnectedness of math, recognizing that often the new concepts being taught are extensions of previously learned concepts. We believe that you will find that they exceed your expectations as we partner with you for your student's mathematical success!

HSML classes are teacher driven, not textbook driven, so we encourage students to consider their teacher to be their best resource. If a student seeks help from an online resource, they often find a very convoluted solution and rarely are shown a well-connected explanation of how the concept fits within the overall understanding of mathematics.

Communication is essential for a successful partnership. Teachers will communicate by email with the parent and/or student, and the charter school teacher if they have concerns about your student, including but not limited to being non-responsive in class, being absent/significantly late without confirmation of parent approval, missing quizzes/tests, a drop in performance that indicates a lack of attention to the subject, and any concerns about academic integrity.

On rare occasions, HSML teachers may need to cancel a day of classes based on life events. When this occurs, our teachers will communicate by email and will offer a different class time and/or a recorded class to take the place of the regularly scheduled class.

We invite parents and charter school teachers to give us information about their student and how we can best meet their needs. Since the parent and charter school teacher know your student the best, we welcome your input in how we can better serve your student. What are your student's strengths, weaknesses? Are there concerns that our teachers need to know to allow every opportunity for a successful year in learning mathematics?

High School Math Live respects your privacy. When our teachers send out a "group" email, we will not disclose your email address to other parents or students.

Students can share social media contacts with other students with parent approval, but High School Math Live is not responsible for that aspect of the students' relationships.



## WHAT HSML TEACHERS EXPECT FROM THE PARENT

Below are responsibilities that both the parent and the student agreed to at the time of registration. In addition to these details, parents agreed to the tuition details. See "Tuition Details" section for specific information for charter school students.

1. This is an online class with a live instructor.
2. Good internet connection and a headset with a microphone are required.
3. HSML will supply a numerical grade, based upon quizzes and tests, to the parent and charter school for use on a transcript that is created and managed by the parent or charter school.
4. Each week, the parent will receive the quiz or test in their email and print it for the student. The parent will proctor the quiz or test and then return it to the teacher as a single PDF file.
5. It is the parent's responsibility to make sure the quiz/test is appropriately proctored and returned to the instructor by the designated time each week unless other arrangements have been made with the instructor.
6. Depending on the student, it may be necessary for the parent to:
  - A) ensure that the student attends class.
  - B) ensure that the student is engaged in class, working problems as requested and asking/answering questions during class.
  - C) help the student learn to take notes during a live class environment.
7. Because High School Math Live does not give grades for homework, it may be necessary for the parent to check to see that homework is being completed, checked and corrected.
8. It is the parent's responsibility to view the student's personal OneNote file weekly to see updates on grades and read teacher feedback on assessments.
9. Charter school students are allowed to register without payment but are subject to the HSML withdrawal policy (see #10 below). Purchase orders for fall and spring tuition are due when funds are released. The annual tuition is listed below. Purchase orders should be sent to High School Math Live, LLC.

\$600 for Pre-Pre Algebra, Pre-Algebra

Fall Payment: \$300 Spring Payment: \$300

\$650 for Algebra I, Algebra I Honors, Geometry, Geometry Honors, Algebra II, Algebra II Honors, Math 9 Honors

Fall Payment: \$325 Spring Payment: \$325

\$700 for Statistics, Pre-Calculus, Pre-Calculus Honors, Calculus I

Fall Payment: \$350 Spring Payment: \$350

\$780 for AP® Calculus AB, AP® Calculus BC

Fall Payment: \$390 Spring Payment: \$390

10. By submitting this form, your student is fully registered and HSML will reserve their seat in this class. If this student withdraws after submitting this form, the HSML Withdrawal Policy states that the parent will be responsible for the following payments:

a) Withdraw before August 1: Parent is responsible to pay \$130.

b) Withdraw on or after August 1: Parent is responsible to pay any portion of the first

semester tuition that the charter school is not able to pay. (First semester tuition is one-half of the annual tuition price of the class.)

c) Withdraw from 2nd semester on or after December 1: Parent is responsible to pay any portion of the second semester tuition that the charter school is not able to pay. (Second semester tuition is one-half of the annual tuition price of the class.)

## GET TO KNOW HIGH SCHOOL MATH LIVE'S POLICIES AND PROCEDURES

### 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.

## EXTRA HELP NEEDED?

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.

### ASSESSMENTS

Each week, the HSML teacher will email the parent and the charter school teacher a quiz or a test. The parent is to print and proctor the assessment.

- a) To maintain academic integrity, we ask parents to commit to proctoring each assessment for the entire time that the student uses to complete the assessment.
- b) We ask parents to read the email each week for instructions about whether a calculator and/or other helps are allowed so that you can correctly proctor the assessment.
- c) For the sake of academic integrity, it is important that the student not have access to the parent email account and that the parent not show the assessment to their student before they are ready to complete it and turn it in.
- d) **IMPORTANT:** Smart phones are very smart – it is actually possible to “Google” a math problem and find a website that will show each step and the solution! *We ask that the parent to be sure that their student does NOT have access to their phone or any device that can access the internet during the assessment.*
- e) If a parent allows a student to complete an assessment in multiple sittings, it is necessary to ensure that the student does not refer to any extra help information during the break in testing.

#### **HSML’s Procedure When Something Seems Amiss**

HSML teachers partner with parents for excellence in mathematics education. To ensure excellence, HSML teachers will bring to the parent’s attention anything that causes us to pause and wonder whether we are seeing evidence of academic misconduct.

HSML teachers are encouraged to email the student and parent, and copy the charter school teacher in the following scenarios:

1. The work on an assessment uses methods and strategies that are significantly different from the methods and strategies that were taught in class. This is often indicative that a computer-generated answer is being submitted.
2. The work on an assessment that two or more students submit is identical and has matching errors that cause concern that the assessment work/answers are being shared between students.
3. Questions asked during class review seem to indicate that the student has prior knowledge about what is included in the exam.

Receiving an email of this nature does not mean that we have already determined that misconduct has occurred. It is our desire to bring up our concerns and work with the parent to gain clarification about something we see on the assessment. If the conversation ends with agreement that cheating has occurred, the assessment grade will be a zero. If there is ambiguity, the assessment will be graded as it was turned in and parents should be extra vigilant in the future to ensure academic integrity while proctoring the assessments.

## DUE DATES AND LATE WORK

Each teacher will communicate to their students the specific time and day that assessments are to be turned in to the teacher. Since quick grades and feedback are very important aspects of students' success, teachers have set aside time in their schedule each week to grade assessments. If the student's assessment does not arrive in the teacher's inbox on time, the teacher must adapt her schedule to grade a late assessment.

Both for the sake of allowing the teacher to manage their schedule and to help the student learn time management skills, HSML teachers will take off points for assessments that are turned in late. An assessment that is completed on time but is not in the teacher's email box on time will be considered late. Assessments will not be accepted beyond 7 days past the due date and the grade will be recorded as a 0. Teachers will grade the make-up assessment by the following Friday. The zero(s) could be made up in the AMP (At My Pace) course, which would allow the student to salvage their grade. Our AMP classes are self-paced giving students time to understand each concept before moving to the next lesson. There is a \$65 charge to make the transfer to our AMP class.

We ask the parent to please communicate with their child's teacher in advance if the scheduled day/time that an assessment is due needs to be adjusted. We want to continue to be flexible when they have specific scheduling issues but also hold students accountable for time management and deadlines.

## WHEN TO EXPECT AND WHERE IS ASSESSMENT FEEDBACK

HSML teachers put a high priority on grading assessments quickly. If an assessment is turned in on time, quizzes are graded each Friday and tests are graded within three business days. If an assessment is turned in late, they will be graded no later than the following Friday. The student's grading notebook contains the grades and feedback, as well as a grade summary page that is updated each time an assessment is graded. At the end of each semester, the student will receive an official transcript.



### Showing Work is Required

If a student finds answers using guess-and-check instead of showing work that demonstrates mastery of the concept that is being assessed, they are limiting their math potential to only problems they can solve with intuition. As the problems become more difficult, it becomes impossible to solve them using intuition and the mathematical concepts must be applied to solve the problems.

For this reason, if the student provides only an answer to a question without supporting work to properly justify their answer, the student will receive no credit for that question. Students must demonstrate that they have learned the mathematical concept being assessed. Also, teachers need to see students' work on assessments in order to provide individualized analysis of students' comprehension. Finally, a teacher will be able to understand how to better guide the growth of each student and of the class as a whole based on the work shown during the assessments. Lessons and discussions in class can be adjusted to meet students' needs.

### Late-Work

HSML teachers accept late work with a penalty added. Your teacher will clearly communicate their specific policy on late work. Teachers will grade the make-up assessment by the following Friday. If a student becomes 4 assessments behind, we recommend that the student switch over to the AMP (At My Pace) course which would allow the student to get caught up on their work. Our AMP classes are self-paced giving students time to understand each concept before moving to the next lesson. There is a \$65 charge to make the transfer to our AMP class.

### Grading Scale

Your student's grade will be calculated as 40% Quiz average and 60% Test average using the grading scale below. The cumulative semester exam is weighted as one test grade. The student's grading notebook contains the grades and feedback, as well as a grade summary page that is updated each time an assessment is graded.

#### HSML Grading Scale

A – 90 -100

B – 80-89

C – 70-79

D – 65-69

F – 64 and below

### **HSML Thoughts for the Next Course**

- If a student's grade is an "A" or "B", we consider the student prepared for the next course.
- If a student's grade is a "C" then we consider that indicative that they will need tutoring to be successful in the future because they have not fully mastered the material.
- If a student's grade is a 69 or below, HSML does not recommend continuing to the next-level course. We would recommend your student repeat the course in our AMP (At My Pace) setting to gain the understanding needed to be successful in the next course. Our AMP classes are self-paced giving students time to understand each concept before moving to the next lesson.

## 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](mailto:Brenda.barnett@highschoolmathlive.com) .