



# Teacher Handbook

## 2024-2025

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## INTRODUCTION

**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.

**As teachers at High School Math Live, our goals include...**

- Adhering to a high standard of professionalism both in the communication of mathematical principles and in the relationships with the students and parents.
- To provide excellent Instruction – live, interactive, and engaging online classes. We provide excellence but not conformity. Variation among teachers and their teaching style should be expected.
- Teaching good math skills (notetaking, completing/checking/retrying homework, using available resources (class recordings, class OneNote, etc.)
- 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 use a curriculum that encourages students to synthesize information and problem-solve rather than to memorize an algorithm to find an answer.
- 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.

## TECHNOLOGY ACCESS INFORMATION

### HSML WEBSITE ACCESS

You have access to edit pages on our Weebly website that pertain to your classes. Your class pages will be where you list resources for your students, links to your class OneNote notebook, HSML calendar, links to class recordings and much more.

From the front side of the website, you can also see all of the other teachers' class pages. Take a look at other teacher's pages to be sure you have the needed information.

If you have any questions about editing your class pages, please ask a fellow teacher or Support. Any of us will be glad to assist.

### GOTOMEETING (GTM)

- You will receive a link in your HSML email to set up your GoToMeeting account.
- Set up recurring classes.
- GTM "dings" when students enter/leave the classroom. You can choose the option to turn off the "dings".
- GTM should be set to automatically keep your recordings active for one year. That option is found in the "Settings" tab.
- Practice recordings, listen to them and notice any distracting habits (breath sounds, repetitive phrases, etc.) Work to eliminate distractions and create excellent recordings.
- Be sure to do a "practice run" with someone before teaching that first class, even if you are not a new teacher. Updates occur and we do not want surprises on the first day of class.
- After recording each class, the recording link will be available in the GTM History page (about 45 minutes after class ends.) Post the link to the class recording on your class page on the HSML website.

## TABLET/DEVICE TO WRITE ON

One option: XP-PEN [https://www.amazon.com/10x6-25-Graphics-Battery-Free-Shortcut-Pressure/dp/B077P6BQP7/ref=sr\\_1\\_3?dchild=1&keywords=xp-pen&qid=1623677699&sr=8-3](https://www.amazon.com/10x6-25-Graphics-Battery-Free-Shortcut-Pressure/dp/B077P6BQP7/ref=sr_1_3?dchild=1&keywords=xp-pen&qid=1623677699&sr=8-3)

Currently this option is \$59.99 Other brands will work too, this is for comparison of features and of pricing.

## ONENOTE/ACCOUNT

A free account might hold the amount you need, but Microsoft 365 gives you everything you need plus all Microsoft product updated versions for 5 accounts (multiple devices per account) for about \$100/year.

Practice on OneNote:

- Set up pens, highlighters, background, etc.
- Check out the "Math" functions that OneNote supports.
- Look at views - rule lines or graphs, colored pages, etc.
- Move boxes around, "snip" and paste using a Snip and Sketch type app
- Practice writing on the tablet prior to classes beginning.

An HSML OneNote course teaching Notebook will be shared with you. You may use that file as your basis for teaching classes, but you are welcome to tweak the file and/or to create your own file. You should have one notebook that you use as a template and copy that notebook each year as the one you will write in and share with your students. Feel free to look at other teachers' class notebooks by clicking on the link on their class pages to see how each teacher sets up their notebook.

If you are using an existing OneNote file, will you need to remove the author's initials. Go to the view tab, "hide authors" tab.

Make a personal OneNote file for each student. These personal OneNote files will be where you will upload their assessments and provide feedback and provide grade updates. It is strongly recommended that you make a template and then make a copy for each student.

After the first assessment has been turned in, you will send a link to this notebook to the parent, student and if applicable, the charter school teacher. The link sharing must be done from the OneNote website, not from the app. Check the HSML Teacher email folder for a template to send with the link. It is important to make sure that charter school teachers are given the link to access their students' personal OneNote notebook.

## GOOGLE DRIVE

**You can copy anything from our files to adapt and change, but if you change something in the Drive, it is changed for everyone!!!**

HSML has shared a Google folder "(Year) Teacher Folder" with you. **Please read through each subfolder and documents so you know what is available to you.** Subfolders include:

- Emails
- Graphing Calculator
- How Do I Respond if...
- Logos
- Parent Month
- Ready for the First Day of Class?
- Resources

## END OF SEMESTER/YEAR END GRADE REPORTING

Teachers will send grade reports from the HSML gradebook program. Training is available. It is permitted to keep grades elsewhere and simply type in the quiz average for one quiz and the test average for one test. Then you can print the semester/Year End grade report using the HSML gradebook program.

## TUITION

[Click here](#) to be directed to **HSML's tuition policy**. The tuition amount is on your course page. The tuition you receive is \$130 less than the total tuition.

**Non-Charter Students:** Payment is due either in full on August 1 or in two halves, due August 1 and December 1. It is within your right to choose to accept a payment plan upon request. It is HSML policy to charge \$5/week for late payments. You may charge or waive that at your discretion.

If a student has not paid by August 1, please confirm that the student intends to attend class. If there is a waitlist, you need to notify Brenda.

If a student has not paid by August 15, weekly emails to the parent requesting payment should also include Brenda as CC'ed. It is also recommended that the teacher call/text the parent.

Parent access to your class webpage occurs when they make payment to you. You will be given editing rights to update your spreadsheet so Registration will know to give the parent access to your class webpage.

**Charter School Students:** Brenda will receive and process purchase orders. If a student in your class does not have a PO created for them, Brenda will let you know to email the charter school teacher and request the PO be created.

Some charter schools pay at the beginning of the semester, some pay at the end of each month or at the end of each semester. When HSML receives payment, the teacher's portion will be sent as a bank transfer. Records of payments / process will be seen on the registration page.

It is very important that withdrawal dates are clear to charter school families. Emails must be sent to the parent and charter school teacher reminding them in advance of the August 1 and December 1 withdrawal dates.

**Collecting Tuition Payments:** You will collect tuition payments directly from non-charter school families. They can choose to pay you by personal check, Paypal, Zelle, etc. depending on what you have set up. HSML encourages teachers to not suggest that families pay using a "friends and family" method that is free since this is a business relationship. If a parent pays with friends and family, that is their decision, but please do not request payment in that format.

A parent may ask you about making monthly payments. You are "allowed" to do so, but you do not "have to" accept payment this way. If you allow this option, asking for a \$5 per month service fee is encouraged.

**You should send an email confirmation** that payment was received for all non-charter school families. Occasionally, a parent may request a receipt. [Click here for a template](#). Remember to make a copy before you edit 😊 and save to your drive.

**Withdrawal/course change/refunds:** Our policy states that no refunds are given. If you choose to refund any portion of a payment, that is up to you. HSML recommends that you stick to policy, but it is the teacher's final decision as to whether there is a legitimate reason to make an exception to the policy.

There are always students who change classes after payment has been made and often it is easier (especially if payment comes from charter school funds) to exchange payment between teachers rather than to return payment to the parent and then have them send payment to the other teacher. When determining how much money to keep and how much to send the teacher, prorate the payment based on the number of weeks in the semester and when the transfer is made. If you do exchange payment, HSML recommends that you fill out an invoice as documentation so that you have a clear paper trail to follow when you fill out taxes.



## TEACHER IMPROVEMENT METHODS

### PEER TO PEER IMPROVEMENT

Partnering with other HSML teachers is a wonderful way to learn, improve and share teaching strategies. Learn how other teachers communicate with their parents. The tone and wording we use are extremely important to promote supporting relationships with families. Learn what policies others use for late work, due-times, expectations, and how to communicate these policies. At any point, if you are unsure of how to do something, when to do something, etc., do not hesitate to seek out another HSML teacher and/or Support for advice. **Brenda is available** to always give direction for unique situations.

View a few minutes from each of the HSML teachers' classes. Consider how they demonstrate getting interaction, teaching for comprehension, challenging students toward excellence, building rapport, engagement, style, Q & A, etc. To access the recordings, start at the [Meet our Team](#) page, click on a teacher and look for the recording link at the top of each bio page.

*As the year progresses, there will be situations that are challenging. Certainly, if appropriate, the teacher can resolve any issues. But sometimes it is important to still involve Brenda in the situation, even if only by BCC'ing her on an email exchange. Brenda will not be "bothered" when you ask for support and guidance. Also be aware that waiting to involve Brenda until there is an emergent situation is inadvisable. She is going to be better able to support your efforts if she is brought in before the situation is overly divisive.*

### PARENT SURVEYS

Each October/November, HSML requests that parents complete two surveys. One survey gathers information about the family's experience with HSML's system and processes. The second survey gathers information about the student's experience with the teacher and class environment. The surveys require the parent to give the student's name and the results are visible only to Brenda Barnett. Brenda will collect the information and provide each teacher with anonymous replies from the survey. This information gives the teacher the opportunity to learn what the students and parents perceive about the class based on the first few months. Brenda Barnett will also look through the comments and will celebrate successes as well as communicate with teachers if a plan for improvement is needed based on the comments. Occasionally a submitted comment is not indicative of the full picture of a teacher's efforts, so the comments should be taken without undue emphasis being placed on any single comment. Teachers will have every opportunity to discuss any comments that they receive with Brenda Barnett and should be confident that the overall tone and tenor of the comments is viewed as significant while an individual comment will be considered within the context of the overall survey. We also include a brief spring survey where we ask primarily if the family will continue to be with HSML for the following school year.

## END-OF-YEAR SELF-REPORT ACTION PLAN

At the end of the school year, teachers will be asked to complete a Self-Report Action Plan. This form will be a tool for the teacher to use to document the perceived cause of successful outcomes and the frustrations from the year that could be minimized with a procedure change. The teachers will also be asked to evaluate whether changes implemented based on the previous Action Plan caused the desired improvement. Over the summer, teachers will meet individually with Brenda Barnett to discuss their individual Action Plan. These Action Plans will be confidential information, but Brenda may use an aggregate of the Action Plans to give overall input and suggestions during summer teacher meetings.

## SUMMER TEACHER TRAINING

Over the summer, HSML will host approximately three Teacher Meetings. During these meetings, Brenda will present any policy changes that HSML will implement in the fall and will provide teachers with suggestions and information about how lessons learned toward meeting the goals HSML has for our course offerings. If the teacher is not available to attend the meeting, they will be expected to view a recording.

You have access to Google folders pertaining to your subject. Access information will be sent to you by Support. These folders will contain a syllabus, assessments, and possibly more info for your course.

As the year progresses, make notes on needed curriculum changes and improvements. HSML curriculum is written and is co-owned by HSML and by the teacher who authors the content. Curriculum changes are to be agreed upon by all teachers who are teaching a subject. If all teachers of a particular subject agree that significant curriculum revisions are important for student learning outcomes, one teacher should contact Brenda and discuss the requested changes.

By June 30, the team of teachers for each subject need to complete the following tasks:

- 1) Contact fellow teachers of the same subject to see if any improvements/changes are needed in the course/assessments/etc. Do not make curriculum changes unless you have discussed these with Brenda. Consider a "live" meeting to discuss these needed changes.
- 2) Contact any teacher who will be teaching their subject for the first time and make sure the teacher has access to all materials.

Additionally, by June 30, one teacher for each subject needs to complete the following tasks:

- 1) If you have not already done so, include a place for a parent/student signature to verify that the assessment was proctored, and the student used only allowable resources.
- 2) Upload to the shared drive the upcoming school year's syllabus.
- 3) Upload to the shared drive any assessments that have been modified.
- 4) Upload if needed any assessments that will be used in the next school year that are not already in the shared folder.
- 5) Contact fellow teachers (new teachers if applicable) of the same subject to see if you could help in any way so that the next school year will go as smoothly as possible.
- 6) Contact Support via email that you have completed the above tasks.

## PARTNERING WITH PARENTS

High School Math Live partners with parents for math success. We do not function like a traditional school, rather we support the primary educator in the homeschool, which is the parent. There will be times when a parent requests an arrangement that differs from what the teacher prescribes, and when this happens HSML policy is to defer to the parent. Since HSML does not hold the students' transcripts, the parent is the primary decision-maker in the education of the student. We encourage parents to follow the procedures we have in place, but we also allow them to adapt our policies in a way that fits the needs of their child and family. If a parent wishes to have accommodations that, in the opinion of the HSML teacher and Executive Council, lowers the standards such that a credit is not warranted, the parent and teacher can agree to consider the teacher as a "tutor" for the student. Under this arrangement, the student will not receive an official HSML grade report but can use the grade issued by the "tutor" on their transcript and should not designate the course as being taken through HSML.

HSML standards for partnering with parents include the following:

- Be professional in all communication.
- Give clear, consistent, regular statements about expectations.
- Communicate clearly HSML's standard for academic Integrity. On each assessment, both the parent and the student, will sign to confirm directions were followed and that the assessment was proctored as discussed in our [HSML Academic Integrity Video](#) .
- Communicate a high standard of excellence in math education but defer to the parent when the parent requests an exception. It is reasonable to require clear communication from the parents if an exception is being requested / granted. The HSML teacher should expect to be informed about any changes requested for the sake of a particular student.
- Keep documentation of correspondences.
- Communicate by email with parents in the event that a student is demonstrating concerning behavior, 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 questionable situations that indicate a potential lack of academic integrity.

## EMAIL/COMMUNICATION

Email is the primary means of communication we have with parents. As such, there are some expectations of professionalism that must be maintained. These guidelines should be followed at all times:

- Emails should have a signature that includes the HSML logo and web address. HSML logos are available on Drive in the "(Year) Teacher Folder" folder.
- When emailing parents, tone and words are very important. Craft emails carefully so that parents and students hear your concern and encouragement as well as the instruction and correction that often needs to be communicated.
- In our "(Year) Teacher Folder" folder, you have access to email templates for a variety of topics. If you are unsure of your wording, you can run an email by Brenda, Gina, or Christy if you wish.
- Emails sent to multiple recipients should always be sent to yourself with parents /students listed in the BCC line. It is not acceptable to share the email address of a student or parent with other students or parents unless permission has been asked and granted.
- Never send an email to a student without copying the parent (and charter teacher if applicable.) This is both for internet safety and so that parents are aware of the support we provide to their student.
- If you choose to use texting to communicate with a student, make sure that parents are aware that you plan to communicate with their child in that way unless they ask you not to do so. Consider telling the student to text from the parent's phone.
- Create an email group for each of your classes. For example, "Algebra 1 Parents". If you need assistance for doing this in Gmail, please contact another teacher or Support.
- If a parent sends an email that is inappropriate either in tone or in words, CC Brenda on your reply. It is never the responsibility of an HSML teacher to deal with a parent who is not conducting themselves in an appropriate manner.
- **If you need to cancel a class, always CC Brenda in the email you send parents and students.**

## CLASSROOM EXPECTATIONS

1. For each class, arrive at least 5 minutes prior to the starting time. Have a problem on the screen that students can work on, either critical thinking skills practice or a problem that will help the students begin thinking about the concept that will be taught that day.
2. State expectations regularly so that students are very aware of HSML policy as regards to:
  - a. Private Chatting - HSML expects that all private chats be between the teacher and the student. Private chats among students are not allowed. If a chat accidentally comes to the teacher that was obviously meant to be sent to another student, email the student and parent and request that the parent check the ChatLog to ensure that private chatting is not occurring. ALL instances of private chatting are to be brought to Brenda's attention.
  - b. Academic Integrity – student's should hear that you expect them to demonstrate integrity and follow the instructions given as to what, if any, resources are available to them on the quiz.
  - c. Homework and attention in class – the expectation that homework is being completed and that the student is giving their full attention to the class should be stated on a regular basis.
3. As educators, we are partnering with parents for math education which involves challenging students to develop mature life skills that will help them to succeed in current and future educational endeavors and beyond. The particular phrase “Becoming WHIRMs” is not required, but HSML teachers should regularly encourage the development of WHIRM skills:
  - a. Wise – make wise choices during class,
  - b. Honest
    - i. Intellectual honesty – do I “really” know this or should I do more practice?
    - ii. Academic integrity – using only allowed resources during assessments.
  - c. Intelligent – promoting the idea that there is an intellect is an important area to nurture and develop
  - d. Responsible – be responsible to complete assignments, come to class prepared, complete and turn in assessments on time
  - e. Mature – consistency over the year will stretch students to make mature decisions, to do what they don't want to do because it is a good and right choice for this moment

### HSML Grading Scale

A – 90 -100

B – 80-89

C – 70-79

D – 65-69

F – 64 and below

**Feedback:** Teachers will put all feedback in the student's notebook and communicate to the students that the grades are there. That communication can be done either as-you-grade or in a group email at the end of grading. We will start the year with much emphasis on checking OneNote, making sure everyone has access, and making sure everyone understands the importance of reading the feedback given. Partial credit/re-doing assignments for points; mastery/accountability is at the teacher's choice. If you are teaching a course alongside another teacher, HSML encourages both teachers to collaboratively grade similarly.

**Grade reports:** Teachers will add a page to each student's notebook that lists quiz / test grades and is updated each time a grade is given. It is recommended that the page has regular statements with current averages, updated after each assessment.

**Late work:** HSML must prepare students and hold them accountable! HSML policy will be 5 points off per 24-hour period after the due-date, including weekends. (If the due date is Friday at noon and a paper is turned in Sunday at 1, that's 15 points off.) Maximum points off is 25 points. Quizzes will not be accepted after the due date for the next assessment. Of course, any prior arrangements requested by the student / parent can supersede this policy. Each teacher will be encouraged to be consistent with this policy. Training the students to send (and check for sent) will be important. Quiz due dates / times can be adjusted by the teacher to fit their needs / schedule. "Standard" will be noon on Thursday or Friday but teachers can adjust. HSML suggests that you have students copy parent on the email when they send in the assessment. Late work needs to be graded as soon as possible, but at least 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. There is a \$65 charge to make the transfer to the AMP class.

**Returning Grades:** Please read your Teacher Contract regarding when feedback should be completed for assessments. Send an email to student, parent, and if applicable, charter school teacher when the assessment is graded telling them to view the notebook and feedback provided.

**Daily Grades:** Please read the information regarding daily grades in our shared "(Year) Teacher Folder" folder. It is located in the "[How do I Respond if...](#)" subfolder. Since HSML does not include daily grades in a student's average, sometime grace is needed.

**Grade recovery:** It is good practice to ask for a PDF of notes and/or of homework before the opportunity to re-take a quiz or have outside tutoring.

**Academic Integrity:** Absolutely read the HSML Family Handbook regarding academic integrity. If you feel that academic integrity has been compromised, deal with it like a classroom. There is a sample email located in our "(Year) Teacher Folder" shared folder in the "[Emails](#)" subfolder that may be appropriate for the situation. Feel free to contact Brenda for assistance. Emphasize more to the parents in the beginning that there is an availability of online answers that include the work so proctoring is very important.

**End of Semester/Year End Grade Reporting:** Teachers will send grade reports from the HSML gradebook program. Training is available. It is permitted to keep grades elsewhere and simply type in the quiz average for one quiz and the test average for one test. Then you can print the semester/Year End grade report using the HSML gradebook program.



## GRIEVANCE OR COMPLAINT PROCEDURES

If the parent has a grievance or complaint, our policy is for the parent to first communicate with you their disagreement by phone conversation or email to resolve the issue. Then if no resolution can take place, we ask that the parent notify Brenda who will keep you updated.

If you have a grievance or complaint with High School Math Live, please contact Brenda immediately so that the issue may be resolved or, if you feel like the situation warrants additional input, contact a member of the Advisory Board (Christy Edwards and Regina London) for help navigating the situation.

## SUMMER TO-DO LIST

1. Update your "Meet the Teacher" webpage.
2. View your 2024-2025 class list noting changes **weekly**.
3. Send the [first welcome email](#) to new parents/charter school teachers starting in June. (Save this email for new additions.) After weekly checks on your registration spreadsheet, continue to email new families this letter. Please view guidelines on all email correspondence with families stated earlier in this handbook.

You do NOT need to have created your 2024-2025 email groups and contact lists to complete this email task. Instead, just copy your current enrollments from the Google drive sheet into excel. "Sort all" by class column. Copy the parent, student, and any charter school teacher emails from excel into your BCC of the email for that class. (Decide if it is an email to include students on, sometimes it is the "business side" that is for parents, sometimes it's an "introduction" that would include students.) Since this email "confirms" for the family which class they have enrolled in, you should send separate emails for each class section. Once you've done this email task, DELETE the spreadsheet. Enrollments change throughout the summer. You should only work from the online Google sheet until August. Once school has started, you'll probably want to copy your students into your own tracking list.

4. Notify Brenda if you need to cancel a class due to low enrollment by June 28.
5. Registration will be removing all 2023-2024 parent access on July 1.
6. Begin setting up your class pages for the 2024-2025 on the website starting July 1. These need to be completed by July 15.
7. Send second email by July 15. Similar to the first email but include more detail about the class. Continue to send this information to new families joining your class.
8. Create/update your syllabus by July 15.
9. At the first of August, Registration will be giving 2024-2025 parent access to your class page(s) IF they have paid the August tuition.
10. Create Google groups for emails and Gradebook/Excel spreadsheets by August 15.
11. Create/update your class OneNote file. Link this on your class page by August 15.
12. Set up each student's personal OneNote file including a tab for grade updates by August 15.
13. Check out the folder "Are you Ready for the First Day's class?" in our shared "(Year) Teacher Folder"" folder by August 15.
14. Have you read through the information that is available in our shared "(Year) Teacher Folder" folder?

## CONTRACT INFORMATION HIGHLIGHTS

Teacher's status under this Agreement is and shall remain that of an independent contractor. Nothing in this Agreement shall constitute or be deemed to constitute Teacher as the agent, employee or legal representative of HSML. Teacher is not and shall not be deemed to be an employee of HSML for any purpose whatsoever. Teacher shall have the sole responsibility for the payment of any and all taxes with respect to payments collected by Teacher and for the satisfaction of any and all claims made by third parties on account of the Services. Teacher shall receive no employee benefits of whatever type or nature from HSML.

HSML shall:

1. Provide Teacher with GoToMeeting account and HSML email.
2. Provide Teacher with administrative access to [www.highschoolmathlive.com](http://www.highschoolmathlive.com).
3. Provide training for all technology as needed.
4. Provide existing curriculum, including syllabus and assessments, to be used in all classes taught through HSML. This curriculum is the intellectual property of HSML and may not be used by Teacher in any other educational setting.
5. Retain joint intellectual property for any curriculum Teacher is requested to create for a class that has not previously been taught through HSML. Joint custody will allow Teacher to use curriculum in non-HSML educational settings and allow HSML to share curriculum with other independent contractors with HSML.
6. Market HSML to the homeschool community by all means possible within a budget to be determined by Brenda Barnett.
7. Provide a schedule of classes that takes into account the availability of the Teacher and the expected registration for the school year and that balances the overall class options for each course.
8. Provide Teacher with names and contact information for students who register for a class that teacher has agreed to teach.
9. Be available to give direction for unique situations.
10. Provide a Family Handbook that parents/students are expected to read before classes begin. The goal of this is to support Teacher by setting expectations for parent and student responsibilities and to have a set standard for Teacher to refer to when emphasizing expectations for the course.
11. Pay Teacher the agreed upon amounts for tutoring of leads generated by HSML.
12. Invoice charter schools and pay Teacher tuition for charter school students as invoice payments are received.

Teacher shall:

1. Read and commit to following the guidelines in the HSML Teacher Handbook.
2. Provide HSML with day/time availability for classes Teacher is willing to teach.
3. Consider a class confirmed after July 1, 2024. On or before that date, Teacher may choose to drop a class based on enrollment. After July 1, 2024, the Teacher is committed to teaching a confirmed class.

4. Pay HSML a yearly fee of \$300 for activating/renewing the Teacher account. This provides Teacher with a GoToMeeting account, HSML email, and website access. The signed contract and fee are due by early January for the following year.
5. Have access to the GTM account for private tutoring and shall keep all proceeds from such tutoring sessions. HSML does not require any accounting of Teacher's tutoring income.
6. Have an account with OneNote that allows for sufficient storage of class notes and student notebooks.
7. Collect from parents the tuition in the amount determined by HSML for 2024-2025.
8. Follow the provided syllabus and the HSML calendar.
9. Purchase all materials required to teach the course(s) Teacher has agreed to teach, including but not limited to computer, writing device, headphones, textbook, textbook teacher editions (if desired,) and OneNote account.
10. Arrive in class five minutes before the start of class and be prepared to teach the material.
11. Record all classes, upload the link to the appropriate class page of the HSML website.
12. Be available to answer students' questions outside of class time via text, email, and/or tutoring sessions. Teacher is not required to have a set time for "office hours" but instead should be available for individual help as the need arises. If a student requires consistent extensive tutoring, a teacher may request that the parent pay an additional fee for tutoring and/or consider looking for other tutoring options either from an HSML tutor or a source of their own choosing.
13. Use OneNote to create a notebook for each class which will be used as the teaching medium. The link for this notebook shall be shared with students and posted on the class page on the HSML website.
14. Use OneNote to create a notebook for each student. The link for this notebook shall be shared with the individual student and parent. Upon request, this link is to be shared with HSML.
15. Email an assessment to parents on Wednesday each week.
16. Grade and provide feedback for assessments as quickly as possible but no later than the following:
  - a. Quizzes that are turned in on time should be graded by end of business on Friday.
  - b. Tests that are turned in on time should be graded by end of business on Wednesday.
  - c. Assessments that are turned in late should be graded as soon as possible and not later than the following Friday.
17. After grading an assessment, an email should be sent to the parent and student alerting them to the fact that the grade is posted in the OneNote notebook.
18. Create a Grade Report page in each student's OneNote notebook and record the individual grades for assessments.
19. Record the overall grade average, using 40% quizzes and 60% tests, on the Grade Report page. Update the overall grade average after each test.
20. Use the HSML gradebook program to create an end-of semester and end-of-year grade report PDF.
21. Upload grades to spreadsheet by January 15, 2025 and May 31, 2025.
22. Communicate by email with parents in the event that a student is demonstrating concerning behavior, 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.
23. Communicate by email with parents and CC Brenda Barnett if there is a need to make any change in class times. On a rare basis, classes may be adjusted based on life events. When this occurs, Teacher shall offer either a different class time or a recorded class to take the place of the regularly scheduled class. AMP recordings are available for this purpose.

24. Overall, be professional. Participate in the goal of helping students succeed by providing excellent instruction, requiring them to be accountable to learn the material presented in an appropriate time frame, and giving clear and frequent feedback as to their progress, strengths, and any concerns you may have. Be a positive influence in the lives of the HSML students and make a positive contribution to HSML and the team of teachers.

## REGISTRATION AGREEMENTS

The following are statements that the parent agreed upon when they registered for your class.

### 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.