

Parent-Teacher Contract for 2020-2021 Dr. Nancy A. Roell Math Instructor for AACE, Inc.

I am excited to be working with you and your student(s) this year. Please review and initial the following. Let me know of any questions you may have regarding my policies. Please initial and sign by the first day of class each section of the contract to indicate you have read and understood its contents.

____ Students must be registered with AACE, Inc. prior to enrolling in my class. Student # _____ You are arranging for tutoring sessions on a weekly basis. The sessions are in addition to your home schooling, not a substitute for parent-led instruction.

____ It is your responsibility as the home school parent to oversee your child's education and ensure that the work is completed prior to class on Friday. If your student is having difficulty, it is his or her responsibility to contact me by email to ask questions. The course will be using ALEKS, which is an online self-paced program that has a Message Center to accommodate the sending and receiving of messages. The course topics will present themselves as the student spends time on task and since no two students may be at the same place, homework assignments amount to time spent each week working on the topics. The Homework Assignment will begin on each Friday at 12:00 am and end on the following Thursday at 11:59 pm. Partial credit for spending less than the 6 hours required each week will be awarded but if the student is to complete the topics chapter by chapter, six hours each week is the goal. I will contact both the student and the parent if time on task fails to keep a student within range of completing the course. The ALEKS program has built-in explanations to assist the student when difficulties arise in addition to the tutoring support I provide.

____ On the first Friday of the course, the student will receive a composition book for taking lecture notes containing handouts explaining how the grades will be awarded and overtime handouts will be added to support instruction. Important parent responsibilities include (1) helping the student use Time Management to insure that the six-hour weekly time goal is met, (2) offering encouragement to use appropriate resources to overcome difficulties and (3) maintaining the composition book so that it serves the student as a valuable resource. At any given time the student is logged into ALEKS, a parent may view a Report which records the student's time on task and the percent of topics that have been mastered in the chapter where the student is working. Parents are expected to view this report regularly and to inspect the composition book to ascertain that it is up to date.

____ Tardiness will not be tolerated. Late students will be marked as such and parents will be notified. Students must be in their seats before class starts. This year, we will be taking roll and turning it in each week to the admin staff of Friday School. If late arrival is warranted due to emergency, notification should be sent via the ALEKS Message Center.

____ A student's failure to complete assigned work, failing grades, or lack of class participation may result in termination of our contract. In the event of termination, any advanced tuition payment will not be surrendered. This is with the understanding that often each student's place in the class is awarded based on availability. Others seeking placement may have been denied a place. Placement, therefore, carries with it financial responsibility once the agreement is made to maintain that place for the entire semester.

____ Due to our limited classroom time, missed classes impact your student significantly. When your student must miss class, it is your responsibility to notify me in advance via the ALEKS Message Center (at least one week in advance for planned absences and the morning of class at the latest for unplanned absences, when possible). Missed classroom assignments will primarily consist of lecture notes that the class will be entering into the composition book for a grade. Taking the notes in class has the benefit of the additional input the teacher gives while delivering them. It is the student's responsibility to request a copy of any notes missed due to absence and to enter them accurately into the composition book.

____ Three or more missed classes, without special arrangement, may result in dis-enrollment. Dis-enrollment by either parent or teacher requires notification in writing and tuition is due in full for the remainder of the semester. There are no partial refunds.

____ Classroom size is limited to 12 students for this class.

____ Each teacher at AACE is paid privately. If you so desire, I can email you monthly to remind you of the due date of tuition each month. The individual agreement for tutoring is between you and me. Payment is due by check or money order on the first Friday of each month, beginning in August and ending in April.

____ The purchase of the ALEKS online program entails online use by the student for forty weeks. Should I become ill, have a planned engagement or an emergency and be unavailable, topics based on the student's self-paced efforts will not be interrupted and the 6 hour time goal will remain for that week. A substitute teacher will be provided to meet with students to oversee progress. If for any reason a class must be cancelled, I will send out notification no later than the Thursday prior to the Friday cancellation. Cancelled classes will be not be refunded, as the lecture material will be covered in a future session.

____ If a monthly payment is not sent in person or mailed by the date of the first Friday of the month, a \$5 per week, per student late fee will be assessed, unless prior arrangements have been discussed. The first tuition payment must be made along with the supply fee and the \$35 payment to register in ALEKS. Under no circumstances can supply fees or ALEKS registration fees be refunded.

____ Tuition payments are to be made one month in advance, starting in when you register in either May or August, and made monthly until April. Failure to pay tuition in a timely manner will result in your child's suspension from my class and the non-issuance of final grades. Tuition discounts may apply, so if you plan to pay for the entire year by the first day of class in September or in two semester installments, please contact me.

____ NSF checks will incur a \$35 fee and future payments must be made by money order or cash only.

____ There are three Police Training days when we have no physical classes at Friday School; however, the weekly time goals for those weeks will still be assigned and students may still reach me online for support.

____ Grades are available online and accessible 24/7 by parents and students. I will provide an official final grade to parents by email by the first week in June. There are no formal grades or transcripts issued from AACE, Inc.

Parent: _____ Date: _____

Email: _____

Student: _____ Date: _____

Email: _____ I may be contacted by email at drnroell@sbcglobal.net anytime you have questions or need to notify me of a student's absence. On the other hand, students can reach me through the ALEKS Message Center where the e-mail they used to register is automatically programmed for communication between student and teacher.