



Family Handbook  
2021-2022

## TABLE OF CONTENTS

Welcome .....	3
General Information.....	5
Website Access.....	5
Resources.....	5
Textbooks .....	5
Tuition .....	5
Parent/Teacher Partnership .....	7
Important skills to be a wise and successful online learner .....	8
Attendance .....	9
Class participation/Chat Feature.....	10
Homework .....	11
Extra Help Needed?.....	12
Online Notebooks.....	13
Assessment Information .....	14
Assessments .....	14
Due Dates and Late Work .....	14
Turning in Assessments.....	14
When to Expect and Where is Assessment Feedback.....	15
Partnering with you for academic integrity .....	16
Grading policy.....	17
Weekly To-Do List .....	18
Disciplinary actions.....	19
Registration Agreements .....	20
Parent Responsibilities .....	20
Student Responsibilities .....	20
Grievance or Complaint Policy .....	21

## 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 family, 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 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.

## GENERAL INFORMATION

### WEBSITE ACCESS

Each family has a single login to the HSML website using the family's primary email address. Your username is the email address given at the time of registration. After registration, new families received an email from [support@highschoolmathlive.com](mailto:support@highschoolmathlive.com) that included a link to set up their password to the HSML website. If you haven't done so already, please set up that password so that we can give you access to your Class Page in early August. (If you do not see the email, check your spam folder.) Our returning families use the same login information from last year.

Until early August, you have access to only the "Welcome Page" under the "Student Login" tab. In Early August, you be able to access the Class Page(s) by clicking "Student Login" and then selecting the student's teacher and then the subject.

### RESOURCES

On your 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.

### TEXTBOOKS

Please be sure you have purchased the applicable textbook for your course. This information is on the course registration page on our website and also on the Class Page that your family will have access to in early August.

### TUITION

[Tuition details can be found on our website.](#)

**For our non-charter school students:** The first tuition payment of \$130 was paid at the time of registration. The second payment (half of the remaining tuition) is due on August 1, payable to the teacher. The third and final payment is due on December 1, payable to the teacher. Your teacher will send you information regarding how to make these payments. There are no refunds of these payments.

**For our charter school students:** the first semester tuition (one-half of the annual tuition price of the class) is due when your fall funds are released. The second semester tuition (one-half of the annual tuition

price of the class) is due when spring funds are released. Charter students are allowed to register without making the first tuition payment, but they owe a withdrawal fee of \$130 if they withdraw on or before August 1. That fee is the responsibility of the parent. If a registered student withdraws from first 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. If a registered student withdraws from second semester after December 1, the parent will be responsible for any portion of the second semester tuition that the charter school is unable to pay.

## PARENT/TEACHER PARTNERSHIP

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 child'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 you 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 either a different class time or a recorded class to take the place of the regularly scheduled class.

We invite parents to give us information about their student and how we can best meet their needs. Since you 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.

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.

## IMPORTANT SKILLS TO BE A WISE AND SUCCESSFUL ONLINE LEARNER

To be successful, HSML students must choose to utilize the tools available to them. Classes are recorded and the notes are available online – which only helps if the student will access them when they need more information. Making a commitment to learn in this manner requires discipline and consistency.

### **Self-motivated and self-disciplined**

To be successful, HSML students should be actively involved and focused during class time. It is important that students take advantage of the opportunity to interact with their teacher using private chats to ask and answer questions during class. By interacting during class, a student has the opportunity to check their comprehension of the concept being taught and to be fully prepared to complete the homework assigned between classes. Limit possible distractions during class. (Remember ALL chat messaging is recorded and stored.)

### **Good Time Management**

Students must be able to organize and plan their time between classes so that each time they come to class they have completed the assignment and are prepared to ask questions and then move on to the next concept that will be taught. It is important to consistently touch math once each day, either by attending class or doing the homework or quiz. Trying to “binge” math in a once-a-week marathon setting is highly unproductive and does not lead to a student's success.

### **Effective Communicator**

A good online student will ask for help when there is a problem. The student should immediately communicate with the teacher if they are having trouble accessing their grading notebook or Class Page or if you are having other technological difficulties. Remember to send the teacher an email if you cannot attend class. If a life event causes a short-term or long-term change in your schedule, your HSML teacher needs to know ASAP so you can work together on a plan for how to make it through the situation.

### **Computer Literate**

Although it is not necessary to have advanced computer skills, students should possess a working knowledge of e-mail, the Internet, and basic keyboarding skills. Successful online learners must have easy access to a computer and a stable internet connection both during class and while working on homework. Besides attending class, a computer and internet is necessary for accessing the class notebook, class recordings, and individual student notebook.

## 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 have your student 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. On the Class Page, there is a tutorial about GoToMeeting, and included in that tutorial are instructions for how to find the ChatLog on the computer. 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 (see page 18.)

## 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 may 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!

### During Class

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

### Between Classes

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. 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, your family is welcome to find another tutor outside of the HSML organization if you prefer.

## ONLINE NOTEBOOKS

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, your teacher will send you and your student a link to that notebook. *VERY IMPORTANT: When you receive that link, both parent and student must bookmark / save it on both your computer and your phone so that the grading notebook is easily accessible.* 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 you registered with HSML, you and your student agreed 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 learn from the comments.

### 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.

## ASSESSMENT INFORMATION

### ASSESSMENTS

Each week, the HSML teacher will email the parent a quiz or a test. These go directly to the parent whose job it is to print and proctor the assessment.

- a) 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.
- b) For the sake of academic integrity, it is important that your student not have access to your email account and that you not show the assessment to your student before they are ready to complete it and turn it in.
- c) **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! *Please make sure your student does NOT have access to their phone or any device that can access the internet during the assessment.*

### 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 your 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 your 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.

Please make sure to communicate with your 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 you have specific scheduling issues but also hold students accountable for time management and deadlines.

### TURNING IN ASSESSMENTS

HSML teachers only accept assessments that are emailed in PDF form. You can scan them with a scanner, or you can use a phone app that allows you to turn pictures into a PDF. There is a video tutorial on the Class Page that guides you through using a free app, CamScanner, but here are some important steps:

- a) Check the pictures and make sure the PDF has a full picture of each page, all pages are right-side-up, and that the lighting is good. Please look at the pictures before making it into a PDF and correct those issues.
- b) Make sure to use the app settings to adjust the lighting so that the PDF is easy to read.
- c) When you email the PDF, make sure you are sending the entire document and not just a single page.
- d) Always CC yourself on the email and then check your inbox to make sure you received the email. If you did not receive it, the teacher did not receive it either. Sometimes an email with a file attachment has trouble sending from a phone, so this is extremely important.

## WHEN TO EXPECT AND WHERE IS ASSESSMENT FEEDBACK

HSML teachers put a high priority on grading assessments quickly. Quizzes are graded each Friday (if they are turned in on time) or within two business days if they are turned in late. Tests are graded within three business days. 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, you will receive an official grade report that you will list on your student's transcript. This grade report may also be useful if any organization requires you to submit a verification of transcript grades.

There are four very important aspects to ensuring academic integrity in HSML classes.

1. Students must not have access to the assessment until they are ready to complete it.
  - a. The assessment is sent to the parent's email address so access to that email must be withheld from the student.
  - b. The student should not be given the printed assessment before they are ready to take it. It is not appropriate for the student to have the opportunity to view the assessment while they are still preparing to take the assessment.
2. Students must not have access to internet-capable devices while they are completing an assessment. There are apps and websites that allow users to enter a math problem and then view a step-by-step solution to that problem, and these should not be used for the purpose of completing an assessment. It is acceptable for students to use these helps during the completion of homework, but not during assessments.
3. Students must only have access to the helps that the assessment specifically states is allowed. If an assessment allows the use of notes, the textbook, or a calculator, that information will be clearly stated on the assessment and in the email that has the assessment attached.
4. 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 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.

### 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 in order to solve the problems.

For this reason, an assessment that includes answers without work will be given a grade of zero. 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.

### 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. At the end of each semester, you will receive an official grade report that you will list on your student's transcript. This grade report is also useful for verification of grades, should a college require you to provide that.

#### 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 65 or below, HSML does not recommend continuing to the next-level course.

## WEEKLY TO-DO LIST

To summarize some of the earlier information, the following items should be completed each week.

- Have a good internet connection for class.
- Student should attend class if possible and actively participate during the lesson.
- Parents should check to be sure the homework is being completed/checked.
- Parents should monitor to ensure that the student is attentive and taking notes during class and provide suggestions on ways to improve notetaking and organizational skills.
- When the teacher communicates with a student via email, the parent will be CC'd. When you receive an email, check to see if the student has further questions or has completed the requested task.
- Check your email weekly for the new assessment.
- Download and print the weekly assessment, taking care to keep it in a secure location until the student is ready to complete the assessment.
- Proctor the assessment to be sure only the resources allowed are used to take the assessment. At no time should a student access the internet or use a smart phone during an assessment.
- Submit the assessment as a single PDF to your teacher by the deadline given.
- Once the assessment is graded, review the teacher feedback with your student and discuss possible actions that will benefit your student's learning of the material.

## 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.

## REGISTRATION AGREEMENTS

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 both charter school and non-charter school students.

### PARENT RESPONSIBILITIES

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 for use on a transcript that is created and managed by the parent.
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 my 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.

### STUDENT RESPONSIBILITIES

1. I will do my best to complete all assigned homework in a timely manner.
2. I understand that homework assignments will not be graded.
3. I understand that time will be given during each class for questions from homework assignments.
4. I will be diligent during the virtual class to stay focused on the instructor and the lesson.
5. I will be diligent to stay engaged in learning and ask questions where needed.
6. I will show myself to be honest, courteous, and obedient.
7. I will complete the weekly quiz/test with integrity, following the teacher's instructions about when I am allowed to use a calculator, notes, my book, or other helps.
8. I will turn in the quiz/test each week by the designated time or have my parent ask the instructor for an extension.
9. Each week I and my parent will view my personal OneNote file for grade updates and assessment feedback provided by my teacher.

## 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) .