

Contract between High School Math Live, LLC (HSML) and _____ (Teacher.)

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.
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 2021-2022 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 an orientation recording that parents/students are expected to watch before classes begin. The goal of this recording 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. Provide HSML with day/time availability for classes Teacher is willing to teach.
2. Consider a class confirmed after July 1, 2021. On or before that date, Teacher may choose to drop a class based on enrollment. After July 1, 2021, Teacher is committed to teaching a confirmed class.
3. 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 February 15, 2021.
4. 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.
5. Have an account with OneNote that allows for sufficient storage of class notes and student notebooks.
6. Collect from parents the tuition in the amount determined by HSML:
Pre-Calculus - \$570
7. Follow the provided syllabus and the HSML calendar.
8. 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, and OneNote account,
9. Arrive in class five minutes before the start of class and be prepared to teach the material.
10. Record all classes, upload the link to the appropriate class page of the HSML website.
11. Be available to answer student's 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 to 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.
12. 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.
13. 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.
14. Email an assessment to parents on Wednesday each week.
15. 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. Quizzes that are turned in late should be graded within 1 business day.
 - c. Tests that are turned in on time should be graded by end of business on Wednesday.
 - d. Tests that are turned in late should be graded within 3 business days.
16. 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.

17. Create a Grade Report page in each student's OneNote notebook and record the individual grades for assessments.
18. Record the overall grade average, using 40% quizzes and 60% tests, on the Grade Report page. Update the overall grade average after each test.
19. Send students/parents an end-of-semester grade report PDF on HSML letterhead after the 1st semester cumulative exam in December (sample provided.) This information will be made available to HSML upon request.
20. Send an end-of year grade report PDF on HSML letterhead, including 1st and 2nd semester grades and a year-long average after the 2nd semester cumulative exam in May (sample provided.) This information will be made available to HSML upon request.
21. 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.
22. 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.
23. 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.

By returning this signed contract you are acknowledging your agreement to these conditions and you are committing yourself to the position of HSML teacher for the 2021-2022 school year.

Brenda Barnett

Teacher

Date:

Date: